

# TVCS Field Trip Handbook

2023 - 2024

Welcome to TVCS field trips! Our great field trip program is 30 years strong! These field trips are a cornerstone of our charter and a strong component of our educational program that makes us stand out from other schools. What we value most is that our field trips:

- inspire curiosity
- offer a different way to learn, often with multisensory and hands-on opportunities
- allow students to make connections between what they learn in the classroom and the real world
- increase empathy, tolerance and critical thinking skills
- provide great opportunity for social interaction and bonding
- take us from our small world and open doors of possibility
- make lasting imprints on a child's education

Educational, school day field trips are financially supported by the TVCS General Fund. We believe they are so important in the education of our students that money is set aside for regular field trips to be paid for by the school.

Field trips require a great deal of planning and communication between staff, parents and students to maintain high standards for safety and educational excellence. Please read our field trip handbook to learn more about our program and to see how you can be a part of this great program!

If you have any questions regarding our field trip program, please speak to the classroom.

Thank you!

## **Field Trip Roles and Responsibilities**

Many members of the school contribute to orchestrating a successful field trip. This is our field trip team:

### **Administration**

The Administration will oversee all areas of the field trip program, including safety, liability and educational integrity. The Administration will approve/disapprove all field trip driver packets.

Administration will review all field trip requests. Some things considered in the decision to approve a field trip include:

Does it have educational value?

Does it support the curriculum for that grade or group? Does it conflict with other events on the school calendar? Is it repetitious with other trips?

Is the cost reasonable?

All field trips must be approved prior to planning. Teachers and coordinators will use the Field Trip Approval Form to request to take a field trip. Once approved, teachers will be notified and planning may begin.

Permission slips must be:

- filled out completely
- filled out in blue or black ink
- in alphabetical order

All driver permission slips to verify that each driver has an up to date driver file and is eligible to drive.

### **Teachers**

The teachers have a lead role in field trips. Field trips are an extension of the classroom and teachers are responsible from the early planning to the completion of a trip. Teachers work with all other members of the field trip team to ensure safe and meaningful experiences. Teacher responsibilities include:

- understanding and enforcing all TVCS field trip policies and procedures
- help recruit drivers for their class
- meet with coordinators to discuss curriculum and field trip requests for the year
- oversee the coordinators as they do the planning and information sharing with families
- approve all paperwork distributed including cover letters, permission slips, reminders, etc.
- ensure parents have all necessary information for a field trip

- ensure permission slips are passed out and collected on time
- ensure permission slips are filled out completely and turned in to the RDC no less than 2 weeks prior to a trip
- work with parents to ensure all student medical issues are confirmed and documented
- work with school nurse by providing information regarding medical needs/medications to the school nurse no less than two weeks prior to a field trip for verification and preparation
- provide a list of all students attending/not attending to the attendance clerk. Include any information regarding classroom placement, etc.
- ensure drivers/chaperones have clear instructions on their roles and expectations for each trip
- oversee the safety and well-being of all students on the field trip

### **School Health Clerk**

The school nurse will work with members of the team for medications and student medical needs. Health Clerk responsibilities include:

- verify all medications listed on permission slips are on file at school and have a doctor order
- prepare all medications prior to a field trip
- create a plan with teachers for transferring medication for a field trip
- attend a field trip if a student requires a parent or nurse to attend and a parent cannot

### **Field Trip Coordinators**

The field trip coordinators will assist teachers in the planning of field trips. Field trip coordinator responsibilities include:

- understanding and helping enforce all TVCS field trip policies and procedures
- meet with teacher at the beginning of the school year to discuss field trip plans
- research venues for curriculum offered, available dates, cost, etc.
- fill out and submit field trip approval requests
- create a cover letter and permission slip to pass out to parents (must be approved by the RDC and teacher prior to sending)
- once the completed permission slips are verified by teachers and RDC, contact drivers and make seating arrangements (to be approved by RDC and teachers)
- work with teacher to send home any reminders/updates about upcoming trips
- organize driver packets and provide front office with copy of all necessary forms
- use Check Request Form to obtain check from front office, if necessary
- keep track of class field trip budget
- assist teacher the day of field trip to organize drivers, students, and paperwork

### **Field Trip Drivers**

The field trip drivers use their personal vehicles to transport our students on field trips. Nearly all trips utilize parent drivers. Drivers must go through a rigorous approval process that includes:

- approved FBI/DOJ Live Scan fingerprint/criminal record results on file at TVCS
- approved DMV driving record on file (formerly known as H-6/available online)
- current California Driver's License on file

- maintain and provide proof of the minimum insurance requirements
- complete Driver Certification form (annually)
- complete Drive Code of Conduct form (annually)
- fill out an Adult Field Trip Waiver Notice and Medical Authorization for each trip
- fulfilling all the requirements of a TVCS approved volunteer

Field trip drivers are expected to understand and follow all TVCS field trip policies and procedures. The safety and well-being of all students is the priority while on a trip. Drivers will follow all instructions given by the teacher and field trip coordinator. Drivers will communicate to teachers any concerns while on a field trip.

### **Field Trip Chaperones**

TVCS staff and field trip drivers serve as chaperones and most often meet and exceed the adult to child field trip ratios. If additional chaperones are deemed necessary, chaperones attending a field trip must:

- have an approved FBI/DOJ Live Scan fingerprint/criminal record results on file at TVCS
- fill out an Adult Field Trip Waiver Notice and Medical Authorization for each trip
- fulfill all the requirements of a TVCS approved volunteer

Chaperones are expected to understand and follow all TVCS field trip policies and procedures. The safety and well-being of all students is the priority while on a trip. Chaperones will follow all instructions given by the teacher and field trip coordinator. Chaperones will communicate to teachers any concerns while on a field trip.

### **Parents**

Parents are asked to support our field trip program by:

- being sure your child understands and agrees to follow all safety and behavioral expectations while on a field trip
- turning in all permission slips and necessary forms on or before the deadline. It is the parent/student responsibility to ensure permission slips are turned in.
- making sure forms are filled out completely (blue or black ink only)
- communicating early with teachers and field trip coordinators any questions or concerns
- keeping requests to a minimum; requests may be considered but are not guaranteed

Please sign up to be an approved driver if you are able. We would love to have you be a part of these great educational adventures!

### **Students**

Providing students with excellent educational experiences is the main objective in our field trip program. Student enrichment and success are the reasons we have this great program. We ask that while on field trips our students:

- attend with an open mind to learning new things and reinforcing what they've learned in our classrooms
- represent our school well by showing respect to teachers, drivers, fellow students, venue staff and members of the public
- follow all TVCS policies, including behavior, dress code, cell phones, etc.

**Each member of our field trip team has an important role and only with the support from all are we able to have the unique, thriving field trip program that TVCS has!**

## **Field Trip Policies**

Some field trip policies include, but are not limited to:

- All participants must be prior approved and have an approved Live Scan report on file at TVCS.
- Only parents/legal guardians may participate in a TVCS field trip.
- Anyone driving a student other than their own child must be a TVCS approved driver.
- All participants must leave from the school with our group and must return to the school with our group. No participants may meet at the venue or leave early from the venue.
- All participants must turn in all paperwork by the specified due dates.
- All participants must follow the instructions of TVCS staff and the venue staff.
- Parents attending field trips will help supervise all TVCS students on the trip, helping maintain a safe and educational experience for all.
- Any concerns or questions will be directed to the TVCS teachers in charge of the field trip.

The TVCS Parent/Student Handbook (located at [www.tvcscougars.com](http://www.tvcscougars.com) under the PARENTS tab) has the complete field trip policy. All field trip participants and those with a student participating in field trips are expected to read and become familiar with the field trip policy and adhere to all aspects of this policy. Violation of field trip policy will result in prohibition from participation in field trips.

## **Overnight Field Trips**

This year grades 2-8 will be offered an overnight field trip opportunity. These overnight trips are optional and are at parent expense.

Parents interested in having their child attend an overnight trip will make scheduled payments to TVCS. Once payments are made they are non-refundable. Most venues allow parents to participate in the overnight trips but some venues (Astro Camp and Pathfinder Ranch) do limit the amount of adults who may attend. Parents choosing to attend will also make scheduled, non-refundable payments to TVCS for their participation costs.

TVCS field trip policies apply to overnight trips as well, including but not limited to:

- All participants must have an approved Live Scan report on file at TVCS.
- ONLY parents/legal guardians may participate in a TVCS field trip.
- Anyone driving a student other than their own child must be a TVCS approved driver.
- All participants must leave from the school with our group and must return to the school with our group. No participants may meet us at the venue or leave early from the venue.
- All participants must turn in all paperwork and payments by the specified due dates.
- All participants must follow the instructions of TVCS staff and the venue staff.
- Parents attending overnight trips will help supervise all TVCS students on the trip, helping maintain a safe and educational experience for all.

- Any concerns or questions will be directed to the TVCS teachers in charge of an overnight trip.

All participants of an overnight field trip are also expected to read and become familiar with the field trip policy (located in the TVCS Parent/Student Handbook at [www.tvcscougars.com](http://www.tvcscougars.com) under the PARENTS tab) and adhere to all aspects of this policy. **Violation of the field trip policy will result in prohibition from participation in field trips.**

### **Field Trip Driver Instructions - NEW Drivers**

In order to drive our students on field trips, you must become a "TVCS Approved Driver." **The application to be an approved field trip driver is online this year.** The requirements are listed below. To be an approved driver, you must be cleared as a TVCS Volunteer (see Volunteer Handbook & Application) for the current school year.

- Complete the **online** field trip driver application.
- Upload a copy of your insurance **declaration page** showing names of insured, policy expiration date, and the following minimum coverage:
  - A minimum of \$100,000/\$300,000 liability bodily injury
  - A minimum of \$50,000 property damage
  - A total of \$300,000 combined single limit liability and property damage
  - **AND**
  - A minimum of \$5,000 per person medical coverage for driver and passenger
- Upload a driving history record from the DMV. This may be obtained online from the DMV.
- Upload a copy of your current California Driver's License

### **Field Trip Driver Instructions - RETURNING Drivers**

- Email a current copy of your insurance **declaration page** showing names of insured, policy expiration date, and the following minimum coverage:
  - A minimum of \$100,000/\$300,000 liability bodily injury
  - A minimum of \$50,000 property damage
  - A total of \$300,000 combined single limit liability and property damage
  - **AND**
  - A minimum of \$5,000 per person medical coverage for driver and passenger
- Email a copy of your current California Driver's License if it has expired from the previous year

Email: [sfeldhut@tvcscougars.com](mailto:sfeldhut@tvcscougars.com)