

## **GreenWood Charter School**

**Policy Number:**

**Policy Section:**

**POLICY TITLE: Fieldwork Policy**

### **Revision History**

<b>Effective Date</b>	<b>Action Date</b>	<b>Revised</b>
<b>Oct 6, 2015</b>	<b>Oct 7, 2015</b>	<b>August 17, 2016</b>

### **Board Policy Sections:**

- School Board 000 series
- Administration 100 series
- Instruction 200 series
- Student Services 300 series
- Staff policies 400 series
- Business and Operations policies 500 series
- Community 600 series

**PURPOSE**

The Board of GreenWood Charter School adopts the following fieldwork policy in order to maintain the safety, welfare, and educational interests of students, teachers, and volunteers, the following policy shall apply.

**SCOPE**

GreenWood Charter School provides compelling learning experiences both within the school walls and outside of them in the larger community and natural surroundings. The Board recognizes the value of direct research at relevant sites of interest, conferring with local experts, and visiting resource rich locations like museums, libraries, research institutions, operating businesses, farms, etc. Consequently, students at GreenWood participate regularly in fieldwork that may also involve overnight excursions.

**TRANSPORTATION**

1. When students leave campus for any school-sponsored activity not within walking distance, the preferred mode of transportation is a school bus.
2. When acquiring bus services is not possible, volunteers may transport students in their own vehicles. All volunteer drivers are subject to the requirements of the volunteer policy including criminal records background checks.
3. Volunteer drivers shall submit their current driver's license and proof of insurance to be photocopied and kept on file in a secure location at the school.
4. Teachers do not serve as drivers to transport students on fieldwork except in rare circumstances where it is necessary.
5. Volunteer drivers must have at least three students assigned to each car. They may transport fewer if one of the two is their child.
6. All Volunteer drivers will complete the State Risk Management Online Driving Test.

**PARENTAL CONSENT AND RELEASE OF LIABILITY**

1. For each fieldwork excursion, a note must be sent home to parents/guardians describing the date, time, location and purpose of the trip.
2. A consent and release of liability form must accompany this note and be returned to school with the parent's signature.
3. For certain trips parents and students shall receive and provide signed consent to abide by the safety rules and submit to the consequences of breaking rules.
  - a. Fieldwork is an extension of the school boundaries. Consequently, all rules related to the prohibition of alcohol, tobacco, drugs, and weapons with regard to both adults and students apply in all aspects of the trip including night-time, while in transport, and at all fieldwork locations.
  - b. As part of this agreement, parents accept the responsibility as a consequence of their child

breaking the rules, to pick up and transport their child home from a trip at any time should the need arise.

### **SAFETY PROTOCOLS AND SUPERVISION**

1. All proposed fieldwork must be approved by the School Director in advance of any trips. Reasonable guidelines shall be established that provide adequate advance notice to parents and students and sufficient time for review and preparation by Director and office staff.

2. The School Director shall develop safety protocols for fieldwork that include, but are not limited to:

- criminal records background checks for volunteers
- frequent "role calls" and other means of assuring attendance;
- clear supervision responsibilities for volunteers and staff;
- special medical consideration for designated students;
- communication methods and procedures both within the excursion group and from the group to the school, including procedures and guidelines to be followed in the event of an emergency.

3. Prior to fieldwork, students and chaperones will receive training in their respective responsibilities and in the basic safety considerations appropriate to the nature of the fieldwork. With respect to overnight trips, chaperones are required to acknowledge and sign a compliance form. There shall be strict enforcement of the rules.

### **SUPERVISION RATIOS**

#### **Day Fieldwork**

An adult to student ratio of no more than 8:1 and the principle of two deep adult leadership will be maintained on all day trips. Exceptions to the student/adult ratio may be granted or required by administration on a case-by-case basis.

No one-on-one grouping of adult with student. If, for instance, a private conference is needed, this must be done in view of other adults and students unless it is a parent-child relationship.

#### **Overnight Fieldwork**

Student to Chaperone ratios are as follows:

Large Group\*: 5-8= Day Adventure: 8:1 and enough for two adults per tent in large tent sleeping arrangements at night.

Small Group: 5-8=Day Adventure: 8:1 and enough for one adult within TEN feet of each student tent at night.

\*Large group indicates over 25 students and a permanent "home base" camp where large tent lodging is possible. Small group indicates under 25 students and moving location (i.e. backpacking).

### **SLEEPING ARRANGEMENTS**

Opposite gender camps shall be clearly separated from one another. Care will be given by staff to assign or change sleeping arrangements to insure the safety of all students.

#### **Tent Lodging:**

Two or more adult chaperones/teacher(s) may share a large tent with students, provided that the sleeping arrangements for the adults and students are separated by three feet and adults are able to monitor both the activity within the tent and the activity entering and leaving the tent.

A large tent is big enough for two chaperones to share a tent with 3 ft. separation between adults and students. When large tent scenarios are not possible, chaperones/teachers must sleep separate from students, but be within ten feet of the student tent. Same guideline applies to no tent camping (i.e. backpacking). Chaperones may sleep in the same tent with their own child(ren) and no others.

#### **Large, open-room lodging:**

- a. The room will be clearly divided into a gender-separated student sleeping area and an adult sleeping area.
- b. Appropriate measures will be taken to maintain individual privacy.
- c. For the safety of all involved, teachers are strongly encouraged to find and use large, open-room lodging accommodations where possible.

#### **Hotel/motel lodging:**

Teachers shall not sleep in the same room as students. Adult chaperones sleep in their own rooms. In some cases, chaperones may sleep in the same room with student where there are two or more chaperones present. Adults may not sleep in the same bed as a student unless the student is their own child.

Chaperones will be required to adhere to teacher's safety check-in protocols at all times.

Staff member in charge of excursion is authorized to make adjustments to procedure to insure safety during unforeseen emergency situations.

### **MAXIMUM ANNUAL OVERNIGHT THRESHOLDS**

**Upper Grove School Students (5<sup>th</sup>-8<sup>th</sup>)** may have a maximum of four (4) overnight trips (camping or otherwise) with no single trip consisting of more than five (5) consecutive nights (Mon-Sat.) and the total number of nights for all trips in a given year shall not exceed twelve (12).

**Middle Grove Students (3<sup>rd</sup>-4<sup>th</sup>)** do not have overnight trips as a general rule. If there is a rare, clear, and compelling educational opportunity which cannot be had by other means, one (1) overnight trip per year may be proposed by the teachers. Though single night trips are preferred, the total number of nights for a single trip shall not exceed three (3).

**Early Grove Students (K-2<sup>nd</sup>)** may have day trips only.

### **PARICIPATION REQUIREMENTS**

Fieldwork trips are intended to provide direct, rare, and compelling educational experiences. Consequently, the School hopes to have all students participate. However, in situations where parents prefer not to have their child participate in overnight trips, such participation is not required and students will not be penalized for failure to attend. Under circumstances of non-participation, the school is not responsible for any missed experiences that students forgo for having elected not to attend.

### **FIELDWORK COSTS**

1. The School must stay within the budget raised and allocated for the experience.
2. Students will be given enough time to know costs, and will be required to make a reasonable effort to provide for needs through fund-raising, borrowing equipment, etc.
3. The School will provide necessary funds and equipment for school wide experiences if a student (and family) is not financially able to cover the costs.
4. For optional intensive fieldwork, students will be responsible to pay for the experience.