



# Temecula Valley Charter School Field Trip Handbook

2025 - 2026

Welcome to TVCS! Our experiential learning program is 31 years strong! These field trips which comprise this program are a cornerstone of our charter and a strong component of our educational program. We believe that an important part of a student's development is to experience the world outside of their "normal" everyday experiences. Field Trips offer TVCS students a different way to learn, often with multisensory/hands-on opportunities. They are designed to allow students to make connections between what they learn in the classroom and the "real world". Field Trips are often identified by TVCS alumni as their favorite part of the TVCS experience as they allow a great opportunity to bond with their peers, increase empathy and develop critical thinking skills.

With the exception of optional overnight field trips, TVCS values these learning opportunities to such a degree that they fully cover the cost of these adventures. Families who choose to participate in overnight field trips will pay the fees associated with these trips. Field trips remain affordable due to parents serving as drivers and fundraising opportunities held throughout the year.

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 educational opportunity.

If you have any questions regarding our field trip program, please contact the classroom teacher.

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 repetitive with other trips?
- Is the cost reasonable?

All field trips must be approved prior to planning.

### **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:

- establish and train a classroom field trip coordinator
- understand and enforce all TVCS field trip policies and procedures
- help with recruiting drivers for their class
- meet with coordinators to discuss field trips for the year
- oversee the coordinators as they prepare for the field trips
- approve and distribute field trip forms on Parent Square; including cover letters and reminders, etc.
- ensure parents have all necessary information for a field trip
- create car seat assignment
- ensure permission slips are sent out electronically and received on time
- work with parents to ensure all student medical issues are confirmed and documented
- communicate 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
- collect all student phones prior to leaving the school site
- teachers MUST check each student's authorization in Aeries under Student Data-Authorizations prior to each field trip2

### **School Health Clerk**

The school Health Clerk 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's order
- prepare all medications prior to a field trip
- create a plan with teachers for transferring medication for a field trip

### **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
- 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
- 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
- read and comply with all of the requirements within the Field Trip Code of Conduct

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. Due to space limitations, field trip drivers are expected to transport the number of students that their seatbelt capacity will allow. Due to space and other limitations at many field trip locations, parents cannot drive their own student to and from the field trip unless they are serving as field trip driver.

### **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. The number of chaperones needed for a field trip varies depending upon the location of the trip, the number of chaperones allotted by the venue/location and space. 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.

NOTE: In the case where the number of volunteer field trip drivers and chaperones exceed the need of the field trip, drivers and/or chaperones will be selected by a random lottery.

### **Parents**

Parents should not expect to attend every field trip. In fact, much of the educational experience is for students to learn to navigate their world more independently.

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
- Completing and submitting all permission slips and necessary forms on or before the deadline. It is the parents responsibility to ensure permission slips are filled out and submitted on Parent Square prior to the deadline. Permission slips not received on time will forfeit your child's opportunity to attend the field trip.
- communicating with teachers and field trip coordinators any questions or concerns in a timely manner
- Parents should immediately address any concerns with student or fellow parents with the teacher

Electronic permission slips must be filled out completely and signed electronically. The field trip forms can be found in Parent Square, and will be sent out by the teacher with the expected return date included.

NOTE: If you choose not to have your child attend a field trip, it is TVCS' expectation that your child will still come to school on the day of the field trip where they will be given an alternative activity.

### **Students**

We expect 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 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.
- Students who do not adhere to appropriate standards of conduct will be removed from the field trip.

## **Overnight Field Trips**

Grades 2-8 may be offered overnight field trip opportunities. These overnight trips are optional and are at parent expense. Due to the fact that these are optional trips; no financial assistance is available for covering the cost of these trips. Students who do not attend overnight field trips are expected to attend school as on a normal school day.

Parents interested in having their child attend an overnight trip will pay on-line using our Cougar Webstore. 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 field trips will cover their own fee.

TVCS field trip policies apply to overnight trips as well.

All participants of an overnight field trip are also expected to read and become familiar with the field trip policy (located in the Fieldtrip Handbook at [www.tvcscougars.com](http://www.tvcscougars.com) under the "Family Quick Links": Fieldtrip Handbook tab) and adhere to all aspects of this policy. **Violation of the field trip policy will result in your field trip privileges being revoked.**

## **Field Trip Driver Requirements**

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.** 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
- Attend a volunteer induction meeting
- 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

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

The TVCS Field Trip Handbook (located at <https://www.tvcscougars.com/> under the "Family Quick Links" tab; Parent Volunteers) 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.