

THE COTTONWOOD SCHOOL

**Regular Scheduled Board Meeting
The Cottonwood School
June 25, 2020 – 6:00 pm
3840 Rosin Court #200
Sacramento, CA 95834**

**Through Teleconference
Join Zoom Meeting
<https://zoom.us/j/96833875697>**

Meeting ID: 968 3387 5697

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Meeting ID: 968 3387 5697

Find your local number: <https://zoom.us/u/ad4ll9qAur>

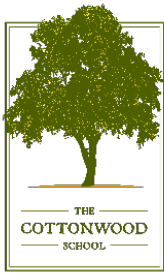
AGENDA

1. Call to Order
2. Closed Session – 6:00 pm – 7:00 pm
 - a. Conference with Legal Counsel – Anticipated Litigation (One Case) § 54956.9
 - b. Public Employee Performance Evaluations § 54956.7
 - i. Executive Director
 - ii. Principal
3. Report of out Closed Session
4. Approval of the Agenda
5. Public Comments
6. Discussion and Potential Action on the Executive Director Contract, Salary, and Fringe Benefits
7. Discussion and Potential Action on the Principal’s Contract, Salary, and Fringe Benefits
8. Discussion and Potential Action on Inspire Charter Services Proposed Contract Consideration
9. Discussion and Potential Action on the Board Meeting Calendar

10. Board Discussion re possible Dates for Board training on the Brown Act, Conflict of Interest laws, the Public Records Act and Best Governance practices
11. Discussion and Potential Action on the June Board Meeting Minutes
12. Board Consideration and Approval of Governance Policy Regarding Meetings and Agenda Compilation
13. Discussion and Potential Action on the Field Trip Policy for Independent Study Students and Site-Based Students
14. Discussion and Potential Action on the Educational Vendor Policies and Procedures for Independent Study Students and Site-Based Students
15. Discussion and Potential Action on Bylaws
16. Discussion and Potential Action on the Nomination of an Adhoc Committee for Board Recruitment
17. Discussion and Potential Action on Affirming of Board Members and their New Term
18. Announcement of Next Regular Scheduled Board Meeting
19. Adjournment

Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: The Cottonwood School Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at 951-290-3013 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).



THE COTTONWOOD SCHOOL

Regular Scheduled Board Meeting - The Cottonwood School
June 16, 2020 – 6:30 pm
3840 Rosin Court #200, Sacramento, CA 95834

Attendance: Dr. Norman Lorenz, Teresa Lyday Selby, Julisa Platte, Amanda Meagher - Teleconference
Absent: None
Also Present: Julie Haycock, Jodiann Beeson, Kathy Fagundo, Bryanna Brossman - Teleconference

Call to Order:

Dr. Lorenz called the meeting to order at 6:30 pm.

Approval of the Agenda:

Julisa Platte motioned to approve the agenda. Amanda Meagher seconded.
-Unanimous

Public Comments:

None.

Closed Session:

(Board Member) motioned to enter into closed session at (INSERT TIME). (Board Member) seconded.
-Unanimous

(Board Member) motioned to enter into closed session at (INSERT TIME). (Board Member) seconded.
-Unanimous

Conference with Legal Counsel – Anticipated Litigation (Two Cases) § 54956.9
Two cases of litigation were resolved.

Public Employee Performance Evaluation § 54956.7
Employee Evaluations of Executive Director and Principal tabled until June 25th.

Executive Director's Report:

The Executive Director provided a report to the Board of Directors.

Principal's Report:

The principal provided a report to the Board of Directors.

Discussion and Potential Action on the January Board Meeting Minutes, April Special Board Meeting Minutes and May Board Meeting Minutes:

Julisa Platte motioned to approve the January Meeting Minutes. Amanda Meagher seconded.
-Unanimous

Dr. Lorenz motioned to approve the May Meeting Minutes. Amanda Meagher seconded.
-Unanimous

Discussion and Potential Action on the Contract with Young, Minney & Corr LLP:

Julisa Platte motioned to approve the Contract with Young, Minney & Corr LLP. Amanda Meagher seconded.

-Unanimous

Discussion and Potential Action on the May Financials:

Julisa Platte motioned to approve the May Financials. Amanda Meagher seconded.

-Unanimous

Discussion and Potential Action on the 2020 – 2021 Budget:

Teresa Lyday Selby motioned to approve the 2020 – 2021 Budget. Dr. Lorenz seconded.

-Unanimous.

Discussion and Potential Action on the COVID-19 Plans (Executive Order: N-56-20 Operations Written Report):

Amanda Meagher motioned to approve the COVID-19 Plans (Executive Order: N-56-20 Operations Written Report). Teresa Lyday Selby seconded.

-Unanimous

Discussion and Potential Action on the CharterSAFE Renewals:

The Board of directors tabled the CharterSAFE Renewals. The Board requested information from CharterSAFE be presented at the meeting on June 25th.

Discussion and Potential Action on the Inspire Charter Services Service Agreement:

The Board of directors tabled the Inspire Charter Services Service Agreement until June 25th.

Discussion and Potential Action on the Compensation Policy:

Julisa Platte motioned to approve the Compensation Policy with the amendment that supplemental payment be brought forth to the Board for their consent by both Julie and Jodiann. Dr. Lorenz seconded.

-Unanimous

Amanda Meagher left the meeting at 9:41 pm.

Discussion and Potential Action on the Suicide Prevention Policy:

Julisa Platte motioned to approve the Suicide Prevention Policy. Teresa Lyday Selby seconded.

-Unanimous

Discussion and Potential Action on the Work Sample Policy for Independent Study Students:

Julisa Platte motioned to approve the Work Sample Policy for Independent Study Students. Dr. Lorenz seconded.

-Unanimous

Discussion and Potential Action on the Kindergarten and Transitional Kindergarten Policy:

Teresa Lyday Selby motioned to approve the Kindergarten and Transitional Kindergarten Policy. Julisa Platte seconded.

-Unanimous

Discussion and Potential Action on the Homeless Education Policy:

Dr. Lorenz motioned to approve the Homeless Education Policy. Julisa Platte seconded.

-Unanimous

Discussion and Potential Action on the Field Trip Policy for Independent Study Students:

The Board of directors tabled the Field Trip Policy for Independent Study Students until June 25th.

Teresa Lyday Selby requested that the staff look into the Field Trip Policy and potential liability with both legal and CharterSAFE.

Discussion and Potential Action on the Educational Vendor Policies and Procedures for Independent Study Students:

The Board of directors tabled the Educational Vendor Policies and Procedures for Independent Study Students until June 25th.

Dr. Lorenz requested that the Field Trip Policy and the Educational Vendor Policies and Procedures be presented at the June 25th meeting side by side for the Independent Study and Site-Based Program.

Discussion and Potential Action on the Vendor Agreement:

Teresa Lyday Selby motioned to approve the Vendor Agreement. Dr. Lorenz seconded.
-Unanimous

Discussion and Potential Action on the Extended TK Planning Amount Depreciation Chart for Independent Study Students:

Julisa Platte motioned to approve the Extended TK Planning Amount Depreciation Chart for Independent Study Students. Dr. Lorenz seconded.

-Unanimous

Discussion and Potential Action on the Classified Calendar:

Dr. Lorenz motioned to approve the Classified Calendar with the amendment of the number of FTE days to be added. Teresa Lyday Selby seconded.

-Unanimous

Discussion and Potential Action on Bylaws:

The Board of directors tabled the Bylaws.

Discussion and Potential Action on the Nomination and Appointment of Board Members:

The Board of directors tabled the Nomination and Appointment of Board Members.

Discussion and Potential Action on Affirming of Board Members and their New Term:

The Board of directors tabled the Affirming of Board Members and their New Term.

Discussion and Potential Action on the Election of Officers:

The Board of directors tabled the Election of Officers.

Discussion and Potential Action on the Board Meeting Calendar:

The Board want the addition of June 25, 2020 to be a regular scheduled meeting for the 2019-2020 Board calendar. The Board of directors tabled the 2020-2021 Board Meeting Calendar.

Discussion and Potential Action on the Executive Director Contract, Salary, and Fringe Benefits:

The Board of directors tabled the Executive Director Contract, Salary, and Fringe Benefits.

Announcement of Next Regular Scheduled Board Meeting:

June 25th at 6:00 pm.

Adjournment:

Dr. Lorenz adjourned the meeting at 10:42 pm.

Prepared by:
Bryanna Brossman

Noted by:

Board Secretary

Cottonwood

July 2020						
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Notes:

- July 28 – Board Meeting

- August 25 – Board Meeting

- September 22 – Board Meeting

- October 27 – Board Meeting

- November 17 – Board Meeting

- December 8 – Board Meeting

- January 26 – Board Meeting

- February 23 – Board Meeting

- March 23 – Board Meeting

- April 27 – Board Meeting

- May 25 – Board Meeting

- June 22 – Board Meeting

October 2020						
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- Legend:
- Board Meeting
 - Holiday
 - Due Date
(See appendix)

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June 2021						
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Appendix – Important Due Dates

October

- Unaudited Actuals
- November 1st - Dashboard Indicators due to the state

December

- Approval of Previous Years Audit
- December 15th - LCAP (for 2020-2021 School Year Only)
- December 15th - First Interims due to the county

January

- February 1st - SARC (School Accountability Report Card) due to the state

February

- March 1st - Comprehensive School Safety Plan

March

- March 15th - Second Interims due to the county
- March 31st - Auditor Selection Form due to the county

April

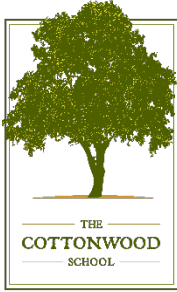
- April 1st - Form 700s due to the County Board of Supervisors
- School Calendars

May

- Public Hearing of LCAP

June

- Adopted Budget
- Final Approval of the LCAP
- Board Meeting Calendar



Educational Vendor Policies and Procedures

The Cottonwood School (“Charter School”) is focused on “Personalized Learning”, a philosophy that puts every student first by supporting them in honoring and exploring their unique skills, special gifts, talents, and aspirations. In furtherance of this philosophy and Charter School’s educational mission, families and Charter School staff together carefully select educational items and services for students to fit their goals and education plan.

The purpose of The Cottonwood School Governing Board approving the Educational Vendor Policies and Procedures is to accomplish the key requirements detailed in this policy, including:

1. The Executive Director (as defined below) must approve all vendors before they can provide educational items or services to students.
2. The Homeschool Teacher (as defined below) and Executive Director (as defined below) must approve all requests for educational items or services to ensure they are aligned with the charter petition and student’s personalized learning curriculum.
3. No family may spend, or obligate the Charter School to spend, any Charter School monies on educational items and services. Charter School is responsible for making purchases of approved educational items and services.

VENDOR APPLICATION AND APPROVAL

1. **Educational Vendor Applications:** Charter School contracts with educational vendors who provide educational enrichment services (e.g., in-person educational activities) and items (e.g., textbooks, workbooks, etc.) to students. Vendors must submit an application to Charter School detailing critical information such as qualifications and services. Charter School shall carefully review Vendor’s application, website, available references, social media, and other pertinent information.

The Executive Director or his/her designee (“Executive Director”) must approve all educational vendors and enter into an agreement with approved vendors before a vendor can provide any educational services to students. The Executive Director may reject a vendor applicant or terminate vendor services for any reason. The Executive Director may delegate his/her authority to approve vendors as necessary to promote the effective operations of the Charter School. For educational products, parents may submit requests specific educational products from a particular vendor (e.g., pencils from an online store). The Charter School’s approval of the educational product request (approval process described below) serves as vendor approval.

2. **Vendor Guidelines:** The Executive Director is responsible for approving vendors, and

must ensure the vendor meets guidelines, including, but not limited to the following:

- Vendor must have the qualifications, skills and, if applicable, the certification and licenses necessary to perform the requested services in a competent and professional manner.
 - Vendor conducts background checks pursuant to Education Code section 45125.1 to ensure Vendor (if an individual), its employees, and agents who interact with students have not committed a serious or violent felony.
 - Vendor services and/or products must be non-sectarian. Vendor's services and products must not discriminate on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other protected basis under California law.
 - Vendor must maintain adequate levels of insurance for its educational services.
 - Vendor must not be a private school offering services through a part-time program (e.g., after school programs) or a parent-organized group (also known as "co-op").
 - Vendors must qualify as independent contractors in accordance with applicable laws. This is determined by the Executive Director based on vendor representations and vetting by the Charter School or its service provider.
3. **Vendor Agreement:** Once the Executive Director has approved a vendor, the vendor and Charter School must enter into a vendor agreement before the school can order educational services from the vendor. Considering families may have one-off requests for educational products, a vendor agreement may not be necessary for the Charter School to purchase educational products (e.g., ordering pencils from an online store for one student). The vendor agreement will include protections set forth in this policy, including, but not limited to requiring background checks for staff interacting with students, prohibitions on non-sectarian/discriminatory items and services, insurance and indemnification provisions, and more.

REQUESTING EDUCATIONAL SERVICES AND ITEMS

1. **Requests:** Students make requests for educational services and items through the Enrichment ordering system. The Enrichment ordering system is accessible on the Charter School website and features a list of approved educational vendors. All requests for educational services and items must: (i) first be approved the credentialed teacher assigned to supervise student's independent study ("Homeschool Teacher"); and (ii) approved by the Executive Director or designee. The Executive Director may delegate his/her authority to approve parent requests for educational items and services as necessary to promote the effective operations of the Charter School.

The Executive Director can deny any request for educational items or services in his or her sole discretion for any reason. Families cannot directly purchase, or obligate the Charter School to purchase, any educational items or service without Charter School's approval.

The Charter School establishes a planning amount for students for educational items and services per full school year. Parents and students are not guaranteed to receive any educational items and services up to and equal to this planning amount, as a Homeschool Teacher and the Executive Director must approve all requests. The planning amount is also not a mandatory cap limiting the Charter School's ability provide necessary educational services to students (e.g., pursuant to a student's individualized education program). The Charter School developed this planning amount to help ensure the school provides educational items and services aligned with its budget and to help ensure fair and equal treatment of students, to the extent consistent with individual needs. Parents and students are not given access to direct or encumber planning amount funds. Parents are encouraged to work with their Homeschool Teacher to develop multi-year plans for their children because their educational needs may vary from year-to-year. While the Charter School does not guarantee any specific amount of funding for educational services and items, a multi-year plan empowers the Charter School and families to develop a personalized course of study suited to their children's needs and the Charter School to effectively budget for all students. The planning amount cannot be transferred to any other student.

The Homeschool Teacher and Executive Director are responsible for granting requests and allocating educational products and services in a nondiscriminatory manner. The Charter School shall seek to purchase cost-effective educational items and services. The Homeschool Teacher and Executive Director shall ensure purchased educational items and services meet the following requirements:

- From approved vendors only.
 - Support the requesting student's personalized curriculum and education plan.
 - Must be aligned with State standards, student's course of study (e.g., requested amount of fabric corresponds to length of course/project), or student's independent study master written agreement.
 - From a vendor who is not related to the Charter School family requesting the educational items or services and otherwise does not present conflict of interest concerns.
2. **Core Subject Curriculum:** The Homeschool Teacher and Executive Director must ensure students access all necessary "core subject curriculum" – education items/services necessary for the student to complete his/her State standards-aligned course of study – before approving any extracurricular activities or supplemental educational or enrichment items. Core subject curriculum includes physical curriculum like McGraw Hill Textbook Set and associated workbooks and access to digital educational platforms such as Odysseyware or StongMind Digital Learning.
 3. **Enrichment Certificates:** After the Homeschool Teacher and Executive Director approve

a request through the Enrichment ordering system, an “Enrichment Certificate” is created by Charter School. Charter School requests educational services and items from approved vendors through Enrichment Certificates. If necessary, Charter School may use an approved vendor’s purchase order form in lieu of an Enrichment Certificate. Certificates/purchase orders should include important information, including the requested educational services, dates of services, Enrichment Certificate/PO Number, and approved cost for services.

Vendors must receive an approved Enrichment Certificate/purchase order before providing educational services or items to students. Vendors must receive the Enrichment Certificate/purchase order and provide the requested education services before submitting an invoice to Charter School.

4. **Prohibited Requests:** Charter School students can only request education services and items available in the Enrichment ordering system. Homeschool Teachers and Executive Directors will only approve requests for educational items and services that are educational quality (e.g., not top of the line). Only basic items and services may be approved. Charter School will not approve educational items or services beyond what is needed to meet a student’s learning objectives.

The following is a non-exhaustive list of prohibited items and services:

- Backpacks
- Amusement park tickets
- Video game hardware or software
- Excessive quantities of any item or service (e.g., beyond student’s course of study).
- Non-educational household items (e.g., storage containers, organizational items (large or small items), picture frames, etc.)
- Bicycles, tricycles, scooters, skateboards, rollerblades, roller skates, wagons, etc.
- Live animals or animal supplies small insects/amphibians/worms as a part of a science class. Certain kit and supplies can be ordered by a student (e.g., praying mantis, caterpillars, ladybugs, or silkworms to study; ant farms; or tadpoles)
- Top of the line musical instruments (where more reasonably-priced options are available)
- Educational items and services must be nonsectarian
- Taxis/Uber/Lyft rides and other transportation costs

5. **Educational Field Trips:** While families are prohibited from requesting trips to non-educational venues, they can request to join educational field trips through the enrichment ordering system (e.g., museums, aquariums, libraries, etc.) The Executive Director and Homeschool Teacher shall carefully scrutinize each request to ensure the requested educational field trip aligns with the student’s course of study and furthers their education and that all participants are necessary for student transportation, safety and supervision.

In light of the Charter School providing an independent study program, it is anticipated that a parent/guardian may need to serve as chaperone and transport their children for approved educational field trips. The Charter School Board finds funding the actual, reasonable, and necessary costs for a chaperone to access the educational field trip (e.g., ticket to museum, embedded transportation costs) furthers public school purposes where necessary or desirable to allow students to participate in educational field trips.

6. Student and Family Responsibilities:

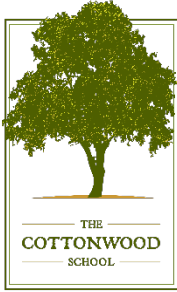
A. Returning Educational Products: All educational items requested through the Enrichment ordering system are the property of the Charter School. This includes any technology, textbooks, and other educational items. Families must return all educational products upon disenrollment or upon request by the Executive Director or Homeschool Teacher. In accordance with applicable law, parents are responsible for to replace lost, stolen, damage, or otherwise unreturned educational items.

- Certain items are “consumable”, meaning they are not functional after use (e.g., workbooks). These items can be discarded by families after use.

B. Damaged or Lost Educational Items: Parents are responsible for replacing lost, stolen, damage, or otherwise unreturned educational items to the extent allowed under applicable law. If an educational item is damaged, parents must immediately contact the Homeschool Teacher for support.

Required Attendance: Students must attend regular learning period meetings with their Homeschool Teacher to discuss progress, turn in quality work samples, and complete their Student Activity Logs (Attendance Logs) in order to make requests for extracurricular educational activities (e.g., non-core curriculum items) through enrichment ordering system.

7. Questions: If Charter School families have any questions about this policy or how to make requests for educational items and services, please contact Executive Director, Julie Haycock at julieh@inspireschools.org.



Field Trip Policy

The Governing Board of The Cottonwood School recognizes that school-sponsored trips are an important component of a student's development. These types of trips supplement and enrich the homeschooling and classroom learning experience. In addition, field trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. School-sponsored field trips may be conducted in connection with The Cottonwood School's course of study or school-related social, educational, cultural, athletic, school band activities or other extracurricular or cocurricular activities.

The purpose of The Cottonwood School Governing Board approving this Field Trip Policy is to accomplish the following:

1. Outline the Requirements for a Field Trip
2. Explain Supervision, Chaperone and Guest Policies
3. Explain Accommodation Options for Special Education Students
4. Identify Student and Family Responsibilities While Attending Field Trips
5. Identify Transportation Options for Field Trip Attendance

1. Requirements for a Field Trip: No field trips may be made to locations, activities, or programs where students will be treated unfairly based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status, equal rights, and opportunities in the educational institutions of the state.

School-sponsored trips are those that are single-day, community based or those that are specifically approved by the Governing Board of The Cottonwood School (such as multi-day trips, or those costing the The Cottonwood School in excess of \$250 per pupil). The Executive Director of The Cottonwood School shall establish a process for approving a staff member's request to conduct a school-sponsored trip that fall outside the limitations of this section. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, school and student expense, and transportation and supervision requirements. Executive Directors may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

All field trips are voluntary, and no student is required to attend any given field trip. A student's ability to attend any field trip is limited by the amount of enrichment funds available for that student. The teacher of records is responsible for mapping out a child's field trip plan for the year to enhance the child's educational plan.

- 2. Field Trip Supervision:** Given the need for adequate supervision of the students attending school-sponsored trips and given the nature of the educational program offered by The Cottonwood School, if applicable, The Cottonwood School will pay for the costs of admission for one chaperone for each four (4) children in a family and enrolled in The Cottonwood School. If applicable, The Cottonwood School will pay for the costs of admission for an additional chaperone for additional children in a family and enrolled in The Cottonwood School in excess of four (up to eight). Children in a family means children living, part- or full-time, with a parent/guardian, irrespective of adoptive status or marital status of the parents/guardians. The funds used to pay for the chaperone as allowed in this paragraph shall be instructional funds available to each family.

Families are limited to one school-sponsored overnight field trip per year with admission paid for one chaperone using enrichment funds. The Cottonwood School will not provide the cost of admission for any chaperones for vendor trips and independent enrichment trips.

It is the responsibility of parents/guardians to ensure proper supervision over their children enrolled in The Cottonwood School at all times during a school-sponsored trip. Chaperones may take their own non-enrolled children (two years and older) as guests on appropriate school-sponsored trips, provided they assume full responsibility for their behavior and, with approval of the Executive Director.

The organizing teacher shall use a field trip attendance form to track attendance, emergency contact information, and identify any authorized adults to pick-up students afterhours, if applicable. Organizing teachers shall always have an emergency contact phone number for the Executive Director. If a serious discipline incident occurs during a field trip, the organizing teacher shall notify the Executive Director immediately. No student shall be sent home or separated from the school group without prior approval of the organizing teacher.

- 3. Accommodations:** If a family requires special accommodation due to a child's special education needs identified in the child's Individual Education Plan (IEP) or Section 504 plan, the family may request accommodation from the Executive Director.
- 4. Student and Family Responsibilities:** All persons making the field trip or excursion shall be deemed to have waived all claims against the The Cottonwood School or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. All adults, parents and guardians taking any field trip or excursion shall sign a statement waiving all claims.

All students on a school-sponsored trip are under the jurisdiction of The Cottonwood School and shall be subject to school disciplinary rules and regulations.

Before a student can participate in a school-sponsored trip, the organizing teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities.

- 5. Transportation:** Parent(s)/guardian(s) are solely responsible for transporting their children to the location where the field trip starts. The organizing teacher will provide the location for the field trip, and the time to meet, to the parent(s)/guardian(s) once the field trip has been confirmed.

The organizing teacher shall use a field trip attendance form to track attendance, emergency contact information, and identify any authorized adults to pick-up students afterhours, if applicable. Organizing teachers shall always have an emergency contact phone number for the Executive Director. If a serious discipline incident occurs during a field trip, the organizing teacher shall notify the Executive Director immediately. No student shall be sent home or separated from the school group without prior approval of the organizing teacher.

School Sponsored Field Trip Policy

Board Policy #: [INSERT]

Adopted/Ratified: [INSERT]

Revision Date: [INSERT], 2020

1. AUTHORITY

A. The Cottonwood High School (“TCS,” “School,” or the “Charter School”) site-based high school can authorize field trips or excursions in connection with courses of instruction or school-related social, educational, cultural and leadership activities to and from places in the state, any other state, the District of Columbia, or a foreign country for students enrolled at TCS. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the school’s course of study for such student.

B. The Charter School may charge a fee for field trips and excursions pursuant Education Code section 35330. However, the Charter School will endeavor to keep the costs of any field trips affordable for all students’ families. TCS site-based high school must make sure that no student shall be prevented from making the field trip or excursion because of lack of sufficient funds. In accordance with Education Code section 35330(b), the Charter School will coordinate the efforts of community service groups to supply funds for students in need.

2. GENERAL REQUIREMENTS

A. Each proposed trip shall have a certificated staff member who is responsible for:

- i. Ensuring all field trips related to the Schools’ educational objectives and forms are completed and on file at the Charter School site, office, or other work location of the trip sponsor.
- ii. Obtaining appropriate approvals before undertaking any off-campus activity. Approval is always needed from the Principal or designee at least two (2) weeks in advance. The Principal or designee will not approve any activity considered inherently dangerous to students. Additional approval may be needed from the Governing Board.
- iii. Ensuring that each field trip has been funded to cover all costs associated with the field trip.
- iv. Developing a communication protocol, in the event of emergency, that shall be attached to all field trip requests.

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- v. Delivering a copy of the summary sheet for field trips (including chaperone contact phone numbers) to the site administrator.
 - vi. Procuring an appropriate communication device for any trip to a destination without cell phone service or other form of immediate communication.
 - vii. All field trips must be supervised by at least one certificated staff member. Ratio of adults to students shall be adequate to the activities undertaken, and specific requirements of the trip. Recommended ratios of adults to students: 7 to 1 for overnight trips; and 15 to 1 for day trips.
- B. The lead certificated staff member is responsible for ensuring that:
- i. All forms have been filled out properly by the field trip coordinator and permission forms have been collected for each trip from the parent/legal guardian of every participating student over the age of 18 prior to departure. (A duplicate set of all forms to be kept on file at the School.) Each permission slip must indicate the exact destination(s), the mode(s) of transportation, departure and arrival times for the field trip, emergency phone number for the student, any medications that the student is taking, any medications the student is allergic to, any additional medical information, and a waiver. (see forms). Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities.
 - ii. Proper transportation is provided. At all times during the field trip or excursion the safest mode of transportation and the safest and most direct routes of travel Private vehicle shall not be used for travel to any school related event. Parents may transport their own student with prior approval from the Principal.
 - iii. Chaperones are recruited, if needed and must be 21 years of age or older. All chaperones and/or parents accompanying students on the field trip must be fingerprinted. Siblings are not allowed to accompany parents chaperoning on a school field trip.
 - iv. Certificates of insurance are obtained from or issued to any organizations involved in the field trip, if applicable. The Charter School provides student accident insurance which covers medical expenses arising from student injuries on campus or while participating in a Charter School-sponsored off campus activity. The family's health insurance is primary, but if there is no health insurance, the Charter School's Student Accident Insurance becomes primary. Information and applications for student accident insurance are available from the Principal. The cost incurred by the Charter School shall be covered by the pupil or his or her parent or guardian.

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v. Establish and communicate the expectations for student behavior and staff responsibility for adult chaperones for all trips outside campus, including required dress, equipment and procedures.

vi. Field trip approval requests are sent in a timely fashion meeting required deadlines, including adequate time to obtain Board approval, if necessary. In addition, any changes to the previously submitted field trip information must be reported.

vii. Adequate restroom facilities, food and water will be available during the activity

viii. There is a designated point of contact at the School for emergencies. Any injuries or unusual incidents occurring during the field trip or excursion will be documented in writing by the coordinating teacher and given to the Charter School's Principal.

ix. A first aid kit shall be in the possession of or immediately available to a teacher, employee, or agent of the school during the student field trip or excursion. Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip.

C. TCS site-based High School does not authorize field trips which occur after graduation.

3. OVERNIGHT, OUT OF STATE & FOREIGN TRAVEL FIELD TRIPS

In addition to the General Requirements listed above the following requirements apply to Overnight, Out of State and Foreign Travel Field Trips:

A. For all overnight field trips, the field trip sponsor must prepare a Request for Overnight Field Trip Form.

B. All overnight field trips must be accompanied by at least one certificated staff member. Ratio of adults to students shall be adequate to the activities undertaken, age of the students, and specific requirements of the trip. Recommended ratio of adults to students is 1 to 7 for overnight trips; it is preferable to have adults of both genders as chaperones.

C. If students will be divided into smaller chaperoned groups on the trip, a staff person must remain reasonably proximate to each group throughout the trip.

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D. Board approval for overnight, out-of-state and out-of-country student trips must be submitted at least two months prior to the trip so that there is sufficient time for Board approval. The approval must contain the following information:

- i. Site name
- ii. Educational purpose of trip
- iii. Number of student participants
- iv. Length of trip
- v. Destination
- vi. Names of certificated employees accompanying students
- vii. Source of funding
- viii. Description of student selection process
- ix. An affirmation that parental permission forms are on file for all students participating

E. The Request for Overnight Field Trip Form must be signed by the trip sponsor, the site administrator and approved by The Board.

F. All adults taking out-of-state field trips or excursions, and all parents or guardians of pupils taking out-of-state field trips or excursions are required to sign a statement waiving all claims against TCS, its employees, and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion.

4. EXPERIENTIAL EDUCATION FIELD TRIPS

In addition to General Requirements, and Overnight Requirements, Out of State/Foreign Travel Requirements (if applicable), the following requirements apply for Experiential Education Field Trips:

A. Copies of the following documents must be provided with the request for approval for all Experiential Field Trips (including day trips):

- i. Field Manual
- ii. Emergency call guide & communication action plan
- iii. Map of area(s) & itinerary for travel to any remote locations

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B. If students will be divided into smaller groups on the trip, a chaperone with an appropriate background check and demonstrated knowledge and experience relative to the specific trip environment must remain reasonably proximate to each group throughout the trip.

5. CHAPERONES

A. If agreement has been reached with the supervising facilitator, volunteers 21 years of age or older may chaperone students on field trips if they have complied with all TCS requirements pertaining to the chaperoning of students. Staff must remain reasonably proximate to volunteer chaperones at all times.

B. Overnight chaperones must comply with school volunteer requirements including but not limited to fingerprinting or Livescan and TB Test.

C. Chaperones must be familiar with TCS policy before attending the field trip.

D. Chaperones must ensure that no adults or students partake of any alcohol or controlled substances (except for medications taken under a physician's order).

E. There will be no smoking on the part of chaperones and students, including students who have reached the age of majority.

F. Chaperones on overnight trips are responsible for ensuring that the students are in their hotel room at a set curfew time, not roaming the hotel creating noise and infringing on the rights of other hotel patrons.

G. Chaperones must understand that they share responsibility for the actions of their charges. Any damage inflicted on property or persons will be the responsibility of the students and the chaperones of the students that committed the offense. Any agreement to make restitution will be the responsibility of the chaperones.

H. Out of concern for the privacy interests of high school students and the appearance of impropriety, chaperones will not go into rooms of high school students, except to make periodic bed checks. However, these chaperones must walk the halls of the hotel at night at regular intervals.

5. WAIVER

All persons making the field trip or excursion shall be deemed to have waived all claims against the Charter School or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims.

6. VOLUNTARY PARTICIPATION

The Charter School will provide alternative educational activities to those students who choose not to attend a specific field trip or excursion. Parents/guardians will have advance notice of any upcoming field trip or excursion and have the option to withdraw their permission for their child to attend that field trip or excursion.

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Educational Field Trip or Event Permission Slip

FIELD TRIP INFORMATION

There will be a field trip on _____ (date{s}) to _____ (destination/s).

Students will leave at _____ a.m./p.m. Expected return time is _____ a.m./p.m.

They will be transported in the following manner Charter Bus Other _____.

Students will be under the supervision of the following school staff: _____

Does this trip include a water activity? Yes _____ No _____

Trip Overview & Purpose, including lodging arrangements, if any:

STUDENT INFORMATION

Student Name: _____ Birth Date: _____

Parent/Guardian Name: _____

Address: _____ City: _____

Cell Phone: (_____) _____ Home Phone: (_____) _____ Work Phone: (_____) _____

Emergency Contact: (Available for a medical emergency or transportation home during the day)

Name _____ Phone _____

Family Physician _____ Phone _____

Medical Insurance Carrier _____ Number _____

Pertinent Medical Information: Is there any medical condition that should be called to our attention? Yes: _____ No: _____

If yes, please explain: _____

Any Medication taken regularly? Yes _____ No _____ If yes, please explain: _____

Allergies to medication? Yes _____ No _____ If yes, please explain: _____

I would like to drive my own child: Yes _____

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PERMISSION AND WAIVER OF CLAIMS

I give permission for my child, _____ to attend the above-referenced field trip, and I release The Cottonwood School ("TCS") from all liability concerning my child during this event. I understand and will explain to my child that they are required to behave appropriately in accordance with TCS standards and that students may be disciplined in accordance with TCS' suspension and expulsion policy.

As the undersigned parent/guardian of _____, a minor, I authorize TCS as agents for my son/daughter in my/our absence to consent to x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and/or hospital care which is deemed advisable by, and is to be rendered under the general or special supervision and upon the advice of any physician licensed under the Medicine Act, whether such diagnosis or treatment is rendered at the office or said physician, or any duly licensed medical facility. It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care required, but is given to provide authority or power on the part of our aforesaid agent(s) to give specific consent in any medical emergency to any and all such diagnosis, treatment, or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California.

All persons making the field trip or excursion shall be deemed to have waived all claims against TCS or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

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