Policy 6153: School-Sponsored Trips

Status: ADOPTED

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General

Field trips may be an important component of the instructional program.

Field trips which are properly planned and implemented may:

1. Supplement and enrich classroom procedures by providing learning experiences in a n environment outside of school.
2. Arouse new interests among students.
3. Help relate school experiences to the reality of the world outside school.
4. Bring the resources of the community within the scope of a student's learning experience.

Class field trips are considered to be instructional and should be planned as such with definite objectives determined by the teacher in advance. Appropriate instruction shall precede and follow each field trip.

Recognized school or school club trips will be considered school-sponsored if students are under the direct supervision of a school employee.

Private trips that do not include all students i n a grade level, class, group or club may not be considered school-sponsored. See Board Policy 6153.2.

Average Daily Attendance (ADA) shall be credited only while a student is "engaged in educational activities required of such students and under the immediate supervision and control of a certificated employee" (Education Code 46300). Under certain circumstances, a school-sponsored d ay field trip may occur outside of the school day or school year.

No field trips may be made to locations, activities, or programs where students will be treated unfairly based on disability, gender, sexual preference, race, or other characteristics which may identify them as part o f a protected class. (Education Code 220)

The superintendent or designee shall annually report to the Board of Education the number of field trips that involve dangerous activities.

Day Field Trip Approval

All-day field trips must be planned in advance and approved according to the policy and regulations outlined in 6153.

Educational

1. The trip should have an overriding educational objective and be a direct outgrowth of the classroom curriculum of the particular group.
2. The need for the educational experience should lead to the trip and not vice versa; i.e., the trip should not be primarily for recreational purposes. (The longer the trip, the greater the need to qualify.)
3. No equivalent educational opportunity is available closer to Santa Rosa.
4. No grade or extra credit will be given to a student for participation.
5. When there is flexibility in the selection of dates f or school-sponsored extended field trips that require students to be absent from classes, such trips should be scheduled far enough apart so as not to be disruptive to the educational process for the student or teacher.
6. The field trip or excursion is voluntary on the part of the student.

7. Neither the student's attendance nor participation is required by the district

Students

Only district students may participate in school field trips.

Exception: A chaperone may take one of their own children (3 years and older) as a guest on appropriate school field trips, provided they assume full responsibility for their behavior and safety, and with approval of the principal.

Students on field trips shall act in a responsible manner at all times and follow all school rules on field trips.

A student planning to participate in a field trip must obtain signed clearance from all of the teachers whose classes will be missed. A teacher may refuse permission if the student is having academic, attendance, or behavioral problems in class. Students whose presence on a field trip would pose a safety risk or disciplinary problem shall be excluded. In such cases the principal's decision will be final.

Appropriate educational experiences and proper supervision s hall be provided for any student who does not participate in class field trips.

Parents/Guardians

Written approval of a student's parent/guardian is normally required for participation in any field trip. In an emergency situation, phone permission is acceptable, with the approval of the principal. Annual parent/guardian permission slips may be used for walking or recurring trips only.

Parents/guardians shall receive complete written information about each field trip. This should include:

1. Date
2. Itinerary
3. Means of transportation
4. Costs (Per Education Code 35330 and Title 5, CCR, Section 350), no student shall be charged for participating in a school-sponsored educational day field trip. Costs must be covered by public school funds, fundraising, donation, parent associations, or booster clubs.
5. Purpose
6. Disciplinary expectations
7. Medical release
8. An emergency number where the group can be reached; and other pertinent information.

Staff

District teachers or other district certificated personnel shall accompany students on all field trips and shall assume responsibility for their proper conduct.

A school administrator, teacher or other knowledgeable staff members shall instruct parent/guardian and teacher chaperones as to their specific responsibilities if needed.

The ratio of students to adults (21 or older) shall not normally exceed 13 students per each adult for day trips; however, consideration should be given to the age and grade level of the students when not following the suggested ratio. Exceptions may be made by the Associate Superintendent of Business.

Chaperones will be selected for accommodating gender/privacy rights of students.

The district does not endorse or support the participation of staff members in any day field trips not approved in accordance with this policy and administrative regulation.

While fundraising is strongly encouraged, school funds may be used for the field trip expenses of instructors, advisors or chaperones.

Transportation

Field trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of students to and from school. Home-to-school transportation shall take priority over field trips both a s to the availability of buses and as to times available.

Student transportation may be provided by regular school bus, private bus licensed to carry students, public carrier (train, boat, etc.), district vehicles, or private car.

1. Transportation by bus shall be in accordance with Board Policy and Administrative Regulation 3545.4 and 3545.5.

2. Transportation by auto shall be in accordance with Board Policy and Administrative Regulation 3545.8.

The transportation of students by private automobiles for approved field trips and activities shall be authorized only when the vehicle is driven by an adult who is registered with the district for such purposes using the form in Administrative Regulation 3545.8(a). Drivers shall be required to possess a valid California driver's license, maintain a good driving record, and maintain sufficient liability and accident coverage which meets or exceed district requirements.

When privately owned and operated vehicles are used, the owner of the vehicle has primary liability for his/her passengers. If the driver is a volunteer, no excess coverage is provided by the district.

First Aid/Medical

A first aid kit shall be taken on all field trips.

Whenever field trips are conducted in areas known to be infested with poisonous snakes, a teacher, employee or agent of the school, who has completed a course in first aid (which emphasizes the treatment of snake bites), shall accompany the students and the first aid kit on such a trip shall contain medically accepted snakebite remedies.

A medical release form authorizing necessary emergency treatment shall be completed for all students on field trips.

Fees and Charges

No student shall pay any charge for necessary supplies (Education Code 40011) nor pay to the district a fee for transportation or an admission fee in connection with an educational field trip (5CCR 350 and 405) taken during the school day. The use of a facility (or bus) by nonstudents for recreational purposes is subject to fees prescribed by the Board (Education Code 10912).

No student of an identifiable group shall be prevented from taking a field trip due to lack of funds and no groups shall be authorized to take a field trip if a student member will be excluded due to lack of funds (Education Code 35220).

No admission charge required as part of an educational field trip activity taken during the school day may be paid by a student. The district shall pay for admission and other necessary expenses of instruction. Community services groups (such as PTA, PFO, etc.) may provide funds for such purposes through fundraising and donations.

The district shall not pay for meals for a student on any field trip (Education Code 35330). However, the district i s authorized to pay for a school lunch (and breakfast when such program is established) for any locally designated needy child (Education Code 49500). School lunches during the trip may be reported just as for those at school and are subject to the regular federal and state reimbursement rates.

Trips Which Include Water Activities, Activities Near Water or Other Dangerous Activities require approval by the Superintendent or Chief Business Official.

Please refer to Administrative Regulation 6153 for Dangerous Activity guidelines.

Waiver

In accordance with Education Code 35330, "All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."