

## RANCHO SANTA FE SCHOOL DISTRICT

### **Board Policy No. 6012: FIELD TRIPS AND EXCURSIONS**

- A. Any District approved educational activity involving the transport of pupils from the school campus while under the supervision of District personnel is a District field trip or excursion (hereinafter together referred to as a "field trip"). Any other excursion, trip, tour, cruise, or other venture involving school age pupils that is not District approved and is not under the direct supervision of District personnel is not a District field trip, and the District assumes no responsibility or liability for any such activities. Additionally, no excursion, trip, tour, cruise, or other venture not specifically approved in advance in writing by the Superintendent or Principal will be promulgated, advertised, promoted, or represented as a District activity or District field trip. To the extent that requests for field trips are consistent with applicable laws and regulations and District field trip policies, they will be considered for District approval.
- B. A field trip may be fully funded by the District; partially funded by the District; or totally financed by a fund raising event, gift, or donation.
- C. No pupil shall be prevented from making the field trip because of lack of sufficient funds. No group shall be authorized to take a field trip permitted by this policy if any pupil who is a member of an identifiable group will be excluded from participation in the field trip because of lack of sufficient funds. The District shall coordinate efforts of community service groups to supply funds for pupils in need.
- D. All field trips must meet all of the following criteria and procedural safeguards:
1. The trip is consistent with District educational goals;
  2. The trip will appeal to the age group of the pupils involved;
  3. The trip is safe for the age group of the pupils;
  4. The trip will provide the pupils with unique experiences that are not available in a classroom setting;
  5. The learning opportunities for pupils justify the time and expense in planning and conducting the trip;
  6. The trip does not unduly distract from the pupils' regular classroom responsibilities;
  7. The trip is planned and coordinated by District staff, and must be approved by the Superintendent or Principal in writing;

8. The Superintendent or designee will be provided assurance that no pupil who otherwise meets the prerequisites established for the field trip will be excluded for lack of personal finances;
9. The trip will not expose the District to an unreasonably high degree of liability and proper and adequate supervision of pupils shall be undertaken. The number of staff or volunteers necessary to assure the proper supervision of pupils will depend upon the number of pupils attending the field trip, and the location and nature of the activities in which pupils will engage;
10. If the field trip is to be partially or totally financed by non-District funding sources, the supervisors/organizers will adhere to all District fund raising policies;
11. The teacher or employee in charge of the field trip shall have a first aid kit in his or her possession or immediately available, while conducting the field trip;
12. No field trip into any area which is commonly known to be infested by poisonous snakes may be taken unless pupils are accompanied by a teacher, employee, or agent of the school who has completed a course in first aid, certified by the American Red Cross, which emphasizes the treatment of snake bites. In addition, the first aid kit shall contain medically accepted snakebite remedies;
13. All persons making the field trip 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. All adults or parents or guardians of pupils taking field trips shall sign a statement waiving such claims.

Legal Reference:

Education Code sections

32040, 32041, 32043, 32044, 35330, 35331, 35332, 38120, and 44808

Title 5, CCR section 5531

Date Policy Adopted By The Board: September 6, 1990

Dates Policy Revised By The Board: January 13, 2005; June 5, 2008; June 22, 2018