

SCHOOL-SPONSORED TRIPS

The Governing Board recognizes that school-sponsored trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interest among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips.

Private trips that do not include all students in a grade level, class, group or club may not be considered school-sponsored.

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 of a protected class. (Education Code 200)

If the Board allocates funds for school-sponsored trips, individual schools may be provided with budgetary allocations so that they can plan ahead. Special trip expense funds may be established when necessary for fundraising purposes.

(cf. 1321 – Solicitation of Funds from and by Students)
(cf. 6145 – Extracurricular and Co curricular Activities)

All field trips must be planned in advance and approved by the school administration and in certain cases by the Governing Board, according to the policy and regulation set forth in 6153.

Principals shall ensure that teachers develop plans that provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

The ratio of adults to students on school-sponsored trips shall be at least one to ten.

(cf. 3451 – Transportation: School-Related Trips)
(cf. 5143 – Insurance)

Study Trips

In advance of a study trip, teachers shall determine educational objectives, which relate directly to the curriculum. Principals shall ensure that teachers develop plans, which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

Field Trips**1. General**

- a. Field trips may be important components in the instructional program of the schools. Field trips which are properly planned and implemented can:

Board Policy 6153(b)

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

b. Field trips may be of two types:

- (1) "Class-related" field trips are an extension of classroom instruction and normally involve a teacher and the students from one or more of his/her classes.
- (2) "Extra-curricular" field trips include all other field trips. They may be recreational, sponsored by a school club, etc. Supervision may be performed by employees, board members, or parent/grand parent/legal guardian volunteers.

(Note: Interscholastic athletic trips are not considered field trips. See Administrative Regulation 3541.1 TRANSPORTATION FOR SCHOOL-RELATED TRIPS regarding athletic and cheerleading trips.)

- c. Class field trips are considered to be instruction and should be planned as such with Definite instructional objectives determined by the teacher in advance. Appropriate instruction shall precede and follow each field trip.
- d. No student shall be denied the opportunity to take part in a field trip which is related to classroom instruction because of an inability to pay for admission fees or other costs. No student shall be required to pay the costs of transportation, admission fees or any other costs related to field trips which are deemed a part of the instructional program.

2. Field Trip Approval

All field trips must be planned in advance and approved by the school administration. All out-of-state trips, out-of country trips, class-related trips requiring a student to miss more than one day of school, and extracurricular trips requiring a student to miss one day of school or more must also be approved by the Board. Completed field trip approval forms for out-of-country trips must be submitted to the superintendent or designee at least fifty (50) days prior to the trip. Completed forms for all other field trips requiring Board approval must be submitted to the superintendent or designee at least thirty (30) days prior to the trip. Any exceptions to the deadlines for submitting completed field trip forms must be approved by the superintendent or designee.

3. Students

- a. A student planning to participate on a field trip must obtain signed clearance from each teacher whose class will be missed. Permission may be refused if the student is having either academic, attendance or behavioral problems in class.
- b. No student on a probationary contract or academically ineligible to participate in extracurricular activities may participate in extracurricular field trips.
- c. Only West Sonoma County Union High School students may participate in school field trips.

EXCEPTION: Chaperones may take their own children (two years and older) as guests on appropriate school field trips, provided they assume full responsibility for their behavior and, with approval of the principal.

- d. Students on field trips shall act in a responsible manner at all times. All school disciplinary rules apply on field trips.

4. Parents

- a. Written approval of a student's parent/guardian is normally required for participation in any field trip. In an emergency situation but not for overnight, out-of-state or out-of-country field trips, phone permission is acceptable, with approval of the principal.
- b. Parents should receive complete written information about a field trip. This should include: date, itinerary, means of transportation, costs, purpose, disciplinary expectations, medical release, availability of medical insurance coverage for school activity at cost to parent, emergency number where the group can be reached, and other pertinent information.

5. Supervision

- a. District teachers or other district-certificated personnel shall accompany students on all class-related field trips and shall assume responsibility for their proper conduct.
- b. A school administrator or other knowledgeable staff member shall instruct parent and teacher chaperones as to their specific responsibilities, if needed.
- c. The ratio of students to adults shall not exceed 10 students per adult.
- d. Supervision for extra-curricular trips may be provided by employees, board members, or parent/grandparent/legal guardian volunteers. Volunteers shall be fingerprinted prior to taking part in the trip if it is an overnight responsibility.

6. Transportation

- a. 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 as to availability of buses and as to times available.
- b. Student transportation may be provided by regular school bus, private bus licensed to carry students, public carrier (train, boat, etc), other district vehicles, or private car. Where private cars are used for student transportation, they should be driven by a certificated employee whenever possible.
- c. When privately owned and operated vehicles are used, the owner of the vehicle has liability for his/her passengers. The owner must provide proof of acceptable, current insurance coverage to include a minimum acceptable liability limit for privately owned vehicles. When transporting students the owner of the car must provide proof of coverage of:
 1. Bodily injury at \$100,000 or more for one person and \$300,000 or more for more than one person
 2. Or combined single limit bodily injury at \$300,000 or more.
 3. Coverage for property damage at \$50,000 or more.
 4. Coverage for uninsured motorists.
 5. Medical payments coverage for passengers at \$5,000.00 or more.

7. Fees, Charges and Fundraising

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 or during the school year. Use of a facility (or bus), by non-students, 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 an extended 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, Boosters, etc.) may provide funds for such purposes; however, no public school funds shall be used for student out-of-state or out-of-country field trip expenses.

Board Policy 6153(e)

The district shall not pay for meals or lodging (motel or hotel room) for a student on any field trip. (Education Code 35330) However, the district is 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.

All students involved in the activity will be given an opportunity to participate in fund-raising. Each student must have an opportunity to raise sufficient funds to completely subsidize the trip or be funded by a school organization. (Education Code 35330) Fund-raising will not be conducted during class time and will not normally be through door-to-door sales. Major fund-raising activities would be the responsibility of parent organizations and booster clubs.

All fund-raising activities will be approved by the appropriate administrator in advance (no later than the time the field trip is requested).

8. First Aid

- a. A first aid kit shall be taken on all field trips.
- b. 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 snakebites shall accompany the field trip.
- c. A medical release form authorizing necessary emergency treatment shall be completed for all students on field trips.
- d. For any trips that are to remote areas a certificated employee or administrator must accompany the trip and an individual adult chaperone that has completed a Red Cross approved course in first aid/CPR or equivalent approved course must also be present.

9. Swimming

- a. No swimming or wading shall be allowed on trips unless planned and approved in advance.
- b. No private facilities (including back-yard pools) may be accessed for swimming.
- c. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability.
- d. Lifeguards must be designated for all swimming activities. Lifeguards must be Red Cross certified or equivalent and must be at least 21 years old.
- e. The ratio of adult chaperones to students shall be at least one to ten.
- f. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.

Board Policy 6153(f)

- g. Emergency procedures shall be included with written instruction to adult chaperones and staff.
- h. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim.

10. Overnight Trips

- a. If a motel or similar accommodations are used, all rooms should be together whenever possible, with chaperones' rooms intermixed with students' rooms.
- b. Overnight trips involve greater responsibility on everyone's part:
 - (1) Parents should impress upon their students the necessity to act responsibly, obey school rules and follow supervisors' instructions.
 - (2) Chaperones should do their best to monitor the location and behavior of students as often as possible.

11. Waiver

- a. In accord 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."
- b. Completed hold harmless statements, incorporating the above wording and signed by the parent/guardian shall be on file for all students on overnight, out-of-state or out-of-country field trips.

12. Trips to foreign countries

Trips that are proposed to foreign countries and are planned through a private, for Profit Company that are not class-related or extra-curricular field trips that include all students as set forth in policy 6153, are not normally approved by the Board of Education. It is the position of the Board that trips to foreign countries inherently involve communication and safety issues that require careful planning.

Trips to foreign countries must be planned at least 50 days in advance and approved by the principal and superintendent in accord with policy and regulations 6153. Any exceptions must be approved by the superintendent of designee.

Field trips to foreign countries should meet these criteria:

1. The trip should have an overriding educational objective and be a direct outgrowth of the classroom curriculum or purpose of the particular group taking the trip.

Board Policy 6153(g)

2. The need for the educational experience should lead to the trip. (The longer the trip in distance or time, the greater the need to qualify.)
3. No equivalent educational opportunity is available closer to West Sonoma County.
4. No grade or extra credit will be given to student for participation.
5. When there is flexibility in the selection of dates for 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 students or teachers.
6. The field trip is voluntary on the part of the student.
7. Neither the student's attendance nor participation is required by the district.

Legal Reference:

EDUCATION CODE

9760 Authorization of outdoor science and conservation programs

32040 Duty to equip school with first aid kit

32041 Field trips

32043 Snakebite kits on field trips

32044 Violations

35330 Excursions and field trips

35331 Provision for medical or hospital service for pupils (on field trips)

35332 Transportation by chartered airline

35350 Transportation of students

44808 Liability when pupils not on school property

48908 Duties of pupils; authority of teachers

Approved: February 13, 1992

Revised: 8/23/00; 4/8/03, 10/22/08, 6/22/11, 12/14/11

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