

# NICASIO SCHOOL DISTRICT

## Board Policy

Series 6000: Instruction

BP 6153

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### SCHOOL-SPONSORED FIELD TRIPS

#### **Definition**

Nicasio School Board recognizes that school-sponsored trips are an important component of a student's development and that they supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the District's course of study or school-related social, educational, cultural, athletic, school band activities or other extracurricular or co-curricular activities. Field trips may take place locally, out-of-state, or in a foreign country to familiarize students with the language, history, geography, natural science, and other studies relative to the District's course of study.

#### **Supervision**

On all school-sponsored field trips, provisions shall be made for proper supervision. The Principal shall ensure that there is an adequate adult-to-student ratio to maximize student safety. Non-certificated staff and parents may assist in such supervision and may be asked to attend preparatory sessions and/or meetings.

#### **Transportation**

Privately owned vehicles may be used to transport students on school-sponsored field trips with prior approval of the Principal. No student shall be transported in a privately owned vehicle without the specific written permission of the student's parent or guardian to ride in such vehicle. Students who are transported in private vehicles shall be transported safely in sound vehicles driven by competent, adult (25 or over) licensed drivers who have appropriate insurance and have completed a current Field Trip Driver Information form (6153D), which is kept on file in the District office.

#### **First Aid**

The District shall provide a first aid kit whenever students are taken on field trips under the supervision of a teacher, employee, or agent of the school.

#### **Waiver of Liability**

Education Code Section 35330, which has been upheld by the courts, provides that all persons making a voluntary field trip are deemed to have waived all liability claims against the District. It is important to advise participants of this immunity and that participation is voluntary. Therefore, this information will be clearly stated on all field trip permission forms.

If the parent or guardian objects to signing the form due to the waiver of liability and/or the form is signed and returned with that paragraph "crossed out," the student will not be able to attend the field trip. In such cases, alternative educational plans will be made on campus for the student.

## Medical Authorization

Field trip permission forms must include a “medical authorization” section. Even if the parent/guardian objects to this section and refuses to sign or crosses out the section, emergency medical treatment should be provided as appropriate, i.e., call paramedics, police or take the student to a medical facility. All medications must remain in the possession of an adult chaperone or other adult supervisor.

If the student is bringing medication on the trip, there should be written instructions from the parent/guardian clearly spelling out the frequency and amount of the dosage and whether the District employee is expected to oversee the taking of the medication.

If the student does not have accident insurance coverage, the District should provide parents/guardians with information as to where coverage may be obtained. Students must have medical coverage. If a student does not have coverage and cannot afford it, then coverage would be provided by the District since a student cannot be excluded from participation due to lack of funds.

## Approval Process

Requests for school-sponsored trips involving out-of-state, out-of-country or overnight travel shall be submitted to the Board for approval. All other school-sponsored trips shall be approved in advance by the Principal. The District shall evaluate the purpose and goals of a proposed trip compared to the liability exposures to decide whether the trip is appropriate.

The Principal shall establish a process for approving a staff member’s request to conduct a school-sponsored trip (AR 6153). When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. The Principal may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

## Funding and Cost

District funds shall not be used to pay for field trip related expenses with the exception of accident insurance coverage as stated above. Each classroom is responsible for fundraising to support classroom field trips.

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. Field trips are school-sponsored educational activities in which all students may volunteer to participate regardless of contributions made by their families. If teachers determine that there is a need for financial assistance to support a field trip, they may submit a Request for Scholarship Form to the Nicasio School Foundation.

Every effort shall be made to keep the cost of all field trips reasonable. The Principal shall establish guidelines for cost of field trips (AR 6153). The total cost of a field trip shall represent all related expenses pertaining to both students and accompanying adults (lead teacher and chaperones), including meals, lodging, entrance fees and other miscellaneous expenses.

## Frequency and Duration

It is important for the District to weigh the benefits of field trips over the importance of classroom instruction. The Principal shall establish guidelines for field trip frequency and duration. (AR 6153)

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### SCHOOL-SPONSORED FIELD TRIPS

Educational field trips shall be planned with clear instructional objectives determined by the teacher in advance. Appropriate instruction shall both precede and follow each trip to ensure meaningful integration into District curriculum.

**Procedures**  
The classroom teacher is considered the primary supervisor and lead chaperone for his/her classroom’s field trips. As such, the teacher is responsible for ensuring that all District procedures for field trip planning are followed to ensure a safe and successful experience for students and adults participating on the field trip.

A teacher planning to take a local, day trip shall make a request in writing using the form Field Trip Proposal (6153A). The proposal shall be submitted to the Principal at least 10 school days prior to the desired departure date. Whenever possible, an alternate date should be included.

A teacher planning to take an overnight, out-of-state, or out-of-country year-end field trip shall make a request in writing using the form Field Trip Proposal (6153A). The proposal shall be submitted to the Board for review at the November Board Meeting.

No student shall be denied the opportunity to take part in any school-sponsored field trip due to an inability to pay for admission fees, lunches, or any other costs. No student shall be required to pay the costs of transportation, admission fees, or any other costs related to educational field trips that are conducted during the normal school day.

Classrooms may hold fundraising events and/or collect contributions. All fundraising proceeds and contributions shall be given to the District office for deposit. Teachers must have sufficient funds in their fundraising accounts prior to making requests for payment to field trip vendors. Requests for payment to a vendor must be submitted to the District office at least 10 school days prior to payment deadline. Teachers should make every effort to coordinate fundrais[... [1]

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Written approval of parent or guardian is required for participation of students on field trips (form 6153B for local day trips; form 6153C for overnight, out-of-state, or out-of-country trips). Field trip permission forms should not identify a specific vehicle or driver to be used for the trip as this would not allow for flexibility or any last minute changes. Method of transportation indicated should be generic, such as "private vehicle".

Each student must sign a Field Trip Behavior Contract for Students (form 6153E) prior to attending school-sponsored field trips. The contract may be signed once at the start of each school year and used throughout the remainder of the school year. However, teachers shall review this contract with students prior to each trip. Teachers may submit variations of this contract that are field trip specific to the Principal for approval.

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All field trips shall begin and end at the school.

Teachers or other certificated personnel shall accompany students on all field trips and shall assume responsibility of their proper conduct. Students on approved field trips are under the jurisdiction of the Board and are subject to school rules and regulations.

Appropriate educational experience and proper supervision shall be supplied at school for any students whose parents do not wish them to participate in a field trip.

Prior to overnight, out-of-state, or out-of-country trips, teachers shall hold an orientation meeting for classroom parents and students, at which time they shall discuss the importance of safety-related rules for the trip. The Principal or designee shall be informed of such meetings in advance and have an opportunity to contribute to the meeting's agenda.

Prior to the trip, teachers shall provide any adult chaperones with clear and specific information regarding their responsibilities. Teachers shall collect a signed Field Trip Behavior Contract for Chaperones (form 6153F) prior to departure from each attending chaperone or driver.

Chaperones shall be 25 years of age or older.

Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.

District staff and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.

Before students may be transported in any privately owned vehicle, the driver of each vehicle must complete and sign a Field Trip Driver Information form (6153D). These forms must be kept in the District office and must be updated annually.

Prior to departure of any field trip, the teacher is responsible for ensuring that the District office has received the following completed documents:

Parent-Signed Field Trip Permission & Medical Authorization Form (6153B or C)

Signed Field Trip Behavior Contract for Students (6153E)

Signed Field Trip Behavior Contract for Chaperones (6153F)

Field Trip Check List (6153G)

Field Trip Driver Information Form (6153D) for each driver

On the day of each field trip, the teacher must submit the classroom attendance report to the office before departure.

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#### Frequency and Duration

An average of one field trip (or less) per month per classroom is an acceptable number with respect to local day trips.

#### Overnight Year-End Field Trips

Teachers may elect to organize one overnight year-end field trip using the following guidelines:

primary – no overnight trips are permitted

elementary – no more than 3 nights

middle school – no more than 4 nights

When planning overnight year-end field trips, teachers shall use the following guidelines when requesting monetary contributions from families:

primary – not applicable

elementary – no more than \$200 per child

middle school – no more than \$300 per child

The total cost of a field trip shall represent all related expenses pertaining to both students and accompanying adults (lead teacher and chaperones), including meals, lodging, entrance fees and other miscellaneous expenses. (BP 6153)

If the cost of an overnight field trip exceeds the guidelines for per child contribution, the teacher may be required to submit a modified proposal to the Board. Excess costs may be offset by fundraising activities or other contributions.

#### Employee Chaperone Stipend

If a homeroom teacher elects to organize and participate in an overnight year-end field trip using the guidelines above, he/she will receive a stipend in the amount of \$100 per night. Any other employees who are required to attend shall also receive an equivalent stipend per night.

#### Swimming or Wading

No swimming or wading shall be allowed on field trips unless planned and approved in advance.

When wading in the ocean, bay, river or other body of water, there shall be adequate supervision to ensure student safety. Chaperones and students shall both be instructed about the real and potential risks inherent in such activities and the precautions necessary for their safety.

#### Swimming & Wading Activities

Parents/guardians must provide written permission for the student to attend/participate in a swim activity.

No school sponsored swim parties are permitted at private residences.

Commercial pools must provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage.

Lifeguards must be designated for all swimming and wading activities. Lifeguards must be Red Cross certified or equivalent.