

# NICASIO SCHOOL DISTRICT

## Administrative Rules and Regulations

Series 6000: Instruction

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.

1. 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.
2. 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.
3. No pupil shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the district shall coordinate efforts of community service groups to supply funds for pupils in need. (CA Ed Code 35330(4)(b)(1).
4. Estimated costs for year-end field trips must be communicated to parents and guardians in writing no later than December 1<sup>st</sup> with the option to make payment installments over a given timeframe.
5. Classrooms may hold fundraising events and/or collect contributions using the Field Trip Donation Request form (6153H). All fundraising proceeds and contributions shall be given to the District office for deposit. The District must have sufficient funds in the field trip account prior to approval of any field trips. **Approval is contingent on funds available.**
6. Requests from the teacher for payment to a vendor must be submitted to the District office at least 10 school days prior to payment deadline.
7. 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 a private vehicle.

8. 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.
9. All field trips shall begin and end at the school.
10. When possible, all field trips shall be scheduled to begin and end during regular school hours (8:40am – 3:00pm). If departure and/or arrival times are scheduled outside of the regular school hours, the teacher is responsible for making all arrangements necessary in order for parents and drivers to have access to the school's campus. The teacher is responsible for remaining on campus with students until the last student is picked up.
11. **Teacher** 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.
12. 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.
13. 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.
14. 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.
15. Chaperones shall be 25 years of age or older.
16. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
17. District staff and chaperones shall not consume alcoholic beverages or use-recreational drugs, while accompanying and supervising students on a trip.
18. 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.
19. Teachers shall be responsible for assigning car groups to include all students and adult chaperones. Car assignments shall be provided to the office prior to departure. At no time during the field trip may car assignments change without explicit communication to the school office.

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

- a) Parent-Signed Field Trip Permission & Medical Authorization Form (6153B or C)
- b) Signed Field Trip Behavior Contract for Students (6153E)
- c) Signed Field Trip Behavior Contract for Chaperones (6153F)
- d) Field Trip Check List (6153G)
- e) Field Trip Driver Information Form (6153D) for each driver

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

### **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

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) Teachers will research cost per student, seek prior approval from the school Principal, prior to presenting to Trustees for final approval, and determine parent contribution requests. Parent contribution requests are not to exceed the estimated cost of the field trip.

### **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.

### **Car and Booster Seats**

Effective January 1, 2012, children under the age of eight (8) or under 4 feet 9 inches in height are required to be properly secured in a car or booster seat.

### **Swimming or Wading**

1. No swimming or wading shall be allowed on field trips unless planned and approved in advance.
2. 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.
3. Swimming & Wading Activities

- a) Parents/guardians must provide written permission for the student to attend/participate in a swim activity, including indicating swimming proficiency level. No school sponsored swim parties are permitted at private residences.
- b) Commercial pools must provide a certificate of insurance, designating the District as an additional insured, for not less than \$500,000 in liability coverage.
- c) Certified Lifeguards must be designated for all swimming and wading activities. Lifeguards must be Red Cross certified or equivalent.

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