

**Instructional Arrangements****Field Trips**

The District Administration shall develop regulations on field trips that provide for adequate planning, risk management and attention to safety of students and employees.

Students on school-sponsored trips are under the jurisdiction of the district and shall be subject to district and school rules and regulations.

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

**Activities Expressly Prohibited By This Policy Include:**

1. Use of private backyard pools provided by staff members, parents or others.
2. Water skiing or other comparable activities.
3. Activities which are deemed by the administration to be inherently dangerous to students or which pose unacceptable unmitigated risks.

**Planning For and Initiation of Field Trips**

- I. **Teacher's Responsibility:** (For the purpose of these regulations, "teacher" shall include all certificated, non-certificated personnel and coaches authorized to conduct a field trip.)

**A. General Guidelines**

1. A walking trip away from the school grounds to a location immediately adjacent to the school site shall be considered a field trip as defined by these regulations. Such excursions are governed by the following:
  - a. Teachers must receive prior approval from the Principal.
  - b. Parents must be notified in writing of the date, time, location and purpose of the excursion, and provide a parent signed permission form.
  - c. Proper adult supervision shall be provided.
2. Athletic trips and Outdoor Education Programs are considered field trips and are controlled by this regulation.
3. Field trips shall begin and end at the school grounds.
4. When a field trip is made to a place of business or industry, the teacher shall attempt to arrange for an employee of the host company to serve as a guide.
5. Appropriate alternative educational experiences, under the direction of a teacher, shall be supplied for any students whose parents do not wish them to participate in an approved field trip and for any students excluded for disciplinary reasons.
6. A district issued first aid kit shall be in the possession of, or immediately available to the teacher during the trip (EC 32041). The first aid kit shall include an EPI-pen for the treatment of bee stings and instructions for the application of first aid. Whenever field trips are conducted in areas know 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 and the first aid kit on such trips shall contain medically accepted snakebite remedies.

**Instructional Arrangements  
Field Trips**

7. Field trip requests shall be submitted to the principal at least fifteen (15) working days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study must be stated. The proper district forms must be used. (See Exhibit A)
8. Trips by any class may be limited by district guidelines, funding, or other factors.
9. The Board encourages the use of bus transportation for field trips. The use of private vehicles may be permitted by the principals for specific extra-curricular and Special Day Class trips  
These field trips shall be approved six (6) weeks in advance. All chaperones in private vehicles must receive fingerprint and TB clearance prior to the field trip. All costs associated with fingerprinting shall not be incurred by the district.

**B. Supervision**

1. Teachers shall accompany and supervise students on all field trips.
2. Teachers shall supervise the students while riding the bus on a field trip.
3. Teachers shall provide instruction or orientation for any adult chaperones who might accompany the students. The responsibilities of chaperones shall be clearly defined by the teacher prior to the trip.
4. Chaperones shall be parents or at least 21 years of age or older. A ratio of not less than one chaperone for each ten students will be maintained (unless other-wise authorized by the principal). A ratio of not less than one chaperone for each five students will be maintained for overnight field trips.
5. All chaperones and alternates must be approved by the principal. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of the activities of their students.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a field trip.
7. Chaperones/Drivers will not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law, per Health & Safety Code 118947 and 118949.

**C. Permission and Approval Procedures**

1. The standard Field Trip Request Form shall be used for all trip requests. (See Exhibits A & B).
2. In addition to this standard form, supplemental forms will be required for all field trips that involve swimming or water activity of any kind. (See Exhibits G & H).
3. Parents who wish to transport their own child must have on file at the school office the standard form used to indicate possession of a valid driver's license, insurance coverage in accordance with district requirements, and having met district vehicle safety expectations, and completed the Waiver of District Liability Form (See Exhibit B).
4. Written approval of parents or guardians is required for participation of students in field trips. The standard parent permission form shall be used. (See Exhibit B).
  - a. Parents shall indicate on the form if the student has any special health

needs or limitations; parents shall provide appropriate

**Instructional Arrangements**  
**Field Trips**

instructions or remedies as applicable.

- b. Principals may accept telephone authorizations and may approve student participation when parents cannot be contacted except for trips that are overnight, over 200 miles round trip or involve swimming or other activities requiring specific authorization by the Board.

**II. Student Responsibility:**

- A. All students shall comply with the regulations of the schools. (EC 48908).
- B. All students shall submit to the authority of the teachers, chaperones and bus drivers. (EC 48908).

**III. Principal's Responsibility:****A. General Responsibilities**

1. The principal has overall authority for approving the field trip. If the teacher does not submit the field trip request in a timely manner or if the trip does not meet the requirements of this policy, the request will be denied.
2. The principal shall verify that district issued first aid kits accompany teachers on all field trips.

**B. Permission and Approvals:**

1. The principal shall approve or disapprove the request and notify the teacher. If approval is given, the principal shall forward a request for school bus service to the Head Bus Driver, in coordination with West County Transportation, fifteen (15) days in advance of the date requested. (The Field Trip Request Form, Exhibit A, serves as a request for bus service).
2. The principal shall submit requests for day field trips more than 200 miles round trip to the Superintendent for approval six (6) weeks in advance. Overnight trip requests shall be submitted to the Superintendent and the Board of Trustees for approval two (2) months in advance, with the appropriate district form.

**C. Funding:**

1. The method and source of funding must be determined prior to taking a field trip and must be noted on the Field Trip Request Form.
2. All field trips requiring funding must conform to the proper Education Code of the State of California.
3. Donations for field trips may be encouraged, but shall not be required or assessed.
4. Fund raising for field trips must be approved in advance by the principal.
5. No student shall be prevented from taking a field trip or excursion because of a lack of sufficient funds: (Ed. Code 35330(d)). No field trip may be authorized if any student would be excluded from participating because of a lack of sufficient funds. (Ed. Code 35330 (d))

## Instructional Arrangements Field Trips

### D. Field Trips Which Include Swimming

1. The following swim activities may be permitted when proper safety precautions are taken:
  - a. Use of commercially operated or publicly operated swimming pools with certified lifeguards on duty.
  - b. Use of fresh water swim facilities expressly available to the public for swimming purposes, (lakes, ponds, rivers, etc.), which conform to the following:
    1. Access available and unobstructed
    2. Used by the public for the purpose of swimming
    3. Free from posted warning that would preclude use by students
    4. **Certified** lifeguard on duty
2. The minimum standards for all swimming activities are listed below. The Principal is responsible to ensure that all appropriate precautions are taken:
  - a. The Field Trip Request Form, (Exhibit A), and the Swimming Supplement Forms (Exhibits G & H) must be submitted for all trips that involve swimming.
  - b. Parents must be notified, clearly and specifically that swimming will take place, the time and place of the activity and the type of swim area. (Exhibit G)
  - c. Parents must return a signed release, clearly and specifically permitting the student to swim and indicating the swimming ability of the student. (Exhibit G)
  - d. No swimming or wading shall be allowed on field trips where no advanced planning and permission for swimming was included.
  - e. Any swimming facility must have been visited by the principal and teacher responsible for the trip prior to scheduling of a trip involving swimming.
  - f. Designated Certified lifeguards must be provided for all swimming activities. If not provided by the pool owner or operator, the Principal is responsible for ensuring their presence. Designated lifeguards shall be Red Cross certified or equivalent, and must be at least 21 years of age.
  - g. A ratio of chaperones, no less than one chaperone for each ten students, will be maintained.
  - h. Staff and volunteer chaperones are to have their responsibilities for supervision and safety clarified in writing and reviewed verbally prior to the trip.
  - i. Emergency procedures shall be included with written instructions to staff and chaperones.
  - j. Adults shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of the activities of their students.
  - k. Specific arrangements and supervisory responsibilities shall be

determined in advance to provide for the varying swimming abilities of students.

**Instructional Arrangements****Field Trips**

- l. The principal may require students to wear flotation devices, depending upon their age and swimming ability.
- m. A "buddy-system" or other means of surveillance shall be included in instructions given out to students and staff and shall be strictly enforced through practice while swimming.
- n. When visiting the ocean, tide pools, bay, river or other body of water as part of a supervised planned Outdoor Education activity, teachers must also:
  - 1. Provide for a number of chaperones to exceed the normal one to ten ratio.
  - 2. Instruct chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for the safety of students.

**IV. Director of Transportation Responsibility:**

- A. The Head Bus Driver, in coordination with West County Transportation Agency, shall determine the feasibility of providing transportation without negatively impacting Home to School transportation schedules.
- B. The Head Bus Driver, in coordination with West County Transportation Agency, shall communicate with the school principal the availability of school buses.
- C. The bus driver shall see that all rules and regulations are enforced in the use of school buses for field trips. Certificated personnel shall assist in so doing.

**V. Methods of Transportation to be Used:**

- A. The transportation of students is achieved by the following methods in order of preference:
  - 1. West County Transportation Agency school buses
  - 2. Contracts with private firms for buses that are properly licensed and insured
  - 3. Private vehicles may be used for parents to transport ~~their own~~ students as identified in section I.A.9., when they choose not to use District provided transportation. The used of private vehicles may be permitted by the principals for other specific trips (See Section A. 9)
- B. **Voluntary Drivers:**
  - 1. Parents, driving their personal vehicle to transport students, must have the following:
    - a. Valid driver's license required.
    - b. The vehicle used must have liability insurance and medical coverage, as required by state law. Drivers must have a minimum of \$100,000/\$300,000 bodily injury, \$50,000 property damage and \$5,000 medical coverage.
    - c. Proper Field Trip Request Form (Exhibit A) a parent permission slip to ride with another parent, and a Voluntary Driver Form is filed and approved (Exhibit C).
    - d. Vehicle used must provide a seat belt for each passenger,

including driver, and seat belts must be used by all passengers.

### **Instructional Arrangements Field Trips**

- e. Vehicles used must meet district safety standards:
  - 1. minimum tread on tires (not bald or worn)
  - 2. seat belts for all passengers
  - 3. working lights, turn signals, mirrors
  - 4. appropriate spare tire, tire jack, highway flares
  - 5. normally operating engine
  - 6. normal interior and exterior
  - 7. normal mechanical system including steering and brakes
  
- 2. Drivers should take a cell phone if possible and leave the number with the school office. Cell phones are not to be used by the driver while driving.
- 3. In case of emergency, keep all children together and call 911 and the School or District Office.
- 4. Secure medical help, ambulance and police as appropriate.
- 5. Give priority attention to providing all possible care to the injured and keeping others in a safe area.
- 6. Do not talk to the media. Please refer inquiries to the District Office. Driver's response should be "No comment". Do not make or sign any statements or accident reports except to a police officer.
- 7. Parents driving private vehicles who choose not to use available district provided transportation will absolve the district of all responsibility. They must complete a Waiver of District Liability form (Exhibit B). Parent drivers' insurance will be the primary insurance coverage.
  
- C. Students not riding the school bus may be transported to or from field trips by an approved chaperone, other than their parent or legal guardian, after the proper field trip transportation forms have been completed (Exhibits C, D Form A, and D Form B).

### **VI. Board of Trustee's Approvals:**

The Board of Trustees shall approve all overnight trips. The Board shall also approve all field trips which pose unmitigated risks when referred by the Superintendent.

#### Legal Reference:

#### EDUCATION CODE

8760 Authorization of outdoor science and conservation programs

32040 Duty to equip school with first aid kit

32041 Field trips

32044 Violations

35330 Excursions and field trips

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

35350 Transportation of students

44808 Liability when pupils not on school property

48908 Duties of pupils; authority of teachers