

School-Sponsored Trips

The Solano County Office of Education (SCOE) recognizes that school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the course of study or school-related social, educational, cultural, or other extracurricular or cocurricular activities.

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

No fieldtrip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The County Superintendent or designee shall coordinate with community groups to supply funds for students in need.

SCOE funds shall not be used to pay student expenses for out-of-state or out-of-country fieldtrips or excursions. However, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of SCOE equipment during the trip, may be paid from SCOE funds.

Supervision

Students on school-sponsored trips are under the jurisdiction of SCOE and shall be subject to its 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. This ratio shall be revised as necessary whenever the trip involves water activities.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. SCOE shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the fieldtrip or excursion shall be deemed to have waived all claims against SCOE or the State of California for injury, accident, illness, or death occurring during or by reason of the fieldtrip or excursion.

Safety Issues

1. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available.

Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip.

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2. SCOE shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or fieldtrip.
3. If the Superintendent or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, s/he shall implement precautions necessary to protect the safety of students and staff.
4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating SCOE as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

Procedures

1. A teacher wishing to take a field trip shall make a request in writing, using the school's fieldtrip request form, to the principal at least fifteen (15) days prior to 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. No trip should exceed a 50-mile radius of Solano County or include an overnight stay.
2. No pupil shall be denied the opportunity to take part in a fieldtrip because of 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 fieldtrips. Contributions to cover the cost of transportation, admission fees, lunches, or any other costs may be requested but may not be required. Students shall not be denied the opportunity to participate in a fieldtrip unless loss of the privilege has been agreed upon by the teacher and the principal because of failure to comply with school rules.
3. Since fieldtrips are part of the instructional program, appropriate instruction shall precede and follow each fieldtrip.
4. Fieldtrips shall be age-appropriate and curriculum-related with definite predetermined objectives which include plans for evaluation and follow-up instruction.
5. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal shall state the reason for such. If approval is given, the principal shall forward a request for school bus service to the transportation office ten (10) school days in advance of date requested. Fieldtrips requiring school bus transportation shall not interfere with the regularly scheduled transportation to and from school of students in the special education program.
6. When a fieldtrip is made to a place of business or industry, the teacher shall have made prior arrangements for an employee of the host company to serve as guide.
7. Written permission by parent or guardian is required for participation of students in trips using the attached Fieldtrip Permission Form. (Attachment A)
8. Most fieldtrips shall begin and end at the school. Occasionally, with the approval of the principal and the transportation department, the trip may originate at another designated point.
9. Transportation for educational trips and excursions shall be restricted to SCOE owned and assigned vehicles or to those vehicles belonging to a commercial carrier for which an appropriate certificate of insurance is on file.

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10. Prior to every fieldtrip, the teachers shall review with the class all rules and regulations regarding expected pupil behavior on the trip and while being transported to and from the destination. The bus driver shall see that all rules and regulations are enforced in the use of school buses for fieldtrips. Certificated personnel shall assist the driver in this enforcement.
11. Teachers and other certificated personnel authorized by the principal shall accompany students on the bus during all fieldtrips and shall assume responsibility for their proper conduct. Noncertificated staff and parents may assist in the supervision when approved by the principal.
12. Appropriate educational experience and proper supervision shall be provided for any pupils whose parents do not wish them to participate in a fieldtrip.
13. Rosters and the itinerary will be provided to the principal, transportation supervisor, and the bus driver prior to departure when SCOE bus transportation is utilized and to approved parent/guardian or staff who may be transporting students.
14. SCOE discourages solicitation of funds from businesses, industry, fraternal organizations, and individuals to support fieldtrips for students.

Attachment: (A) Fieldtrip Permission Form

Legal Reference:

EDUCATION CODE

- 8760 Authorization of outdoor science and conservation programs
- 32040-32044 First aid equipment: fieldtrips
- 35330 Excursions and fieldtrips
- 35331 Provision for medical or hospital service for pupils (on fieldtrips)
- 35332 Transportation by chartered airline
- 35350 Transportation of students
- 44808 Liability when pupils not on school property
- 48908 Duties of pupils; authority of teachers

BUSINESS AND PROFESSIONS CODE

- 17540 Travel promoters
- 17550-17550.9 Sellers of travel
- 17552-17556.5 Educational travel organizations

Policy Cross-Reference:

- 0450 Comprehensive Safety Plan
- 1230 School-Connected Organizations
- 1321 Solicitation of Funds from and by Students
- 1700 Relationships with Private Industry
- 3516 Emergencies and Disaster Preparedness Plan
- 3530 Risk Management/Insurance
- 3541.1 Transportation for School-Related Trips
- 5131 Conduct
- 5131.1 Bus Conduct
- 5141.7 Sun Safety
- 5142 Safety
- 5143 Insurance
- 5144 Discipline
- 5144.1 Suspension and Expulsion/Due Process
- 6143 Courses of Study
- 6143 Courses of Study
- 6145 Extracurricular and Cocurricular Activities
- 6145.2 Athletic Competition

Fieldtrip Permission Form

for Students in the Court School or Special Education Programs

The undersigned state they are the parents, guardians, or other persons having custody of the minor and jointly give consent for:

_____ to participate in a fieldtrip to:
(Name of Student)

_____ on _____
(Destination) (Date)

_____ (Departure Time) _____ (Returning Time)

This trip is being sponsored by _____
(Name of Program)

under the supervision of _____
(Teacher)

I understand that the school will provide transportation and supervision for the above-named student. I will not hold Solano County Office of Education, or adults accompanying the students, liable for injury to the student while on the trip or as a result of the trip. In the event of any illness or injury, I hereby consent to whatever examination, x-ray, diagnosis, treatment, and hospital care from a licensed physician as deemed necessary for the safety and welfare of my child.

_____ (Signature of Parent) _____ (Date) _____ (Phone)

_____ (Signature of Guardian or Other Person) _____ (Date) _____ (Phone)

_____ (Health Insurance Plan) _____ (Policy Number)

Failure of student to obtain release from all classes to be missed will result in a truancy being assessed.

NOTE: Please complete and submit permission slip at least two (2) days in advance of planned fieldtrip