

**Instruction****DISTRICT SPONSORED FIELD TRIPS**

Field trips are considered to be instructional 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.

No student may participate in a field trip without the prior written permission of the student's parent or guardian. An appropriate alternative educational experience and proper supervision shall be arranged for any students whose parent/guardian does not wish them to participate in a field trip and for those students excluded for disciplinary reasons.

All field trips shall begin and end at the school.

**Trip Approval**

1. A teacher planning to take a field trip shall submit a request in writing to the principal at least ten (10) days in advance of the field trip date.
2. Requests for field trips that occur near water and those requiring overnight travel or accommodations must be submitted to the principal and superintendent or his/her designee at least thirty (30) days prior to the field trip date.
3. Overnight field trips will be limited to the following:
  - a. 4<sup>th</sup> grade – one overnight trip of one night
  - b. 5<sup>th</sup> grade – one overnight trip of one or two nights
  - c. 6<sup>th</sup> grade and above (except Expeditionary Learning) one overnight trip the duration of which shall be approved by the principal and the Superintendent or Superintendent's designee.
4. Each request shall include a detailed itinerary and a statement of the purpose of the trip that outlines the instructional content standards that will be addressed.
5. All field trips must be scheduled to occur while school is in session.
6. The principal and, if applicable, the Superintendent or Superintendent's designee, shall approve or disapprove the request and notify the teacher. If disapproved, the principal, and, if applicable, the superintendent or superintendent's designee, shall state the reason(s).
7. Principals shall not approve field trips which they consider to be inherently dangerous to students or which pose unacceptable, unmitigated risks.
8. No field trips that involve swimming and/or wading in any body of water (ocean, lake, river, etc.) or in a swimming pool, spa or hot tub (public or private) will be approved.

9. The Superintendent or the Superintendent's designee shall approve any field trip contract required by a private or commercial vendor. Contracts must be submitted to the Business Office at least thirty (30) days prior to the field trip date.
10. Only district students may participate in school field trips.

### **Funding**

No student shall be denied the opportunity to take part in a field trip that is related to classroom instruction 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 field trips which are deemed a part of the instructional program.

With the exception of overnight field trips taken by students enrolled in an Expeditionary Learning program, the cost of overnight field trips may not exceed \$100 per night per student.

### **Supervision**

1. At least one certificated staff member shall accompany students on all field trips and shall assume responsibility for their proper conduct. Other school personnel and parents may act as chaperones.
2. Before the trip, teachers shall provide any adult chaperones that may accompany the students with clear information regarding their responsibilities.
3. Chaperones shall be 21 years of age or older.
4. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
5. The chaperone to student ratio shall be at least one to ten.
6. For overnight field trips, the chaperone to student ratio shall be at least one to eight and shall be proportionate in gender to the students in attendance.
7. For overnight field trips, chaperones shall be subject to California Department of Justice fingerprint clearance.
8. Teachers and/or chaperones shall not be under the influence of or consume alcoholic beverages or controlled substances immediately prior to or while accompanying and supervising students on a trip.
9. Tobacco or tobacco products shall not be used by teachers and/or chaperones while transporting or supervising students on a trip.
10. When a field trip is made to a place of business or industry, the teacher or certificated staff person accompanying the students shall arrange for an employee or representative of the business or industry to serve as a guide at all times while the students are at the place of business or industry.

**Student Conduct**

1. Students participating in field trips are subject to all district and school rules and regulations.
2. Site administrators may exclude a student whose presence on the trip would pose a safety or disciplinary risk.

**Safety and First Aid**

Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip. For non-certificated adults who will assist in supervising students on such trips, the principal, or designee may also hold a meeting to explain how to keep appropriate groups together and what to do in the event of an emergency.

A first aid kit provided by the District shall be in the possession of, or immediately available to, the teacher, employee, or agent of the school conducting a field trip.

Whenever a field trip is conducted in areas known to be infested by poisonous snakes,

1. The first aid kit taken on the field trips shall contain medically accepted snakebite remedies.
2. A teacher, employee or agent of the school who has completed a first aid course, certified by the American Red Cross, which emphasizes the treatment of snakebites, shall accompany the field trip.

**Accident Procedures**

1. The Parent Authorization for Medical Treatment form must be completed for each student participating in a field trip. The original copy of this form must be kept at the school site. A copy of each child's form must be taken on the field trip and kept in the possession of the teacher in charge of the trip.
2. A certificated school employee shall notify parents and abide by their decision regarding medical care. If unable to contact parents, the physician indicated on the pupil's emergency card shall be notified.
3. Students shall be accompanied by either a school employee, the student's parent or an adult designated by the teacher or principal, to the home, physician, or hospital.
4. In the event an injured student requires treatment at a hospital, the adult designee should take the Parent Authorization for Medical Treatment form to the hospital.
5. In cases of all accidents and injuries, immediately upon return to school, a prescribed accident report form must be completed. The form shall be prepared in triplicate, forwarding the original and one copy to the Superintendent or the Superintendent's designee.

6. If an accident is serious, the Superintendent or the Superintendent's designee shall be notified immediately, who in turn will notify the District's insurance provider.

### **Transportation**

With the exception of field trips taken by students enrolled in an Expeditionary Learning program, a California certified school bus or a commercially chartered bus service shall be used for all field trip destinations that are outside of a 15-mile radius of the school. Under special circumstances and with the approval of the Superintendent or the Superintendent's designee, small groups of students may be transported by automobile on trips that are outside of a 15-mile radius.

When a bus is used for field trip transportation, at least one certificated staff member shall accompany students on the bus for supervision purposes. The site administrator at his/her discretion may determine that for safety reasons a certificated staff member may drive his/her private automobile in a caravan with the bus.

### Use of Private Automobiles

If a field trip destination is within a 15-mile radius of the school then private automobiles may be used for student transportation provided that the following rules are followed:

1. The school shall maintain a log or other written record documenting all uses of private automobiles for field trips.
2. The trip must be approved by the principal, who is responsible for compliance with this regulation.
3. Each parent or volunteer must submit a volunteer driver form before driving on a field trip. A current form must be on file for each field trip.
4. All drivers and passengers shall wear seat belts in accordance with law. (Vehicle Code 27315)
5. Each passenger must be properly seated to prevent overcrowding
6. Drivers shall ensure that any child who is under age 6 or under 60 pounds, unless exempted by law, is properly secured in an appropriate child passenger restraint system meeting federal safety standards. A child who is age 6 or older or weighs 60 pounds or more shall use a safety belt. (Vehicle Code 27360, 27360.5, 27363)
7. Drivers must follow the manufacturer's recommendation regarding the seating of children in seats provided with airbags.
8. The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant where there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health & Safety Code 118948)

9. Each vehicle operator must furnish evidence of possession of a valid California driver's license. Nonresidents on active military duty in California must have either a California driver's license or a valid driver's license from their state of residence.
10. Each vehicle operator must furnish evidence, in writing or on forms acceptable to the District, of the following insurance coverage. Each form may be used for up to four trips as long as the trips occur within a four month period of time. New forms are required for each change of vehicle.
  - a. \$50,000/\$100,000 Liability
  - b. \$25,000 Property Damage
  - c. \$15,000/\$30,000 Uninsured Motorist Medical
  - d. \$ 2,000 Medical
11. Vehicle owner's insurance is primary. The District does not provide excess liability coverage for parent or student vehicles.
12. Parent drivers who are transporting no other students but their own children on a field trip are still subject to all regulations. There shall be no exceptions.
13. Any volunteer driver for a regularly scheduled field trip who is not a parent or certificated teacher of the District must be over the age of 21 years. Therefore, no students may drive on field trips.
14. Groups of cars traveling in caravans are encouraged.
15. Under special circumstances, students may volunteer to drive themselves in their own vehicle if, as a portion of their curricular program, they are required to go to another school site or to another location within the boundaries of the school district during their scheduled day. Student drivers are required to submit a signed parental permission form to drive themselves in their own vehicle. The teacher of the class or advisor of the club must provide a properly signed and executed School Driver certification form to the principal of the school before the student is allowed to drive. An explanation or description of the activity shall also be sent with the forms to the principal.

This provision does not apply to field trips. Students shall not drive on school or class field trips.

All other parts of this regulation shall also apply to student drivers.

Student drivers shall be over the age of 16 years and shall be appropriately licensed as required by California Law.

16. No more than nine passengers and one driver may be transported in any vehicle which is not a California certified school bus or a commercially chartered bus service, regardless of how many seats the vehicle has. (California Vehicle Code section 545).

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COTATI-ROHNERT PARK  
UNIFIED SCHOOL DISTRICT