

**COTATI-ROHNERT PARK U.S.D.  
FIELD TRIP PLANNING/APPROVAL FORM**

CHECK ALL THAT APPLY. **(TO BE COMPLETED BY ADMINISTRATOR ONLY)**

- Day Field Trip – Principal approval **(Submit 10 days in advance)** [If contract required, see below\*\*\*]
- Near Water or Overnight Field Trip – Principal approval/Superintendent’s designee **(Submit 30 days in advance)**
- Chief Financial Officer, if contract is required **(Submit to Business Office 30 days in advance)\*\*\***
- Special Education Director, if nursing services are required **(Submit 10 days in advance)**

Date submitted: \_\_\_\_\_ School: \_\_\_\_\_

Teacher(s) requesting Field Trip: \_\_\_\_\_

Grade Level of Students Involved: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Distance from site:  
\_\_\_\_\_ Miles

Destination: \_\_\_\_\_

Address of Destination: \_\_\_\_\_

Time Leaving: \_\_\_\_\_ Time Returning: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

PLEASE CHECK THAT THE FOLLOWING ARE ATTACHED TO THIS REQUEST:

- Instructional focus and relationship to classroom instruction (include Standards that will be addressed. Attach additional pages as needed.)
- Other pertinent information, brochures, etc.

Trip Itinerary: (Be specific. Attach additional pages if necessary.)

Date	Time	Activity	Location

Total Number of Students: M \_\_\_\_ F \_\_\_\_ Total Number of Chaperones (21 and older): M \_\_\_\_ F \_\_\_\_

(NOTE: Chaperone-to-Student ratio for Day Field Trips is 1:10. Chaperone-to-Student ratio for Overnight Field Trips is 1:8 and chaperones **must** be proportionate in gender to the students in attendance.)

Estimated Cost of Field Trip: \_\_\_\_\_ Are sack lunches required? \_\_\_\_\_ How many? \_\_\_\_\_

Funding per student by: Student/Parent \$ \_\_\_\_\_  
District/School \$ \_\_\_\_\_ Budget Code: \_\_\_\_\_  
Other \_\_\_\_\_ \$ \_\_\_\_\_

Describe fundraising activities – dates/activities \_\_\_\_\_

Will a substitute be required? \_\_\_\_\_ Budget Code: \_\_\_\_\_

Is a contract necessary for Field Trip Activities? \_\_\_\_\_ (If yes, all contracts must be signed by CFO and 30 days notice is required)

Is Certificate of Liability Insurance required? \_\_\_\_\_ (If yes, 30 days notice is required.)

**SIGNATURES NEEDED:**

Principal’s Signature \_\_\_\_\_

Superintendent’s Designee (overnight trips or near water) \_\_\_\_\_

Chief Financial Officer (if contract required) \_\_\_\_\_

**Administrative Regulation 6153 (summary of Revision dated 1-16-07)****DISTRICT SPONSORED FIELD TRIPS**

Field Trips are considered to be instruction 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.

The following procedures will apply to Field Trips:

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. Requests for Field Trips that occur near water and those requiring overnight travel or accommodations must be submitted to the principal and Superintendent or Superintendent's designee at least thirty (30) days prior to the date desired.
2. 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.
3. 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.
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. All Field Trips must be scheduled to occur while school is in session, and all Field Trips shall begin and end at the school.
5. 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). Principals shall not approve Field Trips which they consider inherently dangerous to students or which pose unacceptable, unmitigated risks.
6. 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.
7. Only District students may participate in school Field Trips. Students participating in Field Trips are subject to school rules and regulations. No student may participate in a Field Trip without the prior written permission of the student's parent or guardian.
8. Site administrators may exclude a student whose presence on the Field Trip would pose a safety or disciplinary risk. 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.
9. 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.
10. 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. Chaperones shall be 21 years of age or older. Chaperones shall be provided with clear information about their responsibilities.
11. 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 guide at all times while the students are at the place of business or industry.