

Instruction**DISTRICT SPONSORED FIELD TRIPS**

The Governing Board recognizes that field trips are an important component in the instructional program of the schools. Field trips are planned for educational purposes to meet State and Board adopted content standards. Properly planned field trips can:

1. Supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools;
2. Expand students' interest;
3. Help relate school experiences to the reality of the world outside of school;
4. Bring all the resources of the community within the scope of students' learning experiences.

Planning and Approval

The principal must approve all field trips in advance. The Superintendent or his/her designee must also approve in advance field trips that occur near water and those requiring overnight travel and accommodations.

Field trips shall be scheduled to take place only while the schools of the District are in session, including weekends, and normally should be conducted within the school day.

Planning, preparation, and promotion for trips sponsored by outside organizations scheduled to take place while the schools of the District are not in session shall be done outside of school hours and shall not involve the use of school or District resources. However, informational meetings by outside organizations may take place in district facilities pursuant to the District's Facility Use policy, (Board Policy 1330). In addition, schools are prohibited from providing directory information (i.e. names and addresses of students) to sponsors or leaders of these field trips which are not sponsored by the District. (See Board Policy 5125 (k) and (l).)

Any information or materials supplied to students, or posted at schools, regarding field trips sponsored by outside organizations should only give basic information regarding the trip and the time and place of the informational meeting. The materials must clearly state that the field trip is not a district-sponsored field trip. The Superintendent or designee shall review all such materials to be distributed or posted at the schools and shall notify the group or individual within ten (10) working days of approval or disapproval. Materials shall not be distributed, posted or made available until approval has been received.

Funding

Funding for field trips is the responsibility of the school. Categorical funds may be used for field trips when priorities so indicate and as prescribed by the approved school plan. Neither students nor their parents may be assessed mandatory fees for field trips, but voluntary contributions may be solicited. Special accounts may be established for fund-raising purposes. The principal or designee must approve fund-raising for a field trip in advance. Solicitations must occur outside regular class time.

No student shall be prevented from participation in a field trip or excursion because of lack of sufficient funds. No field trip may be authorized if any student will be excluded from participation because of lack of sufficient funds.

Supervision

Principals shall ensure that teachers develop plans that provide for the safety of students and their proper supervision by certificated staff on all District-sponsored trips. At least one certificated staff member must attend each field trip. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

Legal Declarations

All persons participating in field trips and excursions are deemed to have waived all liability claims against the District.

Legal Reference:	<u>EDUCATION CODE</u>
	8760..... Authorization of outdoor science and conservation programs
	32040..... Duty to equip school with first aid kit
	32041..... Field trips
	32043..... Snakebite kits on field trips
	32044..... Violations
	35330..... Excursions and field trips within state; to other state; District of Columbia or to a foreign country
	35331..... Provisions for medical or hospital service for pupils (on field trips)
	35332..... Chartered airline transportation
	35350..... Transportation of students
	44808..... Liability when pupils not on school property
	48908..... Duties of pupils (re: authority of teachers over students)

VEHICLE CODE

27315.....	Mandatory use of seat belts in private passenger vehicles
27360-27360.5 ...	Child passenger restraint systems
27363.....	Child passenger restraint systems, exemptions

Policy Adopted:	7-12-78	COTATI-ROHNERT PARK
Policy Revised:	2-3-87	UNIFIED SCHOOL DISTRICT
	2-21-95	
	1-7-97	
	10-8-02	
	7-19-05	