

INSTRUCTION

School-Sponsored Field Trips

The Inyo County Board of Education recognizes that school-sponsored field trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips.

If the Board allocates funds for school-sponsored trips, individual schools may be provided with budgetary allocations so that they can plan ahead. Special trip expense funds may be established when necessary for fund-raising purposes.

All trips involving out-of-state or overnight travel shall require the prior approval of the Board. Other trips may be approved by the Superintendent or designee.

Program Administrators shall ensure that teachers develop plans that provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

Study Trips

In advance of a study trip, teachers shall determine educational objectives that relate directly to the curriculum. Program Administrators shall ensure that teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

Legal Reference:

EDUCATION CODE

- 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
- 35331 Provision 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; authority of teachers

BOARD POLICY:

First Reading: August 24, 1999

Second Reading/Adoption: September 21, 1999

Revised: May 23, 2000

Second Revision/First Reading: March 19, 2002

Second Revision/Second Adoption: April 16, 2002

Revised: August 19, 2003

Revised: May 15, 2007

INSTRUCTION

School-Sponsored Field Trips

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation.

Students must have written parental permission in order to participate in trips requiring transportation. (Education Code 35350) The County Office of Education shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip. State Preschool parents may prohibit their children from participating due to religious beliefs or personal reasons without consequence to enrollment in the program.

Safety and First Aid

1. All general rules of safety and first aid apply on field trips. Teachers should be alert to possible dangers on any field trip. Under no circumstances should a teacher allow a side trip or a stop that has not been authorized by the Program Administrator in advance.
2. 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. (Education Code 32040, 32041)
3. Whenever trips are conducted in areas known to be infested with poisonous snakes:
 - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
 - b. The trip shall be accompanied by 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. (Education Code 32043)
4. If the Superintendent or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff. (cf.0450 – Comprehensive Safety Plan)
5. Before trips of more than one day, the Program Administrator 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 the trip, the Program Administrator or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

Supervision

1. Students on approved trips are under the jurisdiction of the Governing Board and subject to school rules and regulations.
2. The Program Administrator must make certain that adequate adult supervision is provided before he or she approves an educational field trip. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct. For all field trips, one (1) certificated employee should be assigned to approximately thirty (30) children on a school or chartered bus; approved non-certificated adults may be used to maintain a 1:5 adult-to-student ratio. Child Development Programs will maintain staffing ratios on field trips as they will use parent volunteers.

INSTRUCTION

School-Sponsored Field Trips

Supervision (continued)

3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. No trip involving water activities such as swimming or wading shall be permitted. The county office shall provide an alternative educational experience for students whose parents' guardians do not wish them to participate in a trip.

Funding

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

Trip Approval

1. Teachers planning a trip shall make a request in writing to the Program Administrator at least 10 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 shall be stated in the request.
2. The Program Administrator shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the Program Administrator should state the reasons.
3. Program Administrators may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
4. Program Administrators shall approve no activities that they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.

Transportation

The Inyo County Office of Education may provide transportation for students for field study trips.

Extended field trips, because of the need to tie up a bus for a prolonged period of time, will only be allowed if it does not interfere with normal to-and-from school transportation needs.

The cost for such trips will be determined by the actual number of hours a bus driver is employed and the cost of all fuel consumed. The bus driver shall enforce all rules and regulations in the use of the school bus for field trips. Certificated personnel shall assist him or her in doing so.

INSTRUCTION

School-Sponsored Field Trips

Private or County Office Vehicles

Private or County Office vehicles may be used on special occasions when both the trip and the driver are approved by the Superintendent. Any privately-owned or County Office vehicle must be equipped with enough seat belts for each individual and must be operated by an adult who holds a valid California driver's license. Children are to wear seat belts. Children on field trips may not ride in the back of pick-up trucks, with or without camper shells, or in motorized campers or camper vans. The names of the drivers of all vehicles, the vehicle's license number, the driver's license number, and the name of the driver's insurance carrier and liability limits, must be on file in the Program Administrator's office prior to departure on any authorized field trip where the use of private or County Office vehicles is involved. A maximum of seven (7) individuals are allowed in a single vehicle.

For children under 4 years of age, or under 40 pounds, safety seats are required. No child shall be seated in an air bag seat unless they meet minimum size requirements for safety.

County Office vehicles may only be driven by County Office of Education employees. Volunteers may be permitted to drive county office vehicles if pre-approved by the superintendent or designee. Volunteers must have copy of driver's license, current DMV printout (H-6) and personal insurance card on file prior to approval.

The teacher must obtain and keep on file a written permission slip signed by the parent or guardian before the child is allowed to accompany the group in a privately-owned or County Office vehicle.

Walking Field Trips

Field trips that involve walking to places close to the school may be approved by the Program Administrator.

The teacher must obtain and keep on file a written permission slip signed by the parent or guardian before the child is allowed to accompany the group on a walking trip.

A 1:14 adult-to-student ratio for the Kids Club school-age programs will be allowed for walking trips only.

Extended Field Trips

Field trips that are over fifty (50) miles from the school site and/or outside of school hours require the Superintendent's approval. Teachers planning to take students on extended trips are to:

- Discuss the proposed trip with their Program Administrator at least three (3) months prior to the date of the trip.
- Inform the Governing Board of the proposed trip.
- Ascertain that students and supervisors are covered by family or other accident insurance.

INSTRUCTION

School-Sponsored Field Trips

- Prepare a detailed outline of the specific trip plans for the Program Administrator and Superintendent.
 - a. Complete the regular ICOE form, "*Field Trip Request.*"
 - b. Signed parents' permission slips and *Authorization to Consent to Treatment of Minor* forms must be on file prior to the trip.
 - c. Indicate how the trip will be financed.
 - d. Indicate the mode of transportation going, coming, and during the trip.
 - e. Indicate the number of students, teachers, and other adult supervisors involved.
 - f. Indicate where trip participants will be housed overnight during the trip.
 - g. Outline each day's schedule of activities in detail.
- Prepare a written report on the trip upon return.
- Normally, a maximum of 500 miles and/or five (5) days will be acceptable.

ROP Field Trips

Field trips involving ROP students and ICOE employed ROP teachers shall be done according to the policy and procedure of the local school district sponsoring the trip.

Additionally, our office will require the following:

1. Permission to attend for employee.
2. ICOE consent to treat from signed by parent and a copy on file with the ROP Director. The original is to be taken by the chaperone on the trip.
3. ICOE permission to attend form for each student signed by parent and a copy on file with the ROP Director. The original is to be taken by the chaperone on the trip.

All this needs to take place prior to the trip.

Trips which Include Swimming or Wading

No swimming or wading shall be allowed on any school-sponsored field trips.

ADMINISTRATIVE REGULATION:

First Reading: March 19, 2002
Adoption: April 16, 2002
Revised: August 19, 2003
Revised: May 15, 2007
Revised: February 19, 2008

INSTRUCTION

Field Trips

ICOE FIELD TRIP REQUEST

Name of Program: _____

Date of Field Trip: _____

Grade: _____

Teacher (signature): _____

Number of Students: _____

Destination: _____

Departure Time: _____

Return Time: _____

_____ Parent(s) or guardian(s) have been notified.

_____ Each child participating has a signed permission slip on file.

_____ Alternative plans have been made for children without permissions slips who will remain in school. (This does not apply to Child Development Programs.)

Educational Goal or Purpose: _____

Program Administrator's Approval: _____

Date: _____

INSTRUCTION

School-Sponsored Field Trips

**PARENT PERMISSION FOR STUDENT PARTICIPATION
IN OFF-CAMPUS SCHOOL-SPONSORED FIELD TRIPS**

_____ (name of student) has my permission to attend _____
_____ (activity/event), which will take place at _____
_____.

Date of event:

Class or group attending:

Teacher or leader:

Method of transportation:

If traveling by automobile, name of driver:

1. I understand that all students going on this trip will be responsible in conduct to the bus driver, to teachers or adult sponsors. It is further understood that students will go and return from the event on the transportation provided and that every reasonable caution will be maintained on the trip.

2. I hereby acknowledge that I have been advised that the activities involved in this excursion/field trip or event are not considered by the district to be of "high risk" to the participants. Realizing that my child will be carefully supervised by his teacher, I hereby release the Inyo County Office of Education from any liability that might arise from the trip.

Date: _____

Parent or Guardian Signature: _____

WAIVER OF CLAIM (To be Completed for Out-of-State Events Only)

In granting permission to attend, I do hereby waive all claims and hold harmless the individual sponsors, the Inyo County Office of Education, and the State of California for any injury, accident, illness, death, or any loss or damage to personal property occurring during or by reason of this excursion/field trip or event.

Date: _____

Parent or Guardian Signature: _____

INSTRUCTION

School-Sponsored Field Trips

***AUTHORIZATION TO CONSENT TO TREATMENT OF MINOR
ON EXTENDED FIELD TRIP***

Medical Emergency: Does this student have a medical condition that may require special medication or procedures in case of an emergency? Yes _____ No _____
If "yes", please explain: _____

I/We, the undersigned, parent(s)/guardian(s) of _____,
a minor, do hereby authorize and consent to an X-ray examination, anesthetic, medical, or surgical treatment and hospital care which is deemed advisable by, and is to be rendered by, any licensed physician or surgeon in any licensed hospital, whether such treatment is rendered at the office of said physician or at the hospital.

It is understood that this authorization is given in advance of any specific diagnosis or treatment required but is given to provide authority and power on the part of a physician to perform such treatment or hospital care as may be deemed advisable in case of medical emergency.

I/We hereby authorize any hospital which has provided treatment to the above-named minor pursuant to the provision of Section 25.8 or the Civil Code of California, to surrender physical custody of such minor to any employee or volunteer representative of the Inyo County Office of Education upon completion of treatment. This authorization is given pursuant to Section 1283 of the health and Safety Code of California.

This authorization shall remain effective until: _____

Signature of Mother, Father or Legal Guardian

Date

DATE OF BIRTH: _____

INSURANCE: _____

ALLERGIES: _____

MEDICATIONS: _____

DATE OF LAST TETANUS: _____

ANY OTHER MEDICAL INFORMATION: _____

1. Person To Notify In Case Of Emergency: _____

Phone Number: _____

2. Next Person to Notify: _____

Phone Number: _____

INSTRUCTION

School-Sponsored Field Trips

**INYO COUNTY OFFICE OF EDUCATION
EXTENDED FIELD TRIP PLANNING AND INFORMATION FORM**

Request Made By: _____

Purpose of Trip: _____

Destination: _____

Estimated Miles of Destination: _____

Departure Date and Time: _____

Return Date and Time: _____

Signed parents' permission slips and *Authorization to Consent to Treatment of Minors* forms will be on file **prior to the trip** for all students who participate: Yes ___ No ___

Mode of Transportation: _____

Trip Costs: *(list detailed breakdown for travel, food, lodging, etc.)*

Funding Source: _____

Cost to each student: _____

List number of: Students: _____

 Teachers: _____

 Adult Supervisors: _____

Names of Adult Supervisors: _____

Name of hotel/motel/other accommodations where trip participants will be housed overnight during the trip: _____

Emergency Phone Number: _____

List, on a separate sheet, a *detailed outline of each day's schedule* of activities.

INSTRUCTION

School-Sponsored Field Trips

EXTENDED FIELD TRIP PLANNING AND INFORMATION FORM

Page 2

Private Vehicle Usage

<i>Make & Model of Vehicle</i>	<i>License No.</i>	<i>Insurance Carrier</i>	<i>Liability Limits</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Drivers:

<u><i>Name</i></u>	<u><i>License No.</i></u>	<u><i>Name</i></u>	<u><i>License No.</i></u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of *First Aid-Trained Individual*: _____

All students have medical insurance: Yes___ No___

A list of students who have medical emergencies is available: Yes___ No___

Miscellaneous/Comments:

It is agreed that students will *not* ride in the back of pick-up trucks, with or without campers or shells, or in motorized campers or camper vans. Any changes in the above information must be reported to the Program Administrator **prior to departure.**

Teacher's Signature: _____

Date: _____

Approved by the Program Administrator: _____

Date: _____

Approved by the Superintendent: _____

Date: _____

INSTRUCTION

Field Trips

Education Code 35330

Article 13. Excursions and Field Trips

The governing board of any school district or the county superintendent of schools of any county may:

- (a) Conduct field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, any other state, the District of Columbia, or a foreign country for pupils enrolled in elementary or secondary schools. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for such pupils.
- (b) Engage such instructors, supervisors, and other personnel as desire to contribute their services over and above the normal period for which they are employed by the district, if necessary, and provide equipment and supplies for such field trip or excursion.
- (c) Transport by use of district equipment, contract to provide transportation, or arrange transportation by the use of other equipment, of pupils, instructors, supervisors or other personnel to and from places in the state, any other state, the District of Columbia, or a foreign country where such excursions and field trips are being conducted; provided that, when district equipment is used, the governing board shall secure liability insurance, and if travel is to and from a foreign country, such liability insurance shall be secured from a carrier licensed to transact insurance business in such foreign country.
- (d) Provide supervision of pupils involved in field trips or excursions by certificated employees of the district.

No pupil shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the governing board shall coordinate efforts of community service groups to supply funds for pupils in need of them.

No group shall be authorized to take a field trip or excursion authorized by this section if any pupil who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.

No expenses of pupils participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this section shall be paid with school district funds. Expenses of instructors, chaperones, and other personnel participating in a field trip or excursion authorized by this section may be paid from school district funds, and the school district may pay from school district funds all incidental expenses for the use of school district equipment during a field trip or excursion authorized by this section.

INSTRUCTION

Field Trips

Education Code 35330

Article 13. Excursions and Field Trips

The attendance or participation of a pupil in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments from the State School Fund in the fiscal year. Credited attendance resulting from such field trip or excursion shall be limited to the amount of attendance which would have accrued had the students not been engaged in the field trip or excursion.

Credited attendance shall not exceed 10 schooldays except in the case of pupils participating in a field trip or excursion in connection with courses of instruction or school-related educational activities, and which are not social, cultural, athletic or school band activities.

All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving such claims.

No transportation allowances shall be made by the Superintendent of Public Instruction for expenses incurred with respect to field trips or excursions which have an out-of-state destination. Any school district which transports pupils, teachers or other employees of the district in school buses within the state and to destinations within the state, pursuant to the provisions of this section, shall report to the Superintendent of Public Instruction on forms prescribed by him the total mileage of school buses used in connection with such educational excursions. In computing the allowance to such school district for regular transportation there shall be deducted there from an amount equal to the depreciation of school buses used for such transportation in accordance with rules and regulations adopted by the Superintendent of Public Instruction.

(Amended by Stats. 1977, Ch. 36.)

EXHIBIT:

First Reading: March 19, 2002

Adoption: April 16, 2002

Revised: August 19, 2003