

NICASIO SCHOOL DISTRICT

Board Policy

Series 6000: Instruction

BP 6153

SCHOOL-SPONSORED FIELD TRIPS

Definition

Nicasio School Board recognizes that school-sponsored trips are an important component of a student's development and that they supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the District's course of study or school-related social, educational, cultural, athletic, school band activities or other extracurricular or co-curricular activities. Field trips may take place locally, out-of-state, or in a foreign country to familiarize students with the language, history, geography, natural science, and other studies relative to the District's course of study.

Supervision

On all school-sponsored field trips, provisions shall be made for proper supervision. The Principal shall ensure that there is an adequate adult-to-student ratio to maximize student safety. Non-certificated staff and parents may assist in such supervision and may be asked to attend preparatory sessions and/or meetings.

Transportation

Privately owned vehicles may be used to transport students on school-sponsored field trips with prior approval of the Principal. No student shall be transported in a privately owned vehicle without the specific written permission of the student's parent or guardian to ride in such vehicle. Students who are transported in private vehicles shall be transported safely in sound vehicles driven by competent, adult (25 or over) licensed drivers who have appropriate insurance and have completed a current Field Trip Driver Information form (6153D), which is kept on file in the District office.

First Aid

The District shall provide a first aid kit whenever students are taken on field trips under the supervision of a teacher, employee, or agent of the school.

Waiver of Liability

Education Code Section 35330, which has been upheld by the courts, provides that all persons making a voluntary field trip are deemed to have waived all liability claims against the District. It is important to advise participants of this immunity and that participation is voluntary. Therefore, this information will be clearly stated on all field trip permission forms.

If the parent or guardian objects to signing the form due to the waiver of liability and/or the form is signed and returned with that paragraph "crossed out," the student will not be able to attend the field trip. In such cases, alternative educational plans will be made on campus for the student.

Medical Authorization

Field trip permission forms must include a “medical authorization” section. Even if the parent/guardian objects to this section and refuses to sign or crosses out the section, emergency medical treatment should be provided as appropriate, i.e., call paramedics, police or take the student to a medical facility. All medications must remain in the possession of an adult chaperone or other adult supervisor.

If the student is bringing medication on the trip, there should be written instructions from the parent/guardian clearly spelling out the frequency and amount of the dosage and whether the District employee is expected to oversee the taking of the medication.

If the student does not have accident insurance coverage, the District should provide parents/guardians with information as to where coverage may be obtained. Students must have medical coverage. If a student does not have coverage and cannot afford it, then coverage would be provided by the District since a student cannot be excluded from participation due to lack of funds.

Approval Process

Requests for school-sponsored trips involving out-of-state, out-of-country or overnight travel shall be submitted to the Board for approval. All other school-sponsored trips shall be approved in advance by the Principal. The District shall evaluate the purpose and goals of a proposed trip compared to the liability exposures to decide whether the trip is appropriate.

The Principal shall establish a process for approving a staff member’s request to conduct a school-sponsored trip (AR 6153). When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. The Principal may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

Funding and Cost

District funds shall not be used to pay for field trip related expenses with the exception of accident insurance coverage as stated above. Each classroom is responsible for fundraising to support classroom field trips.

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. Field trips are school-sponsored educational activities in which all students may volunteer to participate regardless of contributions made by their families. If teachers determine that there is a need for financial assistance to support a field trip, they may submit a Request for Scholarship Form to the Nicasio School Foundation.

Every effort shall be made to keep the cost of all field trips reasonable. The Principal shall establish guidelines for cost of field trips (AR 6153). The total cost of a field trip shall represent all related expenses pertaining to both students and accompanying adults (lead teacher and chaperones), including meals, lodging, entrance fees and other miscellaneous expenses.

Frequency and Duration

It is important for the District to weigh the benefits of field trips over the importance of classroom instruction. The Principal shall establish guidelines for field trip frequency and duration. (AR 6153)