

Instruction

Field Trips

In order to provide a more effective teaching environment, approved field trips outside the classroom and school buildings and grounds, under supervision of the members of the school staff as directed by the Superintendent, are considered by the Board as an extension of the classroom and an integral part of the educational program.

Field trips should meet the following guidelines:

1. The experience will supplement and extend the District's instructional program.
2. The educational benefits derived will outweigh any loss of learning due to lost class time.
3. The cost to students will not be discriminatory.
4. The expected experiences, including extended travel, will be appropriate to the age and experience to the students involved.
5. The trip, or the place to be visited, must have provisions for the safety and well-being of participants.
6. Field trips during school time which have as their primary purpose a recreational or entertainment purpose, even as an award or incentive, are not authorized. This does not apply to those trips planned for other than the school (instructional-day) time.
7. Every effort shall be made to staff field trips with male and female supervisors with a ratio of not greater than fifteen (15) students to one (1) adult.
8. Field trips must be accessible to all students without discrimination.
9. Any and all specialized transportation, equipment or accommodations must be made in accordance with a student's Individualized Education Plan (IEP) or 504 plan.

All overnight trips must be approved by the Board. Schools provide permission slips for students for authorized trips. The slip must be signed by the parent or guardian if the student is to participate in the field trip. In case of disapproval by the Board, parents have the prerogative of withdrawing their children from school and proceeding on their own. The Board assumes no liability in such cases. (Also, see Administrative Regulation 1323, Advertising and Promotion).

The basic objective of field trips is to provide first-hand experience leading to further learning which is difficult to provide in a classroom. Associated with this primary objective are a number of others:

- To learn about community processes and structures.
- To practice cooperative behavior.
- To improve pupil-teacher relationships.
- To develop social consciousness.

The approved Field Trips Request and Permission forms must be used in applying for field trip authorization. School principals will maintain a supply of such forms. The principal or assistant principal must sign each request form before authorization is granted. Official

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Unified School District Field Trip Request and Permission forms shall not be used in connection with excursions and activities sponsored by other than school sources.

Great care must be taken in planning for overnight trips if they do receive proper approval, Care must be taken to insure satisfactory student supervision on all field trips. (See Administration Regulation 3702.3 Special Transportation for School Related Field Trips).

Parents should be included as volunteer supervisors whenever possible. Students are expected to abide by all District and school rules and regulations whenever they are participants in any school activity. (See Administrative Regulation 3702.3).

All special costs incurred by field trips other than the exceptions noted in Administration Regulation 3702.3 will not be borne by the District.

The District's general liability insurance policy includes as insurees principals, teachers, educational assistants and parent volunteers and other approved individuals who supervise students on field trips sponsored by the students.

The insurance policy provides for legal liability and defense due to alleged negligence on the part of principals, teacher, educational assistants and parent volunteers and other approved individuals on the field trip.

In order to establish that field trips are authorized by the District, the signed Field Trip Request Form must be filed in the office of the school principal not less than two (2) days before the field trip.

The Superintendent will develop procedures designed to implement the Field Trip policy.

Legal Reference:

Policy adopted: April 11, 1977
Policy revised: January 9, 1978
Policy revised: November 19, 1979
Policy revised: January 21, 1985
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