

**FIELD TRIPS**

It is the intent of these regulations to provide transportation to support the school related educational activities of the district within the constraints imposed by the California Education Code and district policy.

*(cf. 6153 – School – Sponsored Trips)*

1. Transportation restraints
  - a. Funding for field trips: Funding for field trips is the responsibility of the school site and department budgets, not that of the district.
  - b. Field trips defined: A field trip is defined as any school activity other than those excluded by Education Code 35350 which requires movement of one or more students to an off campus site or sites on a one-time or periodic basis. An excursion is any field trip which extends overnight or longer and/or extends beyond state boundaries.
  - c. Parent approval: Education Code 35350 requires that written parent consent be obtained prior to the transportation of any student on a field trip/excursion. See “f” if out-of-country.
  - d. Airline Tickets: When purchasing airline tickets for out-of-country excursions the tickets must be covered with the airline’s **travel insurance**. This will ensure no funds are lost if the trip must be cancelled or postponed.
  - e. Medical permission forms: Each teacher in charge must see that a copy of a medical permission form for each student authorizing necessary emergency medical care is present on each field trip. Authorization derives from a valid parent signature.
  - f. Waivers: No student may be part of a field trip unless his/her parent has signed a waiver releasing the district or the State of California from all claims for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion.
  - g. Out-Of-Country Waivers: No student may be part of an excursion unless his/her parent has signed an out-of-country waiver releasing the district or the State of California from all claims for injury, accident, illness, or death occurring during, or by reason of, the excursion.
  - h. Field trips may be scheduled when such trips are for educational purposes and should provide the opportunity for unique educational experiences that cannot be provided by the regular staff within the facilities of the district.

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- i. All field trips must have the prior approval of the principal of the school. Ample time should be allowed for making bus and other arrangements for the field trip.
  - j. At least seven days prior to a field trip, the teacher will submit the request for a field trip to the administrator in charge.
  - k. No field trips will be scheduled during the last 15 calendar days which will take students out of other classes except for senior activities.
  - l. The district retains the right to cancel any student trip when it has been determined that it is not in the best interest of the students and the district.
2. Policies regarding various types of field trips/excursions

School day classes: Staff requests for field trips in this category will be submitted to, and approved by, the school principal or his/her designee. Those receiving approval will be forwarded to the district office for transportation assignment. Guidelines to be used by the principal or his/her designee for authorizing trips follow:

- a. The requested trip is directly related to classroom instruction and the objectives of the course.
  - b. The teacher is unable to find a reasonable substitute (alternative) classroom or school activity to meet the educational objectives to be achieved by the requested field trip.
  - c. All students who participate shall have permission forms on file. Those who cannot participate because of lack of parent permission shall be left at the school site under appropriate supervision within the department.
  - d. Bus mileage per trip is to be determined from the trip ticket prepared by the bus driver. This is “portal to portal” from the bus garage or where the bus is located at the start of the trip.
3. Groups involved in competition with other schools in approved activities other than athletics

The district will provide transportation on a limited basis for classroom related groups that are involved in competition with other local schools. To be considered as a group in this category at least three local high schools must have groups that compete in the same activities on a regular basis. Guidelines to be used by the principal for authorizing trips for competitive activities other than athletics follow:

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1. The district will provide funding for transportation for local competition. For trips outside the Humboldt-Del Norte League, the district will make transportation available, but it will be financed by school site programs, school booster clubs, or student clubs.
2. District vehicles will not be authorized for excess mileage when displacing other requests for which the district is obligated to provide transportation. The group will be charged the mileage rate determined by the Internal Revenue Service.
3. If available, a maximum of two districts cars or vans will transport the students. However, if conditions warrant, the district may substitute a bus for the cars or vans, or reimburse the travel at the rate determined by the Internal Revenue Service for income tax purposes.
4. The time spent away from school by any student in a group in this category should not jeopardize his/her scholastic standing.
5. If competition in the regularly scheduled events of an organization results in qualifying for a higher level of competition, the district will provide an allotment of \$25.00 per qualifying student, not to exceed district cost of transportation for vehicle(s).

**Interschool Athletic Competition**

Guidelines to be used by principals for authorizing athletic trips follow:

Definition of Terms:

*Optional trip:* A trip involving practice games away from the Humboldt-Del Norte League (HDNL) area with transportation to be arranged and financed through the athletic department.

*Practice games:* A local H-DN area non-league game for which transportation is arranged and financed through the athletic department of the Northern Humboldt Union High School district.

1. The district will provide transportation up to the maximum contests listed that are scheduled within the HDNL.
2. For trips outside the HDNL, the district will make transportation available, but it will be financed by the school athletic program. Travel outside of the HDNL area may be available to athletic teams with the approval of the Athletic Director. Funds for the trip must be raised prior to the request.

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3. The Assistant Superintendent of Business has the option to rule on all transportation requests whenever he/she deems it may be in the best interests of the school/student athletes to do so.
4. If school vehicles are not available, private passenger cars may be used providing prior approval is secured through the Athletic Director/Principal. If private passenger cars are used, drivers must be 25 years or over. The names and license numbers of the drivers, descriptions and license numbers of the cars to be used, and proof of insurance must be submitted to the school's Assistant Principal prior to their use.  
**UNDER NO CIRCUMSTANCES MAY STUDENTS BE USED AS DRIVERS.**
5. On overnight trips the school athletic program will pay the cost of the bus driver's motel room.
6. For post-season play sponsored by NCS and State CIF, a district transportation allotment of \$25.00 per qualifying student, not to exceed district cost of transportation for vehicle(s) will be allowed. All transportation reimbursement to the sports from League, Section, or State will be given back to the district.
7. Athletes must travel to and from all athletic events by means of transportation that is provided. The only deviation from this policy is if written request is provided by a parent assuming responsibility for the student. **THE COACH CAN ONLY RELEASE THE ATHLETE TO A PARENT WHEN THIS REQUEST HAS BEEN APPROVED.**
8. Brookings is considered a local team within the Humboldt-Del Norte area.

**Non-Competitive Groups**

1. Requests for trips are to be submitted to and approved by the school principal.
2. Time away from school by a student in this category is limited to five school days (12 periods).
3. Groups are to arrange for their own transportation. Transportation in other school vehicles must be approved by the school principal.
4. District vehicles may be used when available at the rate determined by the Internal Revenue Service for income tax purposes. District vehicles will not be authorized when displacing other requests for which the district is obligated to provide transportation.