


<b>Bridges Charter School</b> 	<b>Board Policy-</b>  <b>School Sponsored Trips</b>	
<b>Policy Number:</b>  <b>6153</b>	<b>Adopted:</b>  <b>1/14/13</b>	<b>Revised:</b>  <b>12/12/16</b>

Bridges School Board recognizes that school-sponsored trips are a core component of the whole child educational philosophy that enhance student development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the school's course of study or school-related social, educational, cultural, or co-curricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the school's course of study.

Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Director or designee. The Director or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All overnight or out of state trips must be approved by the Board. All other school-sponsored trips shall be approved in advance by the Director.

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

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. Parents or guardians of students may help defray the field trip and excursion costs through donations. The Director or designee shall coordinate with community groups to help supply funds for students in need. (Education Code 35330)

## **SCHOOL-SPONSORED TRIPS**

The school encourages teachers and students to participate in off campus field trips when such trips are of educational benefit to the students. All field trip requests shall be considered carefully for the educational worth of the activity, its relationship to the school's educational program, the need for the activity including the necessity of travel outside the Southern California region and for the fund raising impact on the school and community.

The coordinating teacher will provide alternative educational activities to those students who choose not to attend a specific field trip or excursion. Parents will have advance notice of any upcoming field trip or excursion and have the option to withdraw their permission for their child to attend that field trip or excursion.

## **Field Trip Definition**

A field trip is a trip or excursion in connection with courses of instruction or school related social, educational, cultural, athletic, school band, orchestra or choral group activities. It is designed to provide learning opportunities not available at the school. Classes should be adequately prepared for trips in terms of objectives, behavior, and student and parent responsibilities. No student shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the Board of Education shall coordinate efforts of community and school service groups to supply funds for students in need of them.

## **Field Trip Categories**

### **1. Regular Class Field Trip**

A regular class field trip is one that takes place during the school day, is of an educational nature and relates to the unit under study, includes a certificated employee of the school to supervise the group and is approved by the school director

### **2. Extended Day Field Trip**

An extended day field trip is one that is initiated during the school day and extends beyond school dismissal time or is conducted after school, on Saturday, Sunday, and/or holiday and is approved by the school director. These trips would include participants in competitive and performing groups. The Director is responsible for ensuring supervision and transportation plans.

### **3. Special Out of State and/or Foreign Travel Field Trips**

Special field trips are those beyond 200 miles or overnight. All trips in this category must have prior approval by the director and the Board. The Director is responsible for ensuring and approving supervision and transportation plans. The minimum supervision requirement shall be one adult per 15 students. An adult is a person 21 years of age or older.

- a. Requests for approval for out of state or foreign travel for a student group should be made by the sponsor to the director early enough in the planning state of the trip to allow the administration and Board to approve, modify or deny the request.
- b. If the original plan is cancelled, direct contributions toward the project in which the donor can be clearly identified shall be returned. Funds received for consideration such as sale of merchandise, tickets for performances, etc. for which the donor cannot be clearly identified will be retained for some alternative activity by the same organization.
- c. Fund raising shall be limited to a plan approved by the director and shall not take place during instructional time. As per Education Code 51521, all fundraisers must be approved by the Board.

d. The Director is responsible for approving supervision plans and adult supervisors. The minimum requirements shall be one adult per 15 students.

e. Those traveling as part of a school sponsored group are expected to maintain high standards of behavior. Student standards are prescribed in the School Discipline Handbook.

f. Transportation by chartered airline shall comply with Education Code 35332.

#### 4. Walking Field Trip

A walking field trip taken during the school day in the vicinity of a school community requires that the parent/guardian be informed of the trip. The parent/guardian must sign the school approved parent permission slip prior to the student's taking a trip. (Elementary classes will be accompanied by a minimum of two adults per class.)

#### **Field Trip Procedures**

The parent/guardian should be informed of all field trips and must have signed the school approved parent permission slip prior to the field trip. All trips must be available to all students regardless of fees or costs. Field trips that require bus transportation must be scheduled in writing on the field trip request form with the office manager and curriculum coordinator at least thirty (30) days in advance.

1. Adult supervision will be responsible for taking attendance prior to leaving on the trip and upon return.
2. The goal of the adult(s) supervising the trip are to give equal attention and focus to all students assigned to them. A chaperone may or may not be assigned to supervise their own child while on the trip and is expected to follow the direction of the teacher in regards to supervision.
3. All field trips must initiate from campus and return to campus.
4. All students are expected to return to campus on the bus (or in the original form of transportation) unless prior arrangements have been made in writing and approved by campus administration. An exception would be a parent or guardian noted on the child's emergency card present to check a student out per an attendance sheet from the teacher of record from the actual trip.

Parents/guardians and/or other adults 21 years of age or older may be asked to provide transportation and are subject to the following guidelines:

Drivers and private vehicles being operated for school purposes must meet or exceed the following guidelines:

1. All drivers, employees and volunteers, must be approved by the School or Site administrator.
2. Each driver must:

- a. Possess a valid driver license.
    - b. Be at least 21 years of age
  3. Use of appropriate Vehicle Form must be completed and on file a minimum of 48 hours in advance before each trip is taken.
    - a. District employees must complete a new form at the beginning of each semester.
    - b. Proof of insurance must be attached to this form.
    - c. A copy of a valid driver license must be attached to this form.
  4. The driver must own the vehicle in use, unless the vehicle is rented.
  5. All drivers will enforce reasonable travel speed in accordance with federal, state, and local laws in all motor vehicles.
  6. All drivers are to obey all laws regarding electronic wireless communication, including but not limited to: telephone calls, writing, sending, or reading text messages, instant messages, and e-mail messages.
  7. No adult may smoke or otherwise use tobacco products, alcohol, or drugs while there are minors in the vehicle.
  8. Prior to departure, the driver shall be instructed as follows:
    - a. Inspect the vehicle for safety: tires, brakes, lights, horn, etc.
    - b. Follow and enforce all safety recommendations of the vehicle manufacturer.
    - c. Follow the most direct route, and avoid unnecessary stops.
    - d. Do not carry non-District personnel, non-students, or other "guests" as passengers.
  9. The vehicle must not be designed, used, or maintained to carry more than 10 passengers including the driver. Otherwise, a commercial driver license is required, and the vehicle must be a school bus or student pupil activity bus as defined in the Vehicle Code.
  10. In no case shall the number of passengers, including driver, exceed the number of available seat belts.
    - a. Drivers must ensure that required seat belts and/or child passenger restraint systems are properly used. Child passenger restraint systems are required for children under eight (8) years of age or under 4 feet, 9 inches in height.
    - b. All passengers eight (8) years of age and older must wear his/her own seat belt. Seat belts are not to be shared.
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c. Passengers will only ride in the cab if trucks are used.

11. All vehicles must be covered by liability insurance. Recommended automobile liability insurance coverage limits are:

Each Person: \$100,000 Each Accident: \$300,000

a. Attach a copy of insurance policy showing levels of coverage to the Vehicle Form.

12. The site administrator/program director or designee must approve in advance trip routes to points outside of the county in excess of 45 miles, or points outside Ventura County.

13. The limit on the distance of transporting students in private vehicles shall be a radius of 45 miles.

14. Use of personal vehicles where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by California Highway Patrol, or other City, County, State, or Federal agencies authorized to monitor road conditions.

## **Supervision**

Students on school-sponsored trips are under the jurisdiction of the school and shall be subject to school and school rules and regulations.

The Director or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

## **Field Trip Supervision Guidelines**

Field trips may create situations that require unique supervision requirements. The school director shall assess the supervision requirements for each field trip request and shall ensure appropriate supervision. Chaperones who assist in supervision must be briefed beforehand of their responsibilities and be willing to take direction from the school employee who has been placed in charge of the excursion.

A field trip chaperone must meet the following minimum requirements:

1. Be a parent/guardian of an enrolled student or recommended by an employee, PAC member or board member.
2. Be at least 21 years of age
3. Sign the school's assumption of risk for waiving all claims against the school for any injury or damages. (Education Code 35330-35332)

## **Rules for Parent/Volunteer Drivers on Day Field Trips**

For the volunteer's safety and that of all the students in his/her car, the following rules apply:

1. All school rules apply to students in the volunteer's car. Volunteer drivers are free to appropriately manage student behavior as necessary to maintain safety.
2. All California driving laws must be followed including child restraint laws: no texting or distracted driving, hands-free phone use only.
4. No side trips allowed, including gasoline stops. Please be sure to have enough gas before leaving on the trip. If a stop is required for any reason, the driver should notify the teacher or administration immediately.
5. Maps and directions from the teacher should be reviewed prior to leaving.
6. Purchases for students on the field trip should be avoided including food or treats for students in the car unless authorization has been given by the teacher.
7. Call the school office immediately if there is a problem.

## **Parent/Guardian Permission**

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The school shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against the school 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/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims. (Education Code 35330)

## **Safety Issues**

1. 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 32041)
2. If the Director 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.
3. If an emergency situation arise on a field trip and a student is in need of transportation by ambulance services and parent or guardian is not present, the classroom teacher will travel with the student and parent chaperones will remain with the rest of the student body to ensure safe return to campus.

4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the school as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

5. Before trips of more than one day, the director or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

### **Accident Insurance**

The school provides student accident insurance which covers medical expenses arising from student injuries on campus or while participating in a school-sponsored off campus activity. The family's health insurance is primary, but if there is no health insurance, the School's Student Accident Insurance becomes primary. Information and applications for student accident insurance are available from the Directors of the school

Legal Reference:

#### **EDUCATION CODE**

8760 Authorization of outdoor science and conservation programs

32040-32044 First aid equipment: field trips

35330 Excursions and field trips

35331 Provision for medical or hospital service for pupils (on field trips)

35332 Transportation by chartered airline

35350 Transportation of students

44808 Liability when pupils not on school property

48908 Duties of pupils; authority of teachers