

FIELD TRIPS

The purpose of this regulation is to specify appropriate activities and procedures that should be implemented in all field trips or excursions conducted in connection with course of instruction or school-related cultural, educational, social, or athletic activities.

General Considerations

All Monterey County Office of Education (MCOE)-sponsored field trips, excursions, or activities require supervision by a staff member of MCOE.

Appropriate requests for field trips must be submitted and approved in advance, and all applicable permission forms must be completed on schedule.

Any field trip shall be governed by the following regulations

1. Teachers are encouraged to take field trips with their classes whenever such experiences meet the objectives of the course of study. For this purpose, MCOE school buses shall be made available for approved trips.
2. Each MCOE division head shall be responsible for determining the number and frequency of field trips within that division and shall budget for field trip costs.
3. Field trips must be approved by the MCOE division head or designee. Special permission must be granted by the Monterey County Superintendent of Schools (County Superintendent) or designee for any field trips outside of Monterey County.

Fees and Charges

1. Students shall pay no fee to MCOE for transportation on any field trip nor shall they pay a charge for any necessary supplies or any admission fee (EC 35330).
 - A. Students or their sponsors shall be required to pay fees or other charges for participation in the Outdoor Education program.
 - B. Community service groups may provide funds for transportation, admission, supplies, etc.
2. MCOE will not pay for meals or lodging for students on field trips. However, MCOE is authorized to pay for a school lunch (or breakfast when such program is

established) for any designated needy child (EC 49500). School lunches (Type A) during the trip may be reported by the same procedure as those at school and are subject to the regular federal and state reimbursement rates.

3. No student shall be prevented from making a field trip due to lack of funds; likewise, no group shall be authorized to take a field trip if a student member is excluded due to a lack of funds.

Transportation

The use of privately owned and operated vehicles for field trips and excursions should be discouraged. However, this use is a legal option. The owner/driver of the vehicle has a primary liability for his/her passengers.

Parents shall be notified in writing if private transportation of students will be used.

No air transportation may be provided unless such transportation is provided by chartered aircraft as defined in Title I of the Federal Aviation Act of 1958 (EC 35332).

Field Trip Guidelines

The following guidelines are designed to assist MCOE staff members in planning and executing field trips:

1. An MCOE staff member shall be in charge of all field trips. Other adults may assist in supervision under the direction of the teacher or administrator in charge.
 - A. The amount of supervision needed shall be determined by the teacher or administrator in charge, subject to final approval by the division head or his/her designee.
 - B. Requests which do not provide for adequate supervision will be denied.
 - C. Supervisors with current lifesaving certificates are required when water sports are conducted.
2. As prescribed by law, students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road.

Teachers are responsible for assisting the bus driver in maintaining orderly student conduct.

3. Written parental permission must be obtained for each student on a field trip:
 - A. For those field trips within the boundaries of Monterey County, a single permission slip may be obtained for all field trips to be held during the school year.
 - B. Parents shall be given advance written notice of each actual field trip, the date it will be taken, the destination, and the specific time period their child will be away from the school site.
 - C. Written permission slips are required for each out-of-county field trip.
 - D. Telephone authorization by the parent is not acceptable except in emergencies, as authorized by the MCOE division head or his/her designee.

4. The use of private vehicles for field trips is discouraged. However, if the use of private vehicles seems necessary, prior approval must be obtained from the division head. When using a private vehicle, the following shall apply:
 - A. Parents shall receive advance written notice that private transportation will be used.
 - B. Field trips should be of short duration and shall be approved by the MCOE Superintendent or his designee. Trips should not take place outside the boundaries of Monterey County except for compelling reasons.
 - C. The vehicle shall not be used to transport more persons than the number for which it was designed.
 - D. Under no circumstances shall any person under the age of 18 be permitted to drive.
 - E. Regular field trip approval must be obtained.
 - F. The driver should operate the vehicle in a safe and prudent manner.
 - G. Field trips leaving Monterey County shall carry a first-aid kit, a B-1 fire extinguisher, and three (3) 20-minute road flares.

- H. No private vehicle shall carry more than eight (8) passengers, including the driver.
- I. A seat belt must be provided for each student being transported.
- J. The MCOE Superintendent or his designee shall require that each driver sign an MCOE form verifying that:
 - The driver has a current California driver’s license;
 - To the best of the driver’s knowledge, the vehicle is in good mechanical condition;
 - The driver has the following minimal insurance:

Bodily Injury	\$100,000 / \$300,000 per accident
Property Damage	\$25,000 per accident
Medical Payments	\$2,000
 - Field trip requisitions must be completed for all field trips and submitted to the division head for final approval two weeks prior to the date of the field trip. Field trip information shall include:
 - (1) Number of students
 - (2) Number of staff members
 - (3) Number of adult volunteers, if any
 - (4) Number of wheelchair students participating
 - (5) Rationale and objectives related to the field trip
 - (6) Request, if needed, assistance of bus driver during field trip
- 5. Public transportation may be utilized to enhance the learning experience. In such cases, a field trip requisition should be completed and submitted to the MCOE division head or designee for approval.
- 6. Emergency cards for each student and a first-aid kit shall be carried on all field trips. These kits shall be equipped to meet the needs of the particular field trip. The school nurse will assist the teacher in charge in obtaining the correct supplies. In addition, school buses shall also carry first-aid kits at all times.
- 7. When planning field trips, staff should make prudent use of bus driver time, distance, and cost:
 - A. Determine if it is cost effective for the driver to assist with student management;

- B. Consider distance and time as it relates to the actual cost of the field trip;
 - C. Make all arrangements well in advance of the field trip;
 - D. Be precise when describing the field trip, stating stops for lunch and points of interest so that time, cost, and utilization of equipment can be accurately estimated;
 - E. Use the appropriate field trip checklist as a guide when planning a field trip, and submit it to your supervisor when completed;
 - F. Copies of communications with parents regarding field trips should be kept on file.
8. The teacher or administrator in charge shall take a roll of the students participating prior to departure. Prior to boarding the bus for the return trip, the teacher in charge shall take roll to be certain that all students are present.

Student Transportation for Activities Other Than Field Trips

For students who participate in an educational experience which occurs off-site and within the regular school day (e.g., vocational education, swimming, bowling, etc.), the following shall apply

- A. Written parental permission must be obtained for students participating in the activity.
- B. A single permission slip shall be obtained which covers the duration of the activity.
- C. Telephone authorization by the parent is not acceptable except in emergencies as authorized by the MCOE division head or his/her designee.
- D. When public transportation is used for a vocational education program, a field trip requisition should be completed and submitted for approval, accompanied by a schedule stating:
 - 1. Which students and staff will be using public transportation (city buses)
 - 2. Destination
 - 3. Estimated times of departure and return to site

This should be done on a consistent basis so that MCOE can locate staff and students in an emergency situation.

- E. The use of privately owned vehicles is discouraged and should be used only in an emergency situation as authorized by the MCOE division head or his/her designee.

All persons operating a privately owned vehicle in an authorized situation shall do so under the policy and guidelines for employee use of a personal vehicle established by MCOE.

- F. When using MCOE school buses, a field trip requisition must be completed for all field trips and submitted to the MCOE division head or designee for final approval two (2) weeks prior to the requested date.

- G. A certificated employee shall plan all off-campus activities related to the vocational education program. Other adults may assist in supervision under the direction of the principal or teacher in charge.

- Appendix A Written Parent Permission Slip for Field Trip
- Appendix B Field Trip Requisition and Request for Off-Campus Activity
- Appendix C Written Parent Permission Slip for Out-of-County Field Trip
- Appendix D Staff Rules/Guidelines for Overnight Field Trips
- Appendix E Teacher Checklist for Field Trip
- Appendix F Volunteer Field Trip Waiver and Medical Authorization – Adult
- Appendix G Private Vehicle Use, Waiver, and Consent to Treatment

Legal Reference

EDUCATION CODE

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