

## LAGUNA BEACH UNIFIED SCHOOL DISTRICT

### Board Policy No. 6019: FIELD TRIPS AND EXCURSIONS

- A. Any District approved educational activity involving the transport of pupils to a non- school sponsored activity is a District field trip or excursion (hereinafter together referred to as a field trip). To the extent that requests for field trips are consistent with applicable laws and regulations and District field trip policies, they will be considered for District approval. This Policy shall be interpreted consistent with Education Code section 44808.
- B. Any other excursion, trip, tour, cruise, or other venture involving school age pupils that is not District approved and is not supervised by District personnel is not a District field trip, and the School District assumes no responsibility or liability for any such activities. Additionally, no excursion, trip, tour, cruise, or other venture not specifically approved in advance in writing by the Superintendent or Principal (hereinafter referred to as “non-District excursions”) shall be promulgated, advertised, promoted, or represented as a District activity or District field trip. The District does not approve or endorse such excursions. If a District employee coordinates or participates in a non-District excursion, such excursion shall be on non-work time. In addition, the employee shall inform the excursions’ participants and their parents or guardians that the District has not approved or endorsed such excursion and that the District retains no responsibility, liability, or insurance for such excursion. No District forms, including the District’s attached parent consent and waiver form, shall be used for non-District excursions. Violation of this policy may result in discipline up to and including termination of employment.
- C. A field trip may be fully funded by the District; partially funded by the District; or totally financed by a fund raising event(s), gift(s), or donation(s).
- D. No expenses of pupils participating in a field trip or excursion to any other state, the District of Columbia or a foreign country authorized by this policy shall be paid with District funds except incidental expenses for the use of District equipment or transportation.
- E. No pupil shall be prevented from making the field trip because of lack of sufficient funds. No group shall be authorized to take a field trip authorized by this policy if any pupil who is a member of such identifiable group will be excluded from participation in the field trip because of lack of sufficient funds.
- F. All field trips must meet the following criteria and procedural safeguards:
1. The trip is consistent with District educational goals;
  2. The trip will appeal to the age group of the pupils involved;
  3. The trip is safe for the age group of the pupils;

4. The trip will provide the pupils with unique experiences that are not available in a classroom setting;
5. The learning opportunities for pupils justify the time and expense in planning and conducting the trip;
6. The trip does not unduly distract from the pupils' regular classroom responsibilities;
7. The trip is planned and coordinated by District staff, and must be approved by the Superintendent or Principal in writing;
8. The Superintendent or designee will be provided assurance that no pupil who otherwise meets the prerequisites established for the field trip will be excluded for lack of personal finances;
9. The trip will not expose the District to an unreasonably high degree of liability and proper and adequate supervision of pupils shall be undertaken. The number of staff or volunteers necessary to assure the proper supervision of students will depend upon the number of students attending the field trip, and the location and nature of the activities in which students will engage.
10. If the field trip is to be partially or totally financed by non-District funding sources, the supervisors/organizers will adhere to all District fund raising policy and administrative procedure provisions. All District personnel are required to fully enforce Board Policy 5011- PARTICIPATION IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES.
11. The teacher or employee in charge of the field trip shall have a first aid kit in his or her possession or immediately available, while conducting the field trip.
12. No field trip into any area which is commonly known to be infested by poisonous snakes may be taken unless pupils are accompanied by a teacher, employee, or agent of the school who has completed a course in first aid, certified by the American Red Cross, which emphasizes the treatment of snake bites. In addition, the first aid kit shall contain snake bite response instructions.
13. All persons making the field trip shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness or death occurring during or by reason of the field trip. All adults or parents or guardians of pupils taking field trips shall sign the attached parent consent and waiver form waiving such claims.

14. District staff accompanying or transporting students on District approved field trips or excursions shall not consume any alcoholic beverage at any time from the commencement of the field trip or excursion until its conclusion. Violation of this policy by District employees may lead to disciplinary action up to and including termination of employment. Parents, guardians and other individuals accompanying students on District approved field trips or excursions are strongly advised to comply with this provision in order to be eligible to attend future field trips and excursions.

Legal Reference:

Education Code sections 32040, 32041, 32043, 35330, 35331, 35332, 38120, 44808  
CCR Title 5 Section 5531

Date Policy Adopted By The Board: October 8, 2002

Date Policy Amended By The Board: December 11, 2007

Date Policy Revised By The Board: June 12, 2012

**PARENT CONSENT AND WAIVER FORM FOR FIELD TRIPS & EXCURSIONS  
AUTHORIZED BY THE LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

I, \_\_\_\_\_ am the parent or guardian of \_\_\_\_\_, a student in the Laguna Beach Unified School District. I hereby give my permission for my child to attend the District authorized field trip or excursion described below. An emergency telephone number to contact me during the field trip is \_\_\_\_\_. I would be available to help supervise during the field trip: Yes \_\_\_\_\_ No \_\_\_\_\_ Not needed \_\_\_\_\_.

Date(s) and time of the District authorized field trip or excursion: \_\_\_\_\_

Certificated Employee in Charge of the Field Trip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Description of place of the field trip and activities in which students will engage: \_\_\_\_\_

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Dress or other items which student should bring: \_\_\_\_\_

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[If there is a cost involved, no student will be excluded for lack of sufficient funds.]

**I understand that pursuant to Education Code section 35330, all persons participating in the field trip, including students, shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness or death occurring during or by reason of the field trip. All adults or parents or guardians of pupils participating in a field trip and any pupil eighteen years old or older shall sign below waiving such claims.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Printed Name of Parent or Guardian

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Pupil if 18 years old or older

\_\_\_\_\_  
Printed Name of Pupil if 18 years old or older