
**OAKLAND UNIFIED SCHOOL DISTRICT
OFFICE OF THE GENERAL COUNSEL**

TO: VINCENT MATTHEWS, INTERIM STATE ADMINISTRATOR
FROM: DEBORAH COOKSEY, INTERIM GENERAL COUNSEL *DAZ*
SUBJECT: RECOMMENDATION TO APPROVE PROPOSED AMENDMENTS TO OUSD BOARD
POLICY 6153
DATE: OCTOBER 31, 2007

ACTION REQUESTED:

Adoption of proposed amendments to OUSD Board Policy 6153 Field Trips and Excursions.

SUMMARY:

The attached proposed amendments to the District's Board Policy 6153 are intended to clarify District guidelines for field trips and excursions.

DISCUSSION:

Education Code section 35330 authorizes school districts to conduct field trips and excursions off school grounds to locations in the state, outside of California and internationally that are for educational, social, cultural or athletic purposes, or for any of the other purposes enumerated in the statute. In July 2004, the District adopted its policy and administrative regulation for off campus trips (Board Policy 6153 and Administrative Regulation 6153). The policy and regulation were then renamed, amended and adopted in February 2007. This is a further amendment.

The proposed amendments remain consistent with CSBA model policies but are intended to provide further clarification regarding District guidelines for safety and supervision of students during off-campus trips. Part of the proposed amendment is a consolidation of two former Board Policies (Board Policy 6153 and Board Policy 3312.2) in to one policy, Board Policy 6153, for ease of use. The proposed amendments also align the District policy with District procedures regarding safety and supervision guidelines during field trips and excursions. Finally, the proposed amendments clarify that off campus trips taken during the Early Childhood Education Programs and After School Programs are subject to Board Policy 6153 and Administrative Regulation 6153.

RECOMMENDATION:

Adoption of proposed amendments to OUSD Board Policy 6153.

End

OAKLAND UNIFIED SCHOOL DISTRICT

Board Policy

BP 6153

Instruction

Field Trips and Excursions

The Governing Board recognizes that field trips and excursions can be important components of a student's development. All field trips or excursions must be in connection with courses of instruction, early childhood education, after school programs or school-related social, educational, cultural, athletic or school band activities in the state or out of the state.

Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips.

If the Board allocates funds for field trips or excursions, individual schools or early childhood education centers may be provided with budgetary allocations so that they can plan ahead. Special trip expense funds may be established when necessary for fund-raising purposes. School District funds shall not be used to pay student expenses for out of state trips. (Education Code 35330)

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 6145 - Extracurricular and Co-curricular Activities)

All trips involving out-of-state or overnight travel shall require the prior approval of the Superintendent and Legal Counsel. Other trips may be approved by the Superintendent or designee.

Principals and early childhood education and after school program administrators shall ensure that teachers develop plans which provide for the safety of students and their proper supervision by certificated staff, or in the case of early childhood education, permit teachers, on all field trips or excursions. This certificated personnel requirement may not apply to athletic trips or after school program trips. Other school employees, ~~and~~ parents/guardians and authorized chaperones also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings. Trip attendees shall be limited to assigned school or early childhood education or after school program staff, students and authorized chaperones. Guests are strictly prohibited absent prior written approval of the site administrator.

The ratio of adults to students on field trips shall generally be one to ten. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade or younger students, appropriate to their ages. The ratio of adults to students on excursions shall be reasonable under the circumstances.

Certain high risk activities are not permitted unless participants have insurance coverage and appropriate protective gear.

(cf. 6153 – Field Trips and Excursions)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 5143 - Insurance)

(cf. 5142 Student Safety)

In advance of a field trip, teachers shall determine educational objectives which relate directly to the curriculum. Principals and early childhood education and after school program administrators shall ensure that teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers shall provide appropriate instruction before and after the trip. Teachers shall also provide instruction for students who do not attend the field trip or excursion.

Educational Travel Program Contracts (formerly BP 3312.2)

The Governing Board believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting students' awareness of places and events. In contracting with organizations to provide educational travel services, the Board desires to ensure a quality educational experience and the health, safety and welfare of each student traveler.

The Superintendent or ~~Deputy Superintendent of Business Services~~designee shall contract only with educational travel organizations which ~~adhere to state law and~~ exhibit safe and reputable business practices.

(cf. 3312.2 – Educational Travel Program Contracts)

(cf. 3312 – Contracts)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 6153 – Field Trips and Excursions)

The Superintendent or ~~Deputy Superintendent of Business Services~~designee shall establish procedures for selecting the highest quality vendor, taking into account student safety, quality of the program and fiscal integrity.

Legal Reference:

EDUCATION CODE

8760 Authorization of outdoor science and conservation programs

32040 Duty to equip school with first aid kit

32041 Field trips – First aid kits

32043 Snakebite kits on field trips

32044 Violations

35160 Authority of boards

35160.1 Broad authority of school districts

35330 Excursions and field trips

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

35332 Chartered airline transportation

35350 Transportation of students

44808 Liability when pupils not on school property

48908 Duties of pupils; authority of teachers

BUSINESS AND PROFESSIONS CODE

17540 Travel promoters

17550-17550.9 Sellers of travel

17552-17556.5 Educational travel organizations

| 7/14/04; 2/14/07A; 10/31/07A

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