

**Bakersfield City School District  
The Advisory Bulletin**

<b>To:</b> Pre-K-8 Principals, Teachers, Secretaries & Clerks	<b>Date:</b> August 21, 2008	<b>No. 090098</b>
<b>Subject:</b> EDUCATIONAL STUDY TRIPS		
<b>Approved By:</b> Dr. Ruth Holton, Assistant Supt., Instructional Support Services		<b>Page 1 of 2</b>

## EDUCATIONAL STUDY TRIPS

As outlined by section 400.16, in the Policies & Procedures of the Bakersfield City School District, field trips should be educational in nature and related to the subject matter and the objectives of instruction at the particular grade level.



All field trips shall be approved by the Assistant Superintendent, Instructional Support Services and begin and end at the school. Field trips requiring school bus transportation shall not interfere with the regular scheduled transportation of pupils to and from school.

### **Procedures to follow:**

- All requests must be signed by the school principal.
- Complete Form #30-0-055 (7-2-07), *Request for Bus for Educational Study Trip*
- Provide the date of the trip, destination, time of leaving and returning to school, purpose, Standards, grade, number of students attending and names of all teacher(s) attending, prepared by and extension.
- Out of town field trips will also require funding source for the trip and mode of transportation, i.e. Orange Belt, etc.
- Parent Permission Slips - secure the written approval of the parent or guardian of each student prior to participating in any field trip.

### **General Information:**

#### ***Local study trips***

- ▶ based on availability of buses.
- ▶ Buses will be available between 9:00 a.m. and 12:00 p.m. All students must be returned to their school sites no later than 12:00 p.m.
- ▶ Food or beverage is not permitted on the bus.
- ▶ Request for transportation for parties and picnics will not be approved.
- ▶ Bus drivers are instructed to observe only the time and destination approved on the requests.
- ▶ Study trips will not be scheduled on certain dates during the school year. Schedule of closed dates will be sent to all schools at the beginning of the year.

*During the last week of school NO field trips EXCEPT for graduation exercises and related junior high/middle school activities will be approved.*

## Educational Study Trips

### Out of Town Study Trips:

As outlined in Policies & Procedures, 400.16, Board approval is required if a field trip is ten miles or more beyond the boundaries of the Bakersfield City School District.

- Submit completed *Request for Educational Study Trip* as outlined above to the Office of the Assistant Superintendent, Instructional Support Services, at least **six weeks** prior to the scheduled date of the trip.
- NOTE: that ALL sections of the request form must be completed before it can be approved.
  - **LATE REQUESTS WILL NOT BE APPROVED.**
  - All out of town study trips **require** alternative transportation, such as charter bus lines (Orange Belt, Airport Bus, TBL, etc.).
  - Approval of out of town field trips **MUST** be board approved **prior** to the date of the trip.
- Requests will be submitted to the Board of Education for approval. After they have been approved, the request will be stamped with a Board date and copies will be forwarded to the school site and to the Transportation Department.

→ For questions regarding out of town study trips, please call Debbie Castillo at ext. 14654.

### Walking Study Trips:

Trips should be within a few blocks of the school neighborhood.

### Supervision of Students:

A teacher or other certificated personnel must accompany students on all field trips and are responsible, along with the bus driver, for their proper conduct. Special attention must be given to the safety of the students at all times.

### Fees:

A school district **may not charge a fee to a pupil** in connection with a field trip or similar activities, except as provided in Education Code, Section 1081.5 and 1081.6. Fees may be paid by using funds such as PTA, booster club, lottery, etc. Specially funded monies may be used if included in the school plan.

### Transportation of Musical Instruments:

- All “lap” instruments, i.e., flutes, trumpets, cornets, saxophones, trombones, violins, etc., may be transported on the bus with the students.
- Other instruments, i.e., bass drums, bass violin, cellos, sousaphones, etc. – a request should be made on Form 30-0-076, Delivery & Pickup Tag, to the Purchasing Department for the transportation of these instruments from the school to the required destination (parades excepted).

### Transportation Using Private Automobiles:

Authorized District personnel using private automobiles to transport pupils on school activities shall:

- be covered by adequate insurance;
- transport no more than five pupils in a four-door sedan and seven pupils in a station wagon; and have an approved Agreement for Voluntary Use of Private Automobile on School Business (Form 30-0-085).