

## Field Trips

Teachers and administrators considering the inclusion of field trips in the curriculum should consult section A24 of the Pacific Union Education Code for specific guidelines.

### Out-of-Union/Conference Approval

Out-of-Union/Conference events must be submitted to the Office of Education at least two (2) weeks prior to the quarterly Board of Education meeting for approval. All spring trips are to be approved not later than the December Board of Education meeting. Tickets are not to be purchased before Board of Education approval. Money for tickets may be forfeited if the trip is not approved by the Board of Education. *(Voted by NCC Board of Education: December 11, 2003)*

### Supervision for Off-Campus Activities

NCC requires a minimum of one teacher/administrator accompany all student trips and tours. *(Voted by NCC Board of Education: May 15, 2003)*

### Transportation by Van

In the event students are to be transported by school-owned or private van on a field trip, the following must be followed:

1. The van must be designed for carrying **no more** than ten (10) people including the driver. This requirement cannot be met by simply removing a seat. If there are questions regarding the legal aspects pertaining to a particular van or vehicle, the Highway Patrol should be contacted.
2. If motor homes are used, they must meet the same safety requirements for vans transporting students, including having a seat belt for every passenger.
3. Students **should not** be transported in a van that does not have a seat belt for every passenger.
4. If vans are to be rented or leased, contact must be made with the Loss Control Department of the Northern California Conference to ensure proper insurance coverage.

The California Highway Patrol can provide a booklet on the regulations regarding the transportation of students. *(NCC Practice)*

### Insurance Coverage for Non-Employee, Privately-Owned Vehicles

Privately-owned vehicles of non-employees used for off-campus activities and tours are required to carry required coverage as defined by the Loss Control Department of the Northern California Conference. *(NCC Practice)*

### Parental Consent

A Release of Liability and Assumption of Risk form must be on file in the school office for EVERY student enrolled in a school operated by the Northern California

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Conference. In addition, a Field Trip/Off Campus Activity Permission Slip must also be completed.

Each school board must have a policy determining whether the Field Trip/Off Campus Activity Permission Slip must be completed for each field trip/off campus activity or whether one form can be completed for all authorized school activities.

### **Definition of Educational Day**

When extending a trip beyond the number of days allowed in the Pacific Union Education Code by combining any activity with an educational tour, the definition of an educational day will include all of the following:

- Activities that are directly tied to current curriculum content being studied by the students
- Activities that are at least 4 hours in length (coinciding with the requirement for a minimum day)
- Activities that include evidence of student accountability

### **Day Trips Out of Pacific Union**

Schools may take out-of-union field trips lasting one day or less (no overnight) within 150 miles of the school without NCC Board of Education approval.

### **International Travel**

School groups are to limit travel to the United States unless participating in approved educational tours or mission trips.