

**UCEN Board/Oasis Charter Public School  
Salinas, California**

**Policy Adopted: 9/24/24**

**Section V    Students**  
**Article XIV   Field Trips and Excursions**

The UCEN Board and Oasis Charter Public School recognize and encourage field trips or excursions for students as a viable experience in student learning. All field trips or excursions shall be conducted in connection with course of instruction or school-related cultural, educational, social emotional, or athletic activities. Appropriate procedures shall be implemented prior to and during field trips. A student whose conduct does not exemplify good citizenship, may find that this privilege may be temporarily revoked by the teacher or administrator

Teachers must complete all necessary school forms prior to a field trip or excursion and must have parent/guardian approval prior to the scheduled event.

Field trip and excursion forms must be submitted to the Executive Director, Principal or designee by the teacher no later than 10 days prior to the scheduled event.

1. Field trips and excursions within or outside of the county must have prior approval by the Executive Director or designee and shall be budgeted to include all costs related to such trips/excursions.
2. A written waiver of all claims against the UCEN Board or OCPS and employees for injuries, accident, illness or death occurring in any manner whatsoever related to the field trip, excursion shall be obtained from all persons participating in the field trip or excursion must be on file prior to the scheduled event. All participating adults taking field trips or excursions and all parents/guardians of students participating in a field trip or excursion shall sign a statement waiving such claims.
3. Parents/guardians or volunteers participating in field trips/excursions are required to pass a criminal background check and a tuberculosis screening in advance of the field trip/excursion.
4. Subject to the exception below, a student shall pay no fee to UCEN Board/school for transportation on any field trip or excursion nor shall they pay a charge for any necessary supplies or any admission fee.

5. Community service groups, other organizations, or members of the community may provide funds to pay for the cost of student field trips or excursions for transportation, admission, supplies, etc.
6. No student shall be prevented from making the field trip or excursion because of lack of sufficient funds. **(EC 35330)**
7. No group shall be authorized to take a field trip or excursion if a student will be excluded from participation in the field trip or excursion because of lack of sufficient funds. **(EC 35330)**
8. Field Trip supervision ratios are:
  - a. Grades K-2: 1 adult for every 6 students
  - b. Grades 3-6: 1 adult for every 10 students

Staff/student ratios may be lowered according to specific organization guidelines.

### **Field Trips Involving Water**

1. No wading, swimming or students being on water (in a boat) is allowed on field trips unless planned and approved in advance by the Executive Director or designee.
2. If students will be wading, swimming or on water (in a boat), this information must be provided to parents/guardians together with the field trip permission.
3. A buddy system or other means of surveillance should be arranged in advance and strictly enforced during all water activities (swimming, wading and on water).
4. Supervising staff should provide for a number of chaperones to exceed the normal ratio and instruct all participants of the real and potential risks inherent in such activities as well as the precautions necessary for safety.
5. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability.
6. Emergency procedures should be included with written instructions to adult chaperones and staff. Staff and chaperones assigned to supervise students must wear appropriate swimwear and know how to swim.
7. Ensure the availability of emergency equipment, such as rescue buoys, ropes, and first aid kits/AED's as applicable and confirm that staff know how to use them.

8. Certified Lifeguards and the presence of AEDs are required for all public swimming pools that charge a direct fee (Health and Safety Code §1160645).