

SCHOOL-SPONSORED TRIPS

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation.

Students must have written parental permission in order to participate in trips. (Education Code 35350) The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

Types of Student Trips**Required Field Trips**

All required field trips, those related to the fulfillment of the course objectives and for which credit is earned, shall be at no cost to the student. Expenditures will be a charge within the school/department budget allocation. Such trips shall be made during the regular school day, whenever possible. Required field trips are aligned with curriculum content appropriate to the grade level/subject area.

Optional “Enrichment” Field Trips

Optional “enrichment” field trips, during or after school hours, are not necessarily taken to fulfill a specific course objective, but should contain an instructional component.

1. Transportation and admission charges may be made to the student for no more than the actual expenditure, per student, to be levied.
2. All students must be afforded the opportunity to participate in the scheduled field trip, regardless of the ability to pay.
3. Students who do not wish to participate in the scheduled field trip must be offered an alternative assignment.

Extracurricular Field Trips (Recreational)

Extracurricular field trips taken after school hours and considered recreational may be charged to the student; however, the charge may not be more than the actual costs, per student. Extracurricular field trips are not necessarily taken to fulfill a specific course objective, but should contain an instructional component.

All students identified with an organized school group must be afforded the opportunity to participate in the scheduled field trip, regardless of the ability to pay.

SCHOOL-SPONSORED TRIPS (continued)

Extended Student Trips

1. Definition

An extended student trip is defined as a trip taken by a group of students of three (3) or more days duration or out of state.

2. Trip Approval

Plans for the extended student trip, including any fund raising project, shall be submitted by the principal to the Superintendent at least two (2) months prior to the intended trip for submission to the Governing Board for approval.

Should the intended student trip not include a fund-raising project, plans shall be submitted to the Superintendent at least one (1) month prior to the trip for submission to the Board for approval.

Teams participating in end of season play-off games shall submit plans for extended field trips to the superintendent, but are exempt from the one (1) month timeline.

3. Criteria

In order to be approved by the Board, the following criteria must be met:

Objectives: The extended student trip shall be primarily educational in nature. The statement shall include the itinerary, plan, or organization, and the estimated cost.

4. Trip Funding

Costs incurred by an extended student trip will be paid with other than district funds; i.e., fundraising projects.

5. Chaperones

Adequate chaperones shall be provided in addition to the certificated supervisor. There shall be a minimum of one (1) adult for each ten (10) students.

6. Liability

The sponsor of the extended student trip shall provide a suitable surety bond for financial obligations incurred.

When district equipment is used, the district shall assure liability insurance, and if travel is to and from a foreign country, such liability insurance shall be secured from a carrier licensed to transact insurance business in such foreign country.

SCHOOL-SPONSORED TRIPS (continued)

Parents/guardians shall assure the district of adequate health and accident coverage.

7. Credit for Attendance

Students on an extended student trip shall be credited with the amount of attendance which would have accrued had the students not been engaged in the field trip, but shall not exceed ten (10) days.

Overnight Student Trips

1. Definition

An overnight student trip is defined as one taken by a group of students, usually within a few hours journey from the district. The duration of the stay does not exceed two (2) nights.

2. Trip Approval

Overnight trips will be subject to the approval of the Superintendent. Sponsors of such trips shall submit to the Superintendent a detailed plan, including safety considerations and relation to academic standards, four (4) weeks prior to the student trip date.

3. Chaperones

A minimum of two (2) chaperones shall accompany students on school-sponsored trips.

Walking Student Trips

Walking trips are encouraged if there are no unusual traffic hazards involved in crossing main streets, and if the distance is within limits of the student endurance and interest span.

1. All students participating in a walking trip must have a parental permission form on file in the school office.
2. First aid kits shall be immediately available.
3. Responsible adults, at least one of whom must be a certificated employee of the district, will be furnished by the school to act as chaperones for each walking trip.

Transportation

Scheduling of School Vehicles

It is recommended that school vehicles be used on student trips in preference to private vehicles.

SCHOOL-SPONSORED TRIPS (continued)

Transportation requirements for district vehicles must be coordinated through the Transportation department.

A Trip Request form shall be completed, signed by the principal of the school, and forwarded to the Transportation Department at least twenty (20) school days prior to the date of the proposed trip. The Transportation Department will approve the availability of transportation. Upon approval, the Transportation Department will return the Trip Request form confirmation to the school.

Commercial Vehicles

Commercial vehicles may be used. The same requirements exist for planning the approval. The Transportation Director will arrange for commercial transportation.

Private Transportation K-12

School personnel transporting students are covered by insurance, provided that the trip has prior written approval and has completed the required district forms. Private transportation is discouraged because of insurance and liability concerns. Should private, non-employee transportation be used, the driver shall verify, for each and every field trip, current license and insurance coverage on the vehicle by completing the appropriate form. All forms shall be retained in the school office until the end of the school year.

Adult Education Pre-School – Private Transportation

Adult Education Pre-School parents may transport their own children on field trips. Adult Education Pre-School parents may transport other parents' Adult Education Pre-School children when the following provisions have been fulfilled:

1. Verification of Driver's License and Insurance Coverage

The teacher and the administrator shall verify, for each and every field trip, the number of required restraining devices; licensing of the driver; and insurance coverage on the vehicle by the completion of the appropriate district form. The completed form shall remain on file in the school office for the remainder of the school year.

2. Completion of Liability "Waiver" Form

The teacher and the administrator shall assure that the transporting Pre-School parent/guardian has completed the appropriate district forms. The completed forms shall remain on file in the Pre-School Office for the remainder of the school year.

SCHOOL-SPONSORED TRIPS (continued)

Prohibited Transportation

No student shall be authorized by school personnel to provide transportation for a school activity, including bicycles.

Student Trip Cancellation

If a student trip is cancelled, the Transportation Department shall be notified by the principal as soon as possible.

Equipment Breakdown

In the event of equipment breakdown, the principal shall be notified as soon as possible, and the trip shall be cancelled. In the event non-scheduled days are available, the lost trip may be scheduled at a later date.

Student Trip Transportation Charges

All student trips are subject to charges, as determined by the Transportation Department.

Safety and First Aid

1. While conducting a trip, the teacher, employee, or agent of the school shall have a cell phone and the school's first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)
2. Whenever trips are conducted in areas known to be infested with poisonous snakes:
 - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
 - b. Students on a trip shall be accompanied by a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites. (Education Code 32043)
3. Before trips of more than one (1) day, the principal or designee shall hold a meeting for staff, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip. For non-certificated adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

SCHOOL-SPONSORED TRIPS (continued)

Supervision

1. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be twenty-one (21) years of age or older and approved by the principal or designee.
5. Chaperones shall be assigned a prescribed group of no more than ten (10) students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use tobacco or controlled substances while accompanying and supervising students on a trip.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.
8. Chaperones for trips of more than one (1) day shall meet requirements for volunteers, including fingerprinting and background check.

Funding

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

Trip Approval

1. Teachers planning a trip shall make a request in writing to the principal at least ten (10) days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the academic standards shall be stated in the request.
2. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
3. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

SCHOOL-SPONSORED TRIPS (continued)

4. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.

Trips Which Include Swimming or Wading

1. No swimming or wading shall be allowed on trips, unless planned and approved in advance.
2. When wading in the ocean, bay, river, or other body of water as part of a planned, supervised outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal 1-to-10 ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
3. **Swimming Activities**
 - a. Parent/guardian must provide written permission for the student to swim and must indicate the student's swimming ability.
 - b. Swimming facilities, including backyard pools, must be inspected by the principal and teacher before the trip is scheduled.
 - c. Owners of private pools must provide a certificate of insurance, designating the district as an additional insured, for not less than \$1,000,00 in liability coverage.
 - d. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the principal shall ensure their presence. Lifeguards must be Red Cross certified, or equivalent, and must be at least twenty-one (21) years old.
 - e. The ratio of adult chaperones to students shall be at least 1-to-10. In grades 4-6, this ratio shall be 1-to-8. In grades K-3, this ratio shall be 1-to-4.
 - f. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
 - g. Emergency procedures shall be included with written instructions to adult chaperones and staff.

SCHOOL-SPONSORED TRIPS (continued)

- h. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim.
- i. The principal may require students to wear flotation devices, depending upon their age and swimming ability.
- j. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.