

SCHOOL-SPONSORED TRIPS

The Governing Board recognizes that school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band activities, or other extracurricular or cocurricular activities.

(cf. 6143 - Courses of Study)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Requests for school-sponsored trips involving out-of-state or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other school-sponsored trips shall be approved in advance by the principal.

Requests for school-sponsored trips involving out-of-country travel will not be approved due to safety and security concerns.

(cf. 3312.2 - Educational Travel Program Contracts)

The principal shall establish a process for approving a staff member's request to conduct a school-sponsored trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a documented safety or disciplinary risk.

(cf. 3530 - Risk Management/Insurance)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5142 - Safety)
(cf. 5143 - Insurance)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

(cf. 1230 - School-Connected Organizations)
(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 1700 - Relations between Private Industry and the Schools)

SCHOOL-SPONSORED TRIPS (continued)

District funds shall not be used to pay student expenses for out-of-state field trips or excursions. However, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

Legal Reference:

EDUCATION CODE

8760 Authorization of outdoor science and conservation programs

32040-32044 First aid equipment: field trips

35330 Excursions and field trips

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

35332 Transportation by chartered airline

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

Management Resources:

WEB SITES

American Red Cross: <http://www.redcross.org>

California Association of Directors of Activities: <http://www.cada1.org>

U.S. Department of Homeland Security: <http://www.dhs.gov>

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 any field trip, including walking field trips. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

Definition of Terms: Field Trips

Educational Field Trips are those trips that have a recognized instructional base.

Incentive and/or Motivational Field Trips are those field trips that constitute a reward.

An Extended-Day Field Trip is one of 12 hours or more in duration and, therefore, requires Board approval.

Walking Field Trips are those enrichment field trips that are taken within a school's normal attendance area.

Year-End Activities and Field Trips are those culminating events to reward and/or acknowledge students during a normal school day in the month of June.

Summer School Field Trips will adhere to the same conditions as described above with consideration for summer schedule.

District student representatives selected to participate in civic, recreational, and/or cultural events may attend given event during a normal school day with the parental approval and parent or certificated supervision.

Supervision

Students on school-sponsored trips are under the jurisdiction of the district and shall be subject to district and school rules and regulations.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

SCHOOL-SPONSORED TRIPS (continued)**Parent/Guardian Permission**

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities.

All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims. (Education Code 35330)

Safety Issues

1. While conducting a trip, the teacher, employee, or agent of the school shall have a first aid kit in his/her possession or immediately available. (Education Code 32041)
2. Prior to a district-sponsored field trip, the district shall make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)

(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5143 - Insurance)

3. If the Superintendent or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

4. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

(cf. 5142 - Safety)

Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.

Chaperones shall be 21 years of age or older.

SCHOOL-SPONSORED TRIPS (continued)

Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of those students' activities.

Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.

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/facilitator.

Scheduling

Administrator requesting a field trip is responsible for necessary paperwork and scheduling of the events in a timely manner.

Teacher in charge of field trip must adhere to the scheduled time of departure and subsequent return to school.

Funding

Any charge incurred by the student for admission to an exhibit, fair, theatre, or similar activity when a visit to such a place is part of the district's educational program is prohibited.

School-Related Trips

Principals and certificated staff may transport students in a privately owned automobile or truck when the following conditions are met:

1. Driver possesses a valid California driver license.
2. Driver must carry private automobile insurance (refer to Form D36 Driver Information Form for liability limits). Annually, staff members who will transport students will submit a current Driver Information Form (D-36) to the Business Services Division for verification of insurance.
3. A seat belt must be provided for each passenger.
4. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and under no circumstances shall the number of passengers, including the driver, exceed ten.