

AR 6153 Instruction

School-Sponsored Trips

Supervision

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

1. There will be one adult chaperone, age 21 years or older, for every 15 students grades 6-12 (10 students to one adult for grades PK-5). The Superintendent or designee may require that at least one certificated staff member serve as a chaperone.
2. Chaperones for any field trip grades PK-8 and any overnight, out of state, or international field trip grades 9-12, shall have successfully passed the DOJ/FBI fingerprint process.
3. If male and female students are participating in an over-night field trip, a male and a female chaperone are required, regardless of the number of students participating.
4. The principal will maintain a list of all chaperones and emergency contact information.
5. Certified athletic team coaches and cheer/dance advisors may serve as the trip supervisor for athletic field trips or cheer/dance competitions.
6. Should not present an educational disadvantage for students who do not participate.
7. Students may not use, possess, or purchase any alcohol or other controlled substance.
8. Expectations for student behavior are the same as for a normal school activity.
9. Any consequences for inappropriate student behavior will be applied at the start of the following school year for any school sponsored summer trips.

(cf. 5131 – Conduct)

(cf. 5131.1 – Bus Conduct)

(cf. 5144 – Discipline)

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

Parent/Guardian Permission

Before a student can participate in a district-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Specifically, the parent/guardian is required to provide written approval for participation in a district-sponsored trip, or the athletic participation clearance form for athletic day trips. Parents/guardians shall indicate on the form if the student has any special health needs or limitations; parents/guardians shall provide appropriate instructions or remedies as applicable. 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 the school's first aid kit, including an epi-pen, in his/her possession or immediately available (Education Code 32041)

Whenever trips are conducted in areas known to be infested with poisonous snakes the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition 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 shall participate in the trip. (Education Code 32043)

2. The district shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip (Education Code 35331)
3. If private vehicles are used, all drivers shall carry \$100,000/\$300,000 insurance coverage with district liability coverage functioning as secondary coverage.
4. The site principal or designee will collect the insurance forms and proof of driver's license before the trips begins.

(cf. 3541.1 – Transportation for School-Related Trips)

(cf. 5143 – Insurance)

5. 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)

6. Lifeguards are required for all swimming activities. If the activity is at a private pool the owner of the pool shall provide a certificate of insurance designating the district as an additional insured for not less than \$1,000,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

(cf. 3530 – Risk Management/Insurance)

7. 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)

| No student may be charged a fee for participation in a district-sponsored field trip nor shall any student or parent/guardian be required to participate in fundraising.

(cf. 48910) (AB 1575)

International Field Trips

The primary supervisor of an international field trip must research, provide copies, and develop a plan to meet all requirements as stated by the U.S. Department of State. International Field Trips should be scheduled during summer vacation or other extended breaks such as winter or spring break. In addition the items listed under Supervision, the following applies for all International Field Trips:

1. Be presented to the Superintendent's Council at least six months before the scheduled field trip.
2. All parents/guardians of students taking out-of-country trips shall sign a statement waiving all claims against the district and the State of California for injury, accident, illness, or death occurring during or by reason of the field trip. All adults taking out-of-country fieldtrips shall also sign a statement waiving such claims.
3. There shall be a minimum of one adult chaperone (21 years or older) for every 10 students for all grades. A certificated staff member will be the responsible party. Chaperones are "on duty" at all times during the trip. The Board may require additional certificated staff members to be chaperones if warranted. Chaperones may not use alcohol while they are supervising students.
4. Parents are discouraged from making parallel, out-of-country trips. If parents do make parallel trips, they will be discouraged from removing their student from the group.
5. Prior to departure, the primary supervisor will submit all required documentation to the principal, including but not limited to, the following:
 - a. A list of students participating
 - b. Behavior contracts signed by students and parents
 - c. A checklist verifying that all conditions in the Board Policy and Administrative Regulations have been met.
 - d. A detailed itinerary
 - e. Communication method with primary supervisor
 - f. A list of all chaperones
 - g. A list of all parents making parallel trips.
 - h. Understanding of parental parallel trip guidelines
 - i. Any other documentation required by the principal
 - j. Within three week of return, the primary supervisor will submit to the principal a written report of the trip that will be forwarded to the Superintendent or designee.

School-Sponsored Trips Approval Process

All requests for overnight, out-of-state or international school-sponsored trips must be submitted to the Superintendent or designee. It is recognized that opportunities may arise for athletic and/or academic competitions as well as educational opportunities that may not meet policy time lines. If this situation occurs, the Superintendent or designee will make every effort to communicate the situation with the Board. Under these circumstances, the Superintendent or designee may approve the field trip, competition or excursion.

In state overnight trips must be submitted to the Superintendent or designee with all required documentation 45 days in advance of the trip for Board consideration.

Out-of-state field trips must be sent to the Superintendent or designee, with all required documentation 120 days in advance of the trip for final Board consideration.

International field trips with students must be presented at the Superintendent's Council for approval 180 days in advance of the trip before seeking Board approval. All other conditions listed under International Field Trips in this Administrative Regulation apply.

Non-School-Sponsored Trips/Excursions

A non-school-sponsored field trip/excursion is defined as one that is organized and promoted by an outside organization whether or not it is of an educational value or is somehow connected to a particular course of study. This includes trips that are organized by organizations that may be affiliated with the district (i.e. parent organizations, cultural groups, etc.).

1. Students who miss school will receive an unexcused absence.
2. Teachers are not responsible for creating school work ahead of time.
3. Students must make up missed academic work.
4. The school district has no responsibility to provide travel.
5. Any employee of the district who attends a non-sponsored field trip/excursion does so voluntarily and is not acting as an employee of the district.
6. If a non-sponsored field trip/excursion is promoted on district property, all materials must clearly state that this is a non-sponsored school field trip/activity.
7. No insurance coverage will be provided by the district.
8. The school district assumes no legal or financial responsibility for non-sanctioned field trips.
9. Whenever possible, students and parents must sign a waiver form stating they understand 1-8 above and submit to site administration.
10. All communication and/or meetings must adhere to the district's facility-use policy.

Rev. 4/20/2015