

**SCHOOL-SPONSORED TRIPS**

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

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.

**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. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

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.

**Safety Issues**

1. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available.

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.

2. The district shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip.

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.

4. 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 \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

**SCHOOL-SPONSORED TRIPS (cont.)**

5. 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.

Sources of funding may include parent/student donations, PTA, student council, special education, and state and federal projects. Special trip expense accounts may be established, when necessary for fund-raising purposes. Consistent with legal statutes, no student may be denied the right to participate in a field trip due to lack of funds.

Board approval is required for all extended field trips not on the Preapproved Study Field Trip List that extend beyond 6:00 p.m. and/or physical environs of San Diego County. In order to gain Board approval, a trip must have specific educational value for a particular subject/organization in which students involved are enrolled or are members. The school sponsor is responsible for the development of stated objectives for such a trip and developing a comprehensive proposal to be presented to the Board. Board approval of an extended field trip should be sought at a stage early enough in the planning so that modifications can occur. Under no circumstances is a staff member to solicit or promote an extended field trip with students and/or parents prior to principal approval.

The sponsor of the organization desiring to take an extended field trip shall first contact the school principal and solicit approval by submitting a completed Extended Field Trip Request Form. Upon approval, the principal shall submit the plan to the Director of Educational Services, with a request that the Board of Education take action.

The plan shall include all of the following information, plus any other information requested by the principal and/or the Director of Educational Services.

1. Itinerary
2. Educational objectives of the trip
3. Destination of the trip
4. Specific dates
5. Number of student participants
6. Approximate cost per student
7. Mode of transportation
8. Provision for adequate supervision

**SCHOOL-SPONSORED TRIPS (cont.)**

9. Provision of adequate insurance coverage
10. Provision for financial hardship cases
11. Method by which money will be raised to cover costs
12. Availability of qualified substitute(s)
13. Number of substitute days required
14. Approval of the school principal
15. A complete description of how the experience will be reinforced in the classroom.

The Board shall take action to approve or disapprove the request. If the Board approves the travel, the following procedures shall be taken:

1. The Assistant Superintendent of Educational Services will notify the principal (who will notify the sponsor) of the action taken by the Board.
2. The sponsor accepts the responsibility for the detailed arrangements required by the trip, as outlined above, and as included in other related and appropriate procedures.

**Means of Transportation**

Except as provided in AR 3541.1, students may not be transported on school sponsored trips in private vehicles.

Bus transportation is to be secured through the transportation department. The Director of Transportation will be responsible for making all arrangements for buses used for school-sponsored school sponsored trips during the regular school day, for after school activities, and for weekend activities.

An authorized District employee must accompany pupils on each vehicle while they are being transported for a school sponsored trip. The authorized District employee shall be responsible for assisting the bus driver in assuring proper student conduct. Exceptions shall require prior authorization of the Superintendent or his/her designee.

*Legal Reference: (see next page)*

**SCHOOL-SPONSORED TRIPS** (continued)

*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>*