

SCHOOL-SPONSORED TRIPS

The Governing Board recognizes that field trips supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs.

(cf. 0460 – Local Control and Accountability Plan)

Field trips shall be conducted in connection with the district’s course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or cocurricular activities (Education Code 35330)

(cf. 6143- Course of Study)

(cf. 6145 – Extracurricular and Cocurricular Activities)

(cf. 6145.2 – Athletic Competition)

Requests for field 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 where the request should be approved by the Board. All other trips shall be approved in advance by the principal.

(cf. 3312.2 – Educational Travel Program Contracts)

The principal shall establish a process for approving a staff member’s request to conduct a field 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 any trip any student whose presence on the trip would pose a 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)

The Superintendent shall ensure that teachers develop plans which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings, and be fingerprinted if there is a chance the chaperone could be alone with a child.

At least one certificated individual must attend each field trip and be responsible for supervision.

SCHOOL-SPONSORED TRIPS (continued)

The Board may approve the use of district funds for student expenses for in-state, out-of-state, or excursions when permitted by law. In addition, 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

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.cadal.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 trips requiring transportation. (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.

Safety and First Aid

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. (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. The 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 day, the Superintendent 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 chaperones who will assist in supervising students on the trip, the Superintendent or designee or teacher may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.
4. A chaperone is defined as any adult who is helping supervise children and who could be alone with a child. Chaperones must be 21 years or older. All Chaperones must be finger printed and cleared by the Department of Justice. In the event that chaperones cannot be arranged for WES camp, individuals between the ages of 18 & 21 may apply to be selected as a chaperone. The number of chaperones under 21 years of age shall not exceed 10% of all chaperones attending the WES camp trip.

Supervision

1. Students on approved trips are under the jurisdiction of the Governing 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.

SCHOOL-SPONSORED TRIPS (continued)

4. All chaperones must be fingerprinted. Parents and/or other volunteers are encouraged to participate, however only those who have been fingerprinted will be deemed a chaperone and can be alone with a child or responsible for a group of children.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. Individuals who choose to participate in a field trip, but are not fingerprinted shall at no time be allowed to supervise students alone.
6. Teachers on a field trip without fingerprinted chaperones must make sure they are responsible for all student supervision (i.e., bathroom, etc.)
7. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
8. 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.

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 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 course of study 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. The Superintendent may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
4. The Superintendent shall approve no activities which he/she considers to be inherently dangerous to students or to pose unacceptable, unmitigated risks.
5. Students will not be allowed to stay overnight in private homes unless accompanied by a school district employee and/or fingerprinted and cleared chaperones. Cost of fingerprinting will be borne by the volunteer or the budget of the sponsoring activity (District, school, grade level, teachers, teacher, parent club)

SCHOOL-SPONSORED TRIPS (continued)**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, the ratio of adult chaperones to students shall be appropriate to the age and designated activity to ensure effective supervision.
3. **Swimming Activities**
 - a. Parents/guardians 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 Superintendent 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 \$500,000 in liability coverage.
 - d. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the Superintendent shall ensure their presence. Lifeguards must be Red Cross certified or equivalent and must be at least 21 years old.
 - e. The ratio of adult chaperones to students shall be appropriate to the age and designated activity to ensure effective supervision.
 - 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.
 - h. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim.
 - i. The Superintendent 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.

SCHOOL-SPONSORED TRIPS

FIELD TRIP REQUEST

Check one:

- Day Field Trip less than 100 miles, Principal approval (submit 10 days in advance).
Day Field Trip more than 100 miles, Superintendent approval (submit 2 weeks in advance).
Extended (overnight) Field Trip, Superintendent approval (submit 5 weeks in advance).

Date Submitted: _____

Name of Sponsoring Group: _____

Date(s) of Proposed Trip: _____

Destination: _____

Educational Reason for Trip: _____

Will a substitute(s) be necessary? _____ If so, how will this be financed? _____

Are there students attending the trip who have specialized health needs?

If yes, who and what are those needs?

What is your plan to ensure those needs are going to be met? Have you discussed the plan with the school nurse?

If you are leaving during school time, please give an explanation: _____

Method of Transportation: Bus (District _____) Private Vehicle: _____
(Private _____) (Insurance Forms _____)

Departure Time: _____ Point of Departure: _____

Arrival Home Time _____ Point of Return: _____

Cost: _____ Food: _____

Number of Students _____ [] Permission Slips on File

Chaperones: _____

- Fingerprint clearance is required for all chaperones and adults on overnight trips (cost to be borne by sponsoring organization).
First Aid Kit in possession or available.

Approved signatures: 1-3 all Field Trips; 4-more than 100 miles/overnight.

- Sponsor _____ Date _____
Transportation _____ Date _____
Principal _____ Date _____
Superintendent _____ Date _____

SCHOOL-SPONSORED TRIPS

EXTENDED OVERNIGHT FIELD TRIP CRITERIA

1. Approval of the principal, Superintendent, and Governing Board.
2. What is the approximate cost per student? _____
 How is this cost to be funded? _____
3. If fund raising is necessary, have the activities been approved? _____
 If not, request for fund raising should accompany this request.
4. What are the educational benefits of the proposed trip? _____

Field Trip Check List

- _____ 1. Discuss substitute funding with principal, if necessary. Follow necessary steps to obtain the substitute.
- _____ 2. At least two weeks (10 days for a bus) before the desired date (unless there are unusual circumstances), the teacher needs to discuss any proposed trip with the principal and obtain tentative approval.
- _____ 3. Complete Field Trip Request Form and submit to principal for approval. (Note: If distance is over 100 miles from school or includes an overnight stay, allow 35 days for approval of the Superintendent).
- _____ 4. Discuss plan with responsible persons at the place to be visited and confirm, in writing, arrangements such as arrival and departure times, directions for loading and unloading students, facilities for parking the bus, and any fees charged.
- _____ 5. Make arrangements for transportation.
- _____ 6. Complete a Student Off Campus Trip Permission form and submit to principal for signature. Once approved, send out permission forms to parents/guardians.
- _____ 7. Arrange for adequate adult supervision on the trip. All chaperones must be fingerprinted and on record with the school district. Any volunteer who accompanies the field trip who is not fingerprinted shall not be allowed to supervise students at any time.

SCHOOL-SPONSORED TRIPS (continued)

- _____8. If private cars are being used to transport students, please have each driver/vehicle owner complete an Insurance Coverage Certification form. You must submit each of these certification form for approval 10 days before the field trip.
- _____9. Prior to the trip, discuss with students what learning outcomes are desired from the trip. Brief the class on safety, regulations, proper behavior, use of safety and security systems, and lunch plans (if applicable).
- _____10. Complete a roster of students and staff participating in the trip. Notify the following personnel of students who will be off campus at least three days prior to the field trip; attendance, principal and all teachers who are affected.

SCHOOL-SPONSORED TRIPS

**STUDENT OFF CAMPUS TRIP PERMISSION FORM
MONTGOMERY CREEK SCHOOL
Must be completed one week before date of trip**

Name of Student: _____ Grade: _____ Date of Trip: _____

Academic of Nature of Trip: _____

Destination: _____

Point of Departure: _____ Departure Time: _____

Point of Return: _____ Return Time: _____

Suggested Student Dress: _____

Food: _____

Cost: _____

Admin/Student Supervision Ratio: _____

Method of Transportation: _____

Faculty Member in Charge: _____ Date: _____

Signature of Teacher: _____

Signature of Parent/Guardian: _____

Home Phone Number: _____

Emergency Phone Number: _____