

# **Board Policy**

## **School-Sponsored Trips**

BP 6153

### **Instruction**

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. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study.

(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, out-of-country, 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.

(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 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)

District funds shall not be used to pay student expenses for out-of-state or out-of-country 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)

#### International School-Sponsored Trips

In order for an international trip to be presented to the Board, it must receive approval of the principal of the school, and must be submitted to the Superintendent or designee for Board consideration at least six (6) months in advance of the trip. All international school-sponsored student trips must be approved by the Board of Trustees.

#### Travel Limitations: Athletic School-Sponsored Trips

1. All regular season competitive athletic contests, including practice games, scheduled by a high school of the district shall be held within the CIF Sacramento-Joaquin Section.
2. Travel to Sacramento-Joaquin Section playoffs and finals and state competitions and overnight stay when appropriate are provided under this policy for students qualified to compete in such events.
3. Special exception to the policy may be made for specific sports upon request to the Superintendent or designee by the principal of the school.

#### Non-School-Sponsored Field 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.). Such travel may involve youth who are students but it is not related to or approved in any way by the school system. The school does not excuse absences for participation in non-school-sponsored field trips/excursions. Teachers are not responsible for creating school work ahead of time.

Students must make up missed academic work. The District bears no responsibility for travel arrangements. Non-school sponsored field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the district and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for non-school sponsored field trips. Any meeting or communication of non-school-sponsored field trips or excursions must adhere to district facility-use policies.

#### 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>

# Administrative Regulation

## School-Sponsored Trips

AR 6153

### Instruction

#### 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.

1. There will be one adult chaperone, age 21 years or older, for every 10 students. The Superintendent or designee may require that more than one certificated staff members serve as a chaperone.
2. If male and female students are participating in an over-night field trip, a male and a female chaperone are required, even if there are fewer than 10 students participating.
3. The principal will maintain a list of all chaperones and emergency contact information. **Chaperones must follow volunteer protocols which includes fingerprinting.**

#### 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. (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 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) **If necessary for medical intervention and support, the lead staff member will be trained and possess an Epinephrine autoinjector (EpiPen). The lead staff member will communicate with parents, guardians or foster parents on appropriate medical history and prescribed medications to be taken during the field 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. (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. 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.

(cf. 3530 - Risk Management/Insurance)  
(cf. 5141.7 - Sun Safety)

5. Before trips of more than one day, the principal or designee shall 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)

6. If private vehicles are used, all drivers shall carry \$100,000/\$300,000 insurance coverage with district liability coverage functioning as secondary coverage.

7. The site principal or designee will collect the insurance forms and proof of driver's license before the trip begins.

(cf. [3541.1](#) - Transportation for School-Related Trips)

Student Financial Need

No student may be denied participation in a school-sponsored trip due to financial need. In order to meet this requirement, fundraising and/or scholarship opportunities must be provided advertised and sufficient to cover the costs of participation. No student will be denied access due to a disability.

### 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. The following applies for all International Field Trips:

1. Be presented to the Superintendent or designee at least six (6) 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. Should not present an educational disadvantage for students who do not participate.
4. The primary supervisor of the trip must provide sufficient opportunities for students to raise funds for the trip.
5. There shall be a minimum of one adult chaperone (21 years or older) for every 10 students. 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.
6. Students may not use, possess, or purchase any alcohol or other controlled substance.
7. Chaperones may not use alcohol while they are supervising students.
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 school year.
10. 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.
11. Be strictly voluntary
12. Be connected with a curriculum of a district course but not connected with grading.
13. Prior to departure, the primary supervisor will submit all required documentation to the principal, including but not limit 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 weeks 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 school-sponsored trips involving overnight, out-of-state, or international travel must be submitted to the Superintendent or designee by October 1 for Board consideration. An additional list must be submitted in late spring for early fall school-sponsored trips. If additional educational opportunities for school-sponsored trips become available after the initial submission, the principal shall submit the appropriate paperwork to the Superintendent or designee including a rationale for the trip, for district consideration. The Superintendent or designee will provide a list of approved field trips and conferences on a quarterly basis to the Board of Trustees for review. All other school-sponsored trips shall be approved in advance by the principal. 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, subject to Board approval as required by district policy.

In and out-of-state overnight field trips must be sent to the Assistant Superintendent, Educational Services, with all required documentation seven weeks in advance of the trip for final Board consideration.

International field trips with students must be presented to the Superintendent or designee for approval six months in advance of the trip before seeking Board approval. All International Field Trips must be sent to the Assistant Superintendent of Instruction with all required documentation at least 12 weeks in advance of the trip for final Board consideration. All other conditions listed under International Field Trips in this Administrative Regulation apply.

#### Non-School-Sponsored Field 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.). For non-school-sponsored field trips/excursions:

1. Students who miss school for participation in non-school-sponsored field trips/excursions 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 district has no responsibility to provide travel.
5. Any employee of the district who attends a non-school-sponsored field trip/excursion does so voluntarily and is not acting as an employee of the district.
6. If a non-school-sponsored field trip/excursion is promoted on district property, all materials must clearly state that this is a non-school-sponsored field trip/activity.
7. No insurance coverage will be provided by the district.
8. The district assumes no legal or financial responsibility for non-school-sponsored field trips or excursions.
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.

Regulation WASHINGTON UNIFIED SCHOOL DISTRICT