

SCHOOL-SPONSORED TRIPS

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation. Appropriate instruction shall precede and follow each educational field trip or activity.

Educational field trips shall be considered as instruction and planned as such with definite objectives determined in advance.

All educational field trips shall begin and end at the school.

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.

Principal's Responsibilities

Principals shall ensure that teachers develop plans which provide for the best use of students' learning time while on an educational field trip, musical activity or other group activity.

Principals shall approve or disapprove the request and notify the teacher. For disapproval, the reasons should be stated. If the request is approved, the principal should forward the request to the Transportation Dept.

Principals are responsible for making certain the required district forms are completed before a field trip is taken when a private vehicle of a district employee or parent/guardian is used. Use of private vehicles is subject to review by the Superintendent. A specific reason must be documented as to the intent for use of private vehicle by parent/guardian. (i.e. students' medical condition).

Any fund-raising activities and accounting procedures associated with field trips shall be approved by the principal or Superintendent in advance of beginning the activity.

Teacher's Responsibilities

Teachers are to correlate their field trips to their ongoing classroom instruction. Providing research into the place or institution students will visit results in a meaningful learning experience. Follow-up activities provide additional learning opportunities for students.

Teachers shall include in the field trip only those students who have written permission from their parents/guardians.

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Teachers shall provide appropriate alternative educational experiences and proper supervision for any student whose parents do not wish them to participate in the trip, or for students who do not have written permission to participate in the trip.

Teachers shall notify the cafeteria one week in advance for the number of lunches needed.

All field trip transportation requests, whether for district or commercial vehicles, shall be routed to the school principal for approval. Then the request shall be routed to the Transportation Department on the prescribed district form.

Transportation

The Transportation Department is responsible for scheduling the district's regular bus services for pick up and delivery of students. If a district bus is available for a field trip, the Transportation Supervisor can authorize the use of the bus for transporting students, provided there is no disruption of regular service and providing the school principal has approved the educational field trip or other activity.

When a charter bus service is needed, the Transportation Supervisor is responsible for contacting a service and establishing an agreement for time, cost and other requirements. Charter bus carriers should provide the District with a copy of the CHP terminal inspection. In addition, the charter bus carriers should provide a list of School Pupil Activity Bus (SPAB) certified buses in the fleet and identify each by bus number, license number and VIN number. Also, the charter bus carriers should provide 1) a list of SPAB certified drivers by name, 2) California driver's license number, 3) medical exam dates and 4) proof of insurance covering the District.

The Transportation Supervisor or designee shall meet the chartered bus at the spotting site and make certain the driver has the following on file: 1) a current driver's license of the appropriate class, 2) a current SPAB or School Bus Certificate, and 3) a current medical card.

Transportation Department may charge a per mileage rate for all trips using district buses, in addition to an hourly rate.

The preferred means of transporting students is the district bus or chartered private carriers, however, it may be occasionally necessary to utilize a private vehicle of a district employee or parent/guardian. In such cases, a completed district form and a copy of the required insurance coverage policy from each person driving a private vehicle, must be on file and reviewed by the principal before the trip.

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A parent/guardian who is driving a private vehicle for a field trip must make certain there is a seatbelt for each student or adult passenger. Trucks and pickups may not transport more persons that can sit safely in the passenger compartment. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and shall not in any case exceed ten (10).

Bus transportation is a privilege extended to students who display good conduct while preparing to ride, riding or leaving the bus. This conduct is extended to school buses or private buses.

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 principal 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 adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

Supervision

1. Students on approved trips are under the jurisdiction of the Board of Trustees and subject to school rules and regulations. Students are expected to conduct themselves in an orderly and responsible manner. Students are not to infringe upon the freedom of other students or interfere with the purpose of the educational field trip.
2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.

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3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
7. 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. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
4. Principal may require a parent to be present at a school-sponsored field trip with their child in the event the child has special medical needs that would warrant a parent's supervision.
5. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.

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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, teachers shall provide for a number of chaperones to exceed the normal one to 10 ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety
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 principal 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 principal 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 at least one to 10. In grades 4-6, this ratio shall be one to eight. In grades K-3, this ratio shall be one to four.
 - 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.

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- i. The principal 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.

Additional Requirements

Students being transported outside the district after the school day or on weekends by parents to school sponsored activities as observers, shall not be considered as under the authority of the district at any time, although they may be held accountable for their actions if they tend to bring this district or a school of this district into disrepute.