

**SAN LORENZO
UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Instruction

BP 6153 (a)

FIELD TRIPS/EXCURSIONS/ATHLETIC TRIPS

A. Overview

The Governing Board recognizes that field trips/excursions/athletic trips (hereafter collectively referred to as “field trips”) are important components in the instructional program of the schools. Properly planned and implemented field trips can:

1. Supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools.
2. Expand students’ interests.
3. Help relate school experiences to the world outside of school.
4. Bring all the resources of the community within the scope of students’ learning experiences.

B. Planning and Approval

1. All field trips must be approved in advance by the responsible school principal or designee.
2. Field trips shall normally take place during the regular school day. Attendance is governed by the same rules as attendance at regular classroom activities. All field trips involving out-of-state or overnight travel shall require the prior approval of the Governing Board. No staff member, parent or other person may solicit students of the District, collect money or fundraise for such trips within the facilities or on the school grounds of the District or during a school-related activity without Board permission. When it is necessary for a student or group of students to remain out of the District overnight on a field trip in an emergency or in a situation in which the trip could not have received prior Board approval (e.g., athletic playoffs), the Superintendent or designee may authorize the overnight field trip.

C. Supervision

1. Students on field trips shall remain under the reasonable supervision of the District, as provided by certificated or qualified noncertificated employee of the District.
2. All students on field trips are subject to District rules and regulations during the entire course of the trip.
3. Noncertificated employees shall be determined qualified to provide supervision for field trips by having met the requirements of Title 5, Sections 5590 and 5596 of the California Code of Regulations and all other applicable laws.
4. Parents and guardians may also provide additional supervision as approved by the District.

FIELD TRIPS/EXCURSIONS/ATHLETIC TRIPS (continued)**D. Supervision at a Camp**

1. Respect of privacy. Adult supervisors must respect the privacy of students in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
2. Separate accommodations. When camping, no youth is permitted to sleep in the tent of an adult other than his/her own parent or guardian.
3. Male and female students will not share the same sleeping facility.

E. Participation and Charges

No expenses of students participating in a field trip to any other state, the District of Columbia, or a foreign country shall be paid with District funds. Students may be charged reasonable fees for out-of-state or out-of-country field trips. No student, however, shall be prevented from taking a field trip because of lack of sufficient funds, nor shall a student's nonparticipation in a field trip be penalized academically. No group shall be authorized to take a field trip under this policy if any student, who is a member of such an identifiable group, will be excluded from participation in the field trip because of lack of sufficient funds. To this end, the Governing Board shall ensure the coordination of efforts of community service groups to supply funds for students in need of them.

F. Liability

All field trips carry an inherent risk of accident and injury to participating students. In accord with Education Code section 35330, all persons making such a trip shall be deemed to have waived all claims against the District for injury, accident, illness or death occurring during or by reason of the field trip. All adults taking out-of-state or out-of-country field trips and all parents or guardians of students taking out-of-state or out-of-country field trips shall sign a statement waiving such claims. If a student is unable to provide proof of insurance for financial reasons, the student shall not be prevented from attending a field trip; however, the District shall have no responsibility or liability for any medical or other similar expenses of students or other persons incurred as a result of, or arising from, any field trip regardless of whether or not a student provides proof of insurance.

G. Required Procedures

The administration is directed to develop procedures for the operation of field trips that reasonably insure that:

1. All reasonable steps are taken to protect the safety and well being of students on the trip.
2. A first aid kit is provided for each field trip.
3. Parental/guardian permission and waiver is sought and obtained before any student leaves school grounds on a field trip.
4. An appropriate alternative educational activity and proper supervision is arranged for any student whose parent/guardian does not permit him/her to participate in a field trip, and for any student excluded for disciplinary reasons.

FIELD TRIPS/EXCURSIONS/ATHLETIC TRIPS (continued)

Legal Reference:

Education Code

32040 – 32044

35330 – 35332

35335

35350

44807 – 44808

44811

48900 - 48926

Government Code Section 815(a)

Revision of Policy 211

Board Adopted: October 3, 2000;

Board approved revision: May 22, 2002

SAN LORENZO UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATIONS

Instruction

AR 6153(a)

FIELD TRIPS/EXCURSIONS/ATHLETIC TRIPS

A. Overview

A well planned, properly executed field trip, excursion or athletic trip (hereafter collectively referred to as “field trip”) is a valuable supplement to the curriculum.

B. Coordination

Coordination of field trips is a responsibility of the principal of the school taking the trip (“the responsible principal”) in conjunction with the Department of Instruction, Educational Services.

C. Approval

1. All field trips must be approved in advance by the responsible principal or designee. All overnight trips and field trips that pose potential safety or security risks must receive preliminary approval from either the Director of Elementary Education or the Director of Secondary Education before being discussed with students or any definite plans made. The Governing Board must approve all overnight trips, all trips outside the San Lorenzo area, all trips that pose potential safety or security risks, and all trips that involve fundraising before any fundraising activities are initiated or any money is collected for such trips.
2. The following categories of trips will be considered for approval:
 - a. Walking trips – no transportation required
 - b. Trips taken in private vehicles (with adequate insurance coverage)
 - c. Trips funded by parent groups, civic organizations, student body or study club funds
 - d. Trips funded through special projects, e.g., ESEA, Preschool
 - e. Trips that can be scheduled on District buses at times that will not conflict with the regular bus schedule
3. Approval will be based on the following criteria:
 - a. The trip’s instructional and motivational value
 - b. The availability of District resources for the trip and the arrangements made to cover costs of the trip
 - c. The extent to which the objectives of the trip support the goals and objectives of the District’s Strategic Plan
 - d. The location of the trip and distance from the District
 - e. The safety of participants on the trip

FIELD TRIPS/EXCURSIONS/ATHLETIC TRIPS (continued)

- f. The appropriateness of the trip
- g. The number of trips already taken at the site and the timing of the trip

D. Forms and Records

1. The following forms must be completed for the type of trip specified below:

- a. Day trips – the *Field Trip Request* form. After completion, this form must be sent to the Director of Elementary or Secondary Education. If bus transportation is needed, the *Bus Transportation Request* form must be sent to the Transportation Department at least two weeks prior to the trip.
- b. Overnight trips -
 - 1) Field trips within the San Lorenzo area – the *Request for Board Approval of Overnight Trip* form. This form must be completed and sent to Educational Services.
 - 2) Field trips outside the San Lorenzo area – the *Out of San Lorenzo Area Preliminary Overnight Field Trip* form. This form must be completed and sent to the appropriate Director for approval and endorsement, prior to submission to the Superintendent and Board of Education for preliminary approval, at least six months in advance of the trip when possible. Following preliminary approval by the Board, and prior to departure of the trip (usually approximately one month), the form should be re-submitted to the Board for final approval.
- c. All trips – an *Emergency Information Card* and a *Field Trip Parent/Guardian Permission* form for each student on the trip. No student may participate in any field trip without the prior written permission of the student’s parent or guardian. A signed *Field Trip Parent/Guardian Permission* form must be submitted for each student attending the field trip to the school office before the trip begins. A copy of the *Emergency Information Card* and the *Field Trip Parent/Guardian Permission* form for each student shall be taken on the trip.
- d. If private transportation is used, the *Insurance Statement for Transportation of Students in Privately Owned Vehicles* form must be signed and kept on file in the principal’s office.

2. All field trip records shall be retained in accordance with law, but for no less than one year.

3. A daily record of field trips in progress and the names of the teacher, employee or agent of the school conducting the field trip (hereafter referred to as the “teacher in charge”) shall be kept in the principal’s office.

E. Field Trips – Procedures Pre-trip

- 1. All students must provide proof of medical insurance. If a student is unable to provide proof of insurance for financial reasons, the student shall not be prevented

FIELD TRIPS/EXCURSIONS/ATHLETIC TRIPS (continued)

- from attending a field trip; however, the District shall have no responsibility or liability for any medical or other similar expenses of students or other persons incurred as a result of, or arising from, any field trip regardless of whether or not a student provides proof of insurance.
2. A First Aid kit provided by the District shall be in the possession of, or immediately available to, the teacher in charge. Whenever a field trip is conducted into an area that is commonly known to be infested by poisonous snakes, the First Aid kit shall contain medically accepted snakebite remedies. Any such trip shall be accompanied by a teacher, employee, or agent of the District who has completed a course in First Aid, certified by the American Red Cross, that includes the treatment of snakebites. E.C. 32043. Willful violation of this provision is a misdemeanor. E.C. 32044.
 3. Class lists of those students actually participating in the field trip should be made in triplicate and distributed as follows: one (1) copy to the teacher in charge; one (1) copy to the school office; and one (1) copy for the bus driver/s.
 4. Chaperones shall be carefully selected to help ensure adequate and appropriate supervision.
 5. Prior to the beginning of a field trip that occurs during the school day, the principal/designee shall review trip and safety procedures with staff and chaperones going on the trip.
 6. Before out-of-state trips and trips of more than one day duration begin, the principal/designee shall hold a planning meeting for staff, chaperones, parents and guardians, and students. The purpose of the meeting shall be to, among other things, disseminate and discuss the rules under Board Policy and these regulations, any financial requirements and funding resources, trip timeline, disciplinary guidelines, and safety-related issues and rules.
 7. The teacher in charge shall reasonably ensure the following:
 - a. *Emergency Information Cards* and *Field Trip Parent/Guardian Permission* forms are on file for each student on the trip and a copy of each is taken on the trip. All chaperones shall be informed where the forms are located for each trip.
 - b. Students who will need special attention or accommodations are identified and any necessary medication for students as approved by parents/doctors is properly prepared and stocked for the trip.
 - c. First Aid kits and snake bite kits (as needed) are well stocked.
 - d. Students are told the purpose of the trip and behavioral expectations. Students shall be instructed to stay with the adult supervisor/chaperone assigned to them. Students shall also be instructed to be courteous and respectful of other people and property encountered during the trip.

- e. Alternative educational arrangements have been made for students not going on the field trip.
 - f. Private vehicles to be used for transporting students have seat belts for all students, and insurance coverage has been verified for each such vehicle.
 - g. Where applicable, the cafeteria has been notified at least two (2) weeks in advance that the class will not be eating lunch at school. The cafeteria should be notified at least two (2) weeks in advance of the trip if lunches will be needed for the trip.
8. All students shall be informed about the time schedule with emphasis on departure times and locations.
 9. When possible, teachers in charge are encouraged to pre-visit the field trip site to ascertain the availability of appropriate facilities, determine potential safety hazards, and review points of interest.

F. Field Trip Procedures – Day of the Trip

1. Students who have not completed all authorization forms prior to departure shall not be allowed to participate. Students are not permitted to join the trip after departure from the school site.
2. Teachers and chaperones shall not bring any student/sibling(s) on the trip other than those registered and enrolled in the particular class.
3. Supervision of students shall be at the ratio of one (1) adult (21 years or older) to ten (10) students, unless approved by the appropriate Director.
4. The teacher in charge shall reasonably ensure that s/he remains with the group during the entire duration of the trip.
5. Each chaperone shall be assigned a specified group of students and shall be responsible for the continuous monitoring of those students.
6. Student head counts must be confirmed prior to starting the trip, during the trip (midpoint), and immediately prior to returning to the school site.
7. The teacher in charge shall notify the school immediately of any irregularities during the trip such as accident, breakdown, or undue delay. The school must then notify the Director of Elementary or Secondary Education, as appropriate, and the District Business Office.
8. Immediately prior to departure, students shall be reminded of their responsibilities during the trip, including but not limited to the need to follow all applicable rules and regulations, to stay with the adult assigned to them, and to be courteous and respectful of persons and property.

FIELD TRIPS/EXCURSIONS/ATHLETIC TRIPS (continued)

9. Teachers and chaperones shall not smoke, consume alcoholic beverages, or unlawfully use controlled substances while accompanying and supervising students on a field trip.
10. Teachers and chaperones shall not engage in any extra-curricular activity other than the direct supervision of students during the trip.
11. If, at any time during the trip, a student is missing following a reasonable effort to locate the student, a teacher/administrator shall remain at the site of the field trip until the student is located.
12. Prior to departure, if there are too few drivers/chaperones to ensure reasonable supervision, the trip will be rescheduled or canceled.
13. If a field trip is canceled or the date, destination or group/s participating is changed after receiving administrative approval, the principal shall submit a new *Request for Board Approval of Overnight Trip* to the Director of Elementary or Secondary Education, as appropriate.
14. Children returning from an excursion shall not be dismissed prior to the regular dismissal time. They shall always be returned to the school which they attend and shall be supervised by a teacher/administrator until parents/guardians have arrived to take their students home. Parent/Guardian's written permission is required to allow a student to walk home from school after a field trip unless the student arrives at the school prior to the end of the school day and under normal circumstances, with parent/guardian's permission, walks home.

G. Guidelines for Field Trips Out of the San Lorenzo Area

Any school planning a field trip out of the San Lorenzo area shall do the following:

1. Identify trips that require fundraising activities sufficiently in advance (six months is suggested) to obtain preliminary approval of the Governing Board prior to the principal/designee meeting with parents/guardians and staff and commencing fundraising activities.
2. Identify and provide written notification to the group of potential participants and their parents/guardians.
3. Meet with students and parents/guardians to communicate the requirements of the trip and provide a written copy of same.
4. Identify, in writing to participants, the timelines for payments and fundraising plans.
5. Identify, in writing, community resources, organizations and businesses to assist in fundraising, and work with these resources to obtain funding and provide fundraising activities.

FIELD TRIPS/EXCURSIONS/ATHLETIC TRIPS (continued)

6. Establish a regular meeting schedule with parents/guardians to keep them informed of progress, as necessary.
7. Identify a termination date for students to raise sufficient funds. If sufficient funds are not raised for the group or any individual, the trip shall be canceled and funds returned.
8. Establish procedures for returning funds in the event of cancellation. In the event returning particular funds is not possible, parents/guardians must be notified in advance that refunds will not be possible. Funds raised and not spent will be returned to the specific source (e.g., club, organization, business) of the funds.
9. Notify all parents/guardians and students as far in advance as possible to cancellation of a trip.

H. Accident Procedures

In the event of an accident or injury on any field trip:

1. The teacher in charge shall notify the school immediately. The school will then notify the Director of Elementary or Secondary Education, as appropriate, and the office of the Assistant Superintendent of Business Services.
2. A certificated school employee shall notify parents/guardians of the injured student as soon as possible and the parent's/guardian's decision regarding medical care will be followed. If the student's parent/guardian cannot be contacted, the physician indicated on the student's emergency card will be contacted for medical advice. Teachers must bring copies of emergency cards with them.
3. Any injured students taken to his or her home, to a physician or to a hospital, shall be accompanied by either a school employee, the student's parents/guardian or an adult designated by the teacher in charge or principal.
4. An original *Field Trip Parent/Guardian Permission* form with original signatures should be taken with the student to the hospital.
5. A prescribed accident report form must be completed by the teacher in charge in all cases of accident or injury. The form shall be prepared in triplicate, forwarding the original and a duplicate to the office of Assistant Superintendent of Business. Another duplicate shall be kept at the school for at least one year.

I. Student Conduct Code

1. During field trips, students are expected to follow all rules governing student behavior set forth in applicable District student discipline policy and regulations, and in applicable school site discipline codes and other applicable rules.

FIELD TRIPS/EXCURSIONS/ATHLETIC TRIPS (continued)

2. Students shall not possess or consume illegal controlled substances or alcohol at any time or under any circumstances during field trips. Violation will result in immediate parent/guardian notification and the student being sent home at the student's parents'/guardians' personal expense. In addition, the student will be subject to applicable discipline and criminal prosecution, and will be disqualified from all other field trip activities for the remainder of the school year.
3. Students are prohibited from smoking at all times during field trips. Violation will result in notification of the teacher in charge and may result in parent/guardian notification, school notification, and the student being sent home at the student's/parents'/guardians' personal expense. In addition, the student will be disqualified from all other field trip activities for the remainder of the school year.
4. Students are prohibited from possessing beepers, pagers or cell phones during a field trip, except in cases of medical emergency as set forth in Education Code section 48901.5. Any such device possessed by a student in violation of these regulations will be confiscated and held by the teacher in charge until the end of the field trip activity.
5. Any damages to property caused by a student during a field trip are the responsibility of, and must be paid by, the responsible student/parent/guardian.
6. Students shall keep their teacher/supervisor informed of their activities and whereabouts at all times and shall not intentionally attempt to deceive the teacher/supervisor as to their whereabouts or intentionally absent themselves from the supervision and control of the teacher/supervisor.
7. Students should be prompt and prepared for all activities. Failure to do so may result in a warning and/or elimination from further activities.
8. When students are staying in hotels or other lodgings during field trips, they shall respect curfew, be in their assigned room after curfew and be quiet. Students shall respect hotel rules of quiet in hallways and rooms, in no event later than 10:00 p.m. Violation will result in teacher notification and may result in parent/guardian and school notification and the student being sent home at the student's/parents'/guardians' expense. The student will also be disqualified from any further field trip activities for the remainder of the school year.
9. Students staying in hotels or other lodgings will respect the rights of other guests and the owners, and behave appropriately at all times, including, but not limited to, refraining from making excessive noise or using inappropriate language, and not leaving their rooms in a significant mess. Violation will result in a verbal warning and teacher notification, and possible parent/guardian and school notification. In addition, the student may be disqualified from any further field trip activities for the remainder of the school year.

FIELD TRIPS/EXCURSIONS/ATHLETIC TRIPS (continued)

10. Students are not to bring expensive electronic equipment, jewelry or personal property without permission of the administrator/teacher in charge.
11. Students must adhere to all Dress Code standards as identified in Board Policy 516 and AR 5132. Violation will result in notification of the teacher in charge and may result in parent/guardian notification, school notification, and the student being sent home at the student's/parent's/guardian's personal expense.
12. Students of the opposite sex will not be in each other's rooms unless the doors to the rooms are completely open.

J. Field Trips Including Swimming or Wading

1. No swimming or wading shall be allowed on field trips unless planned and approved in advance by the Director of Elementary Education or Director of Secondary Education.
2. Prior to any wading or swimming, teachers shall instruct both chaperones and students concerning the real and potential risks inherent in such activities and the precautions necessary for their safety.
3. The ratio of supervision when students are wading or swimming shall be one (1) adult for every four (4) students, unless otherwise approved by an appropriate Director.
4. The parent or guardian of each student on a trip involving wading or swimming must provide advance written permission for the student to participant and must indicate the level of the student's swimming ability.
5. Public swimming facilities or facilities owned and operated to provide such recreational activities (e.g., swim clubs) must be inspected by a qualified technician and determined to be fully operational and safe (i.e., no debris, broken glass, etc.) prior to a field trip.
6. Lifeguard/s must be designated for all swimming activities. If the owner or operator of the pool or other facility does not provide lifeguard/s, the principal shall ensure their presence. All lifeguards must be American Red Cross certified, or the equivalent.
7. Specific supervisory responsibilities of each chaperone shall be determined in advance by the teacher in charge or principal/designee to accommodate the varying swimming abilities of students. These responsibilities shall be described in writing and reviewed verbally before the trip with teachers, chaperones and students.

FIELD TRIPS/EXCURSIONS/ATHLETIC TRIPS (continued)

8. Emergency procedures shall be included with written instructions to teachers in charge and all chaperones.
9. All teachers and chaperones assigned to supervise students in the water must be appropriately dressed to enter the water and must know how to swim.
10. A “buddy system” or other means of surveillance between students shall be arranged in advance and strictly enforced during swimming activities.

Related to BP 6153 (Field Trips/Excursions/Athletic Trips)
Board adopted: October 3, 2000
Board approved revision: Revised August 7, 2001

SAN LORENZO UNIFIED SCHOOL DISTRICT
FIELD TRIP REQUEST
(Day Trip Only)

Date _____

School _____ Teacher/s _____

Grade/s _____ Total Number of Students _____ Subject _____

Total number of adults _____ Means of transportation _____

Date of Excursion _____ Time of Departure _____ Time of Return _____

Destination Name: _____ Phone No. _____

Address: _____

Purpose or Reason for Field Trip (must relate to academic student achievement) * _____

Itinerary _____

Costs: _____

Method of Financing: _____

Signed: _____

Principal

*** Swimming/wading requires advanced approval of Associate Superintendent/Director of Educational Services.**

Associate Superintendent/Director of Educational Services' Signature

Distribution: White: Office
Yellow: Teacher
Pink: Appropriate Educational Services Director

Form No. 7440 – 10/2000 Revision Board approved: May 22, 2002

SAN LORENZO UNIFIED SCHOOL DISTRICT
**PERMISSION TO PLAN FOR
OVERNIGHT FIELD TRIP (non-athletics)**

This form must be completed and approved by the school principal, the Director of Elementary/Secondary Education, and Board of Education prior to the scheduled field trip (six months notification suggested but no less than three months notification required). *

School: _____
Grade: _____

What is the total cost of the trip? _____ Destination: _____
Approximate number of students participating _____ Date/s of Trip: _____

Fundraising:

What kind of fundraisers are anticipated? _____
How many fundraisers are anticipated? _____
Estimate the total amount of money to be raised by fundraisers. _____
How much will fundraising contribute to the cost of each student? Percentage? _____
If a student's family is unable to contribute, what provisions will be made? _____
Refunds accepted? _____
Will fundraiser involve the sale of food? Yes No (If yes, *Permission to Sell Food for Fundraising* form must be submitted with this form.)

Insurance (liability):

Sponsoring Company Name (if appropriate) _____
Reputable? Cite references _____
Amount of overall insurance coverage available _____
Coverage:
Restrictions? _____
Deductibles? _____
Attach a copy of insurance policy.
Behavioral Contract (Expectations)
Attach copy of behavioral contract including consequences for infractions.

Chaperones/Supervisors:

Parents: _____ Employees: certificated _____ classified _____
Male _____; Female _____ = Total Number _____
Names: _____

Method of Transportation: _____

Rationale for Trip: (Relate to classroom content standards and/or Single Plan for Student Achievement) _____

Communication:

How will this field trip be communicated to the parent/student community? _____
How often? _____ Means of communication (meetings, telephone, notice/flyer) _____
Attach copy of draft announcement to parents/guardians.

Teacher submitting request _____ Date submitted to Principal _____

Principal's Approval _____ School _____ Date _____

Director of Elementary/Secondary Education _____ Date _____

Associate Superintendent _____ Date _____

FINAL REQUEST FOR BOARD APPROVAL OF OVERNIGHT TRIP

(Within and Outside of San Lorenzo School District Boundaries)

(Must be submitted a minimum of two weeks prior to Board meeting)

To: Office of Associate Superintendent, Educational Services

From: _____ School Date Submitted: _____

The San Lorenzo Board of Education is respectfully requested to approve the following overnight trip:

1. School group involved _____ Number of students _____

2. Teacher/s in charge _____

Other Adult Supervisors:

(one adult, 21 years _____
or older, for every _____
ten students) _____

3. Destination _____ Distance _____
(one way)

Date and Time of Departure _____

Date and Time of Return _____

Method of Transportation _____

4. Purpose/s of Overnight Trip:

a. _____

b. _____

c. _____

d. _____

e. _____

5. Cost of transportation \$ _____; Other \$ _____

Method of financing _____

6. Please use other side for additional comments.

I submit this request with recommendation for approval.

Signed _____
School Principal

This request meets the requirements of District Policy. I recommend its approval.

Signed _____
Associate Superintendent, Educational Services

FIELD TRIP CHECKLIST, part I

(To be completed by teacher and reviewed by principal prior to leaving school grounds)

Room # _____ Destination _____

Date of Field Trip _____ Time of Departure _____ Estimated Time of Return _____

Telephone number of adult (in case of emergency) _____

(Check as N/A (not applicable) for those that do not pertain to a specific trip e.g., walking trip.)

1. _____ The *Field Trip Request* form was submitted and approved.
2. _____ Parents/Guardians have been notified of the field trip and have given written permission for their student to participate.
3. _____ Insurance coverage for students has been verified.
4. _____ Number of students going on field trip. _____ Number of permission slips. _____
5. _____ Permission slips and emergency information cards are in the teacher's possession for emergency information, and a copy for each student has been left in the school office. Chaperones have been notified where the documents will be located during the trip.
6. _____ A class list has been prepared by the teacher for accounting of all students going on and returning from the trip. NOTE: Student's names must be checked off the list for the return to school **prior to leaving the field trip site**.
7. _____ A class list of students, chaperones, and specific transportation information has been left with the school Office Manager and with the bus driver/s, if any.
8. _____ A list of students not attending field trip, including their room assignment and whether or not individual students are absent, has been prepared.
9. _____ Chaperones have been arranged for the trip as necessary to provide adequate supervision.
10. _____ Transportation to and from the field trip, when necessary, has been arranged.
11. _____ All adults (21 years of age or older) transporting students to and/or from the field trip site have completed an *Insurance Statement for Transportation of Students in Privately Owned Vehicles* form which verifies insurance of each private vehicle being used. The forms were submitted to and signed by the Principal or Vice Principal. (Copies of driver's licenses and proofs of insurance are attached.)
12. _____ There is an operable SEAT BELT for each student being transported in a private vehicle.
13. _____ The cafeteria has been notified at least two (2) weeks in advance that the class will not be eating lunch at school. If lunches are needed for the field trip, the cafeteria has been notified at least two (2) weeks in advance to prepare lunches.
14. _____ FIRST AID and SNAKE BITE KIT/s (if needed) have been secured and are in the possession of the teacher in charge. If the field trip involves the potential for encountering poisonous snakes, the teacher in charge must be inserviced on administering the snake bite kits. Education Code 32043 and 32044.
15. _____ Medication for students per parent/doctor verification has been prepared and is ready to be taken on the trip.
16. _____ Students who will need special attention or accommodations are identified and made known to chaperones as appropriate.
17. _____ The Principal/designee has reviewed trip and safety procedures with staff and chaperones, and the teacher in charge has explained the purpose of the trip and behavioral expectations to all students, including the time schedule with emphasis on departure times and locations.

Teacher _____ Principal _____

School _____ Date _____

This form will be kept on file for one calendar year in Principal's Office for non-accident/injury field trips; for three calendar years for field trips where accident/injury occurred.

SAN LORENZO UNIFIED SCHOOL DISTRICT
FIELD TRIP CHECKLIST – part II

Date of field trip _____

Please list the chaperones and the students assigned to each person who is going on the field trip.

Chaperone
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Chaperone
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Chaperone
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This form will be kept on file for one year in Principal’s Office.

SAN LORENZO UNIFIED SCHOOL DISTRICT

FIELD TRIP PERMISSION

Student's Name _____

Field Trip Destination _____

Date/s of Field Trip _____

Participation granted by permission of the following teachers whose students are missing their class as indicated by their signature where applicable: (24-hour notice necessary)

1. _____
2. _____
3. _____
4. _____
5. _____

* If permission to participate is denied, reason/s must be provided. Final decision to allow a student to participate or not shall rest with the Principal.

cc: Coach/Advisor/Teacher
Attendance Office

SAN LORENZO UNIFIED SCHOOL DISTRICT

15510 Usher Street

San Lorenzo, California 94580

(This form may be used by schools for verification of insurance.

It is appropriate for a school to use its own developed form as long as information and signature requirements contained herein are included.)

**INSURANCE STATEMENT
FOR
TRANSPORTATION OF STUDENTS IN PRIVATELY OWNED
VEHICLES**

Persons who provide transportation for students should be aware that in the event of an accident or injury, the automobile insurance of the registered owner** of the vehicle will provide primary coverage. The district does not carry insurance which covers private vehicles or the deductible of private insurance policies.

If you agree to provide transportation, please sign this letter and return it to school. Thank you.



I have read the above statement concerning insurance. I possess a valid California driver's license and my automobile liability insurance is in force* for the date or dates during which I am transporting students for a school-sponsored event. I certify that I am the registered owner of the vehicle that will be transporting students. Each passenger who is transported in a private vehicle must wear a seat belt.

Date	Signature
	Address

Name of Insurance Company _____ Policy No. _____

Telephone Number of Insurance Company _____

* Please attach a copy of Driver's License and a current copy of insurance (\$100,000/\$300,000 minimum requirement).
** An individual who is not the registered owner of the vehicle to be used to transport students to and/or from a field trip must present to school officials a written statement from the vehicle's owner stating 1) that permission is granted to the driver to use the vehicle, and 2) that the vehicle is properly insured. All volunteer field trip drivers must be 21 years of age or older.

Violation	Consequences
Damage to property	<input type="checkbox"/> Parent/Guardian notification <input type="checkbox"/> Payment for damages <input type="checkbox"/> Possible disqualification from future trips <input type="checkbox"/> Possible suspension or other form of discipline
Late or unprepared for activity	<input type="checkbox"/> Parent/Guardian notification <input type="checkbox"/> Verbal warning <input type="checkbox"/> Possible disqualification from future trips
Possession or use of illegal narcotics	<input type="checkbox"/> Parent/Guardian notification <input type="checkbox"/> Sent home at personal expense <input type="checkbox"/> Suspension <input type="checkbox"/> Possible expulsion <input type="checkbox"/> Disqualification from future trips
Possession or use of alcohol	<input type="checkbox"/> Parent/Guardian notification <input type="checkbox"/> Sent home at personal expense <input type="checkbox"/> Suspension <input type="checkbox"/> Possible expulsion <input type="checkbox"/> Disqualification from future trips
Possession or use of tobacco (E.C. 48901)	<input type="checkbox"/> Parent/Guardian notification <input type="checkbox"/> Sent home at personal expense <input type="checkbox"/> Suspension <input type="checkbox"/> Disqualification from future trips
Possession or use of beepers or cell phones unless prior approval given for specific reasons (E.C. 48901.5)	<input type="checkbox"/> Parent/Guardian notification <input type="checkbox"/> Devices confiscated and held until end of trip. <input type="checkbox"/> Sent home at personal expense <input type="checkbox"/> Suspension <input type="checkbox"/> Disqualification from future trips
At hotels: must register, respect curfew, be in assigned room and maintain cleanliness and decorum	<input type="checkbox"/> Parent/Guardian notification <input type="checkbox"/> Possibly being sent home at personal expense <input type="checkbox"/> Possible disqualification from future trips
Students of opposite sex must not be in each other rooms unless door to that room is completely open	<input type="checkbox"/> Parent/Guardian notification <input type="checkbox"/> Warning <input type="checkbox"/> Sent home at personal expense <input type="checkbox"/> Suspension <input type="checkbox"/> Possible expulsion <input type="checkbox"/> Disqualification from future trips
Defiance of supervisor's authority	<input type="checkbox"/> Parent/Guardian notification <input type="checkbox"/> Sent home at personal expense <input type="checkbox"/> Possible Suspension <input type="checkbox"/> Possible expulsion <input type="checkbox"/> Possible disqualification from future trips

Student's signature _____

Printed name _____ Date _____

Parent/Guardian's signature _____

Printed name _____ Date _____