

SCHOOL-SPONSORED TRIPS

Trip Approval

Teachers planning a trip shall submit a Field Trip Request Form (AR 6153(f)) to the site principal beginning as early as 6 weeks in advance of the trip, 10 weeks if Board approval is required. Local field trips do not require Board approval. 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 on the form.

School-sponsored study trips must be approved by the Principal. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reason(s). If the trip is approved, the Field Trip Request form is then forwarded to the Assistant Superintendent of Educational Services for final consideration. No action shall be taken to publicize the trip until approval is received from the Assistant Superintendent-Educational Services. (AR 6153)

Out-of-state, out-of-country, overnight, and extended field trips must be approved by the Board at least 6 weeks **prior** to the date of the trip. If the field trip has a contract that has been approved by the Board that lists the school, grade-levels and number of students anticipated to attend, then Board approval is not necessary as the contract satisfies Board approval for out-of-state, out-of-country, overnight, and/or extended field trips. However, the Board packet should still be sent to Educational Services for review for completion of all requirements.

Principals shall approve no activities they consider to be inherently dangerous to students or to pose unacceptable risks. No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds.

Supervision

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.

In order to ensure adequate supervision is provided the following appropriate ratio of adults to students is established for all school-sponsored trips:

- *Elementary School students - 10:1
- *Secondary School students - 35:1(local trips)
- *Co-Curricular (athletics, band, choir, drama) not to exceed 50:1 (local trips)
- *Out of State or Country trips – 10:1 (all grade levels)
- *Trips/Events that involve water activities – 10:1

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip which includes a Medical Release Form. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. Emergency information, including a medical release for each participating student, shall be carried by the teacher/sponsor on the trip. 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 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.
5. Students shall be adequately prepared for all field trips in terms of objectives, expected behavior and responsibilities.
6. Before trips of more than one day, the principal or designee will hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.
7. In cases of emergency situations occurring on field trips, the teacher/sponsor or designee shall immediately (a) provide assistance, as needed, for participants; (b) seek professional assistance, as needed; and (c) notify the principal/designee and superintendent/designee.
8. Staff assigned to administer medication that may be required by any participating student(s) shall go through Medication Administration Training by the district nurse prior to the field trip. If a student participating in the field trip requires an epi-pen, only staff who are CPR trained can legally administer and therefore must be CPR trained.
9. All school sponsored field trips are for students, school staff, and parent supervisors only. Non-students' children or non-supervising guests or staff and supervisors are not authorized to participate.

Extended Field Trips

Extended field trips which include all overnight trips, require prior approval by the Board of Education. Requests shall be presented to the site administrator at least six weeks prior to the trip. The following rules shall apply:

1. No action shall be taken to publicize the trip until approval is received from the Superintendent or designee.
2. Students participating in extended field trips shall arrange in advance with their teacher to make up class work missed.
3. All costs for field trips shall be charged on a per pupil basis to all participants. Costs may be defrayed through approved fund raising activities.

4. No student shall be denied participation in the field trip due to inability to pay.
5. Student participants may be charged a prorated share of the cost of substitutes as necessary to cover certificated personnel accompanying students on the field trip.
6. Adequate adult supervision shall be provided in addition to the certificated sponsor/supervisor. The principal will consider the students' age(s), the type of activity, and the supervision needed when approving the adult/student supervision ratio for field trips.
7. Professional staff involved in the organizing of an extended field trip shall comply with the following guidelines:
 - a. The use of the professional relationship with students must not be biased in any way for private advantage.
 - b. The trip must not promote special privileges or private gain for the teacher.
 - c. The trip shall not be planned or organized to promote special gratuities, gifts or favor for anyone.
 - d. The students must receive all services on the trip as contracted.

Summer Field Trips

Instructional, co-curricular, and extended field trips must adhere to the timelines outlined above.

Private or Commercial Trips

When special study trips are organized through private and commercial parties by parents, students or school employees, the following guidelines shall apply:

1. District employees, because of legal constraints, shall not use work hours for promotional purposes. All contacts with students must be made outside the work day, including required duty time, lunch, and breaks.
2. District employees shall not exert pressure on students nor in any way exploit professional staff member status.

3. No materials shall be distributed to staff members or given to students unless the materials bear the clear disclaimer that the trip is in no way officially sponsored or encouraged by the school or the district and all such materials must have the prior approval of the school principal.
4. No solicitation of students by any official school communication, including bulletins and marque displays, shall be permitted. Communication shall be restricted as follows:
 - a. An advertisement announcing the trip may be placed in the student newspaper, in accordance with its usual policy for accepting commercial advertising.
 - b. Rooms may be reserved for meetings before and after school for the dissemination of information, according to routine school procedures.
 - c. Only use of student and faculty bulletin boards which are used for general information may be employed. (In no instances shall classroom bulletin boards be utilized.)
 - d. Material individually addressed may be put in staff mail boxes.
5. All private or commercial organizations sponsoring such trips shall be solely responsible for the health, welfare and safety of the participants.

Field Trip Transportation

Transportation arrangements for field trips shall be made according to district policies and regulations and the procedures set by Business Services. It is the responsibility of each employee to be familiar with the district's field trip transportation policies and procedures.

1. Transportation Provided by Contract Carrier, Limousine, or District
 - a. Transportation by either District-approved contract carrier, limousine company or district bus/van/automobile is recommended for field trips.
 - b. Prior to transporting MUSD pupils, contract carriers and limousine companies must provide written certification of liability insurance limits of at least \$1 million, and obtain district approval via formal contract.

- c. All requests for contract carrier and district transportation must be submitted by the principal to Business Services at least 10 school days prior to the event on the Request for Student Transportation Form (AR 6153(f).)
- d. When transportation is provided by the school district, students are requested to travel to and from the event on such school transportation, unless prior written parent and principal approval is obtained.

2. Transportation Provided by Private Automobile

Transportation by private automobile may be necessary for some extended trips, co-curricular activities and/or instructional field trips.

Transportation by private automobiles is not encouraged but is permitted in those cases where transportation by school bus or contract carrier is not available or is not economically feasible.

- a. Transportation by private auto shall be provided by approved drivers who are adult district personnel, parents/guardians, or adult volunteers. Student drivers may provide transportation only for themselves; no student or adult passengers are allowed.
- b. Responsibility for full property and liability insurance coverage for the automobile rests with the employee, parent/guardian and his/her insurance company as stipulated by the California Insurance Commissioner.
- c. All requests for authorization to use a private vehicle for transportation must be completed by the driver and approved and submitted to Business Services by the principal at least five days prior to the event (AR 6153(h)).

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