

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. 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. (Education Code 35330)

(cf. 6143 - Courses of Study)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Requests for field 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 field 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 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)

SCHOOL-SPONSORED TRIPS (continued)

The Board may approve the use of district funds for student expenses for in-state, out-of-state, or out-of-country field trips 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.cada1.org>

U.S. Department of Homeland Security: <http://www.dhs.gov>

Policy

adopted: June 13, 1995

revised: May 28, 1996

revised: October 12, 1999

revised: December 11, 2001

revised: June 26, 2018

VISALIA UNIFIED SCHOOL DISTRICT

Visalia, California

Instruction**SCHOOL-SPONSORED TRIPS**

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation.

Out of state trips require a timeline and prior notice of at least 60 days.

All trips over 75 miles require board approval or board ratification of time sensitive approval by the Superintendent or designee. All overnight events, field trips, extracurricular and cocurricular activities require Board approval.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for 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. (Education Code 35330)

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)

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)

3. Before trips of more than one day, the principal or designee shall hold a meeting for staff to discuss safety and the importance of safety-related rules for the trip. For noncertificated 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 Governing Board and subject to school rules and regulations.
2. 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.

SCHOOL-SPONSORED TRIPS (Continued)

3. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
4. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
5. Chaperones shall be 21 years of age or older.
6. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
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 company to serve as host.

Funding

No student shall be asked to pay for any required school-sponsored trip. 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

Extended trips over 75 miles will be permitted only upon fulfillment of the following conditions:

1. A written request from a sponsoring group shall be submitted to and received by the school principal not later than two calendar months and to the Superintendent or designee not later than two calendar months prior to the anticipated departure date and in advance of any discussion with parents or students.
2. Plans for fund raising activities, submitted by the sponsoring group, shall be reviewed with the student council or teacher and approved by the school principal prior to any further involvement by interested businesses, service clubs, or fraternal organizations.
3. The school principal shall certify compliance with filed written records of each of the following requirements:
 - a. The execution of a sponsoring group waiver, acceptable to the legal counsel of the district, which exempts the Board from all financial responsibility for expenditures of district funds for the cost of the off-campus activity.
 - b. The submission by the sponsoring group of detailed plans for:

SCHOOL-SPONSORED TRIPS (Continued)

- i. Fund raising activities to generate an amount sufficient to permit all affected students to participate. (No student will be excluded solely because of insufficient funds).
 - ii. Accounting of all funds raised and expended.
 - iii. Return of funds unused for purpose specified by the sponsoring group.
 - c. A copy of an insurance policy providing protection for students against claims for public liability (\$500,000), property damage (\$500,000), and personal injury (\$500,000).
 - d. The execution of consent waiver, by each district employee acting as a voluntary supervisor, which certifies that they are donating their services for the time required beyond that specified in any employee's individual employment contract
 - e. The execution of parental/guardian medical authorization form which grants permission to the sponsoring group to secure medical/hospital assistance as may be required for any student and the execution of a consent waiver stating the parent/guardian understands the off-campus activity is voluntary and not required as part of the regular school program-
 - f. The execution of a Voluntary Excursion/Field Trip Waiver Notice and Medical Authorization – Adult for each adult participating in the specified excursion or activity.
 - g. Certification that no student will be excluded from the trip solely because of insufficient funds
 - h. Upon the principal's approval of an educational study trip request, determine whether a substitute teacher will be needed. The cost will be included and paid for as a trip expenditure.
 - i. Only authorized educational study trips are covered by district insurance.
4. The school principal shall forward each recommended request for an off-campus activity to his/her supervisor, with all required supporting information, for submission to the Board.
 5. Upon approval by the Board of Education of an extended educational study trip, the school principal/designee shall be responsible for a timeline and coordination.
 6. Exceptions to these requirements may be considered by the Board following preliminary approval by the school principal and the Superintendent's Cabinet.
 7. No swimming or wading shall be allowed on district study trips.

SCHOOL-SPONSORED TRIPS (Continued)

- a. When exploring tide pools in the ocean as a part of a planned outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to ten 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.
- b. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during exploration of tide pools.

Educational Study Trip Guidelines

The following guidelines shall be used to maximize the focus on educational goals.

Grades K-5

- Educational activities off campus within 75 miles
- Emphasis on curriculum standards
- Monday-Friday
- Up to the equivalent of one instructional day per year
- Must be approved by the principal or designee
- Funded through site resources, i.e. general purpose, categorical, or PTA/Parent Club.

Grade 6

- Four or five day attendance at SCICON operated by the Tulare County Department of Education, funded by the District.

Grades 4-6

- In addition, instructional time may be used to attend one performing arts event provided by local schools or performing arts organizations.

PTA's/PTO's, interested teachers and/or parents can request approval for additional field trips after school, in the evenings and on weekends. Such trips must be paid for through fundraising or support outside school resources. Any additional trips must be approved by the school site principal and planned and conducted in accordance with all appropriate Board policies and regulations.

Middle and High Schools Student Field Trip Policy**Purpose**

1. To insure minimal impact on lost instructional time.
2. To reduce financial impact on parents and school budgets during these difficult budgetary times.

Guidelines

1. In California only
2. No more than two (2) missed days of school per trip

SCHOOL-SPONSORED TRIPS (Continued)

3. Overnight trips are limited to two (2) overnights per trip
4. Funding covers all costs including substitutes and must be secured in advance of the trip.
5. Students and booster groups may engage in fund raising to cover cost of the trip.
6. Requests for student/parent donation must be pre-approved by the principal.
7. Saturdays and Sundays should be used whenever possible, including college trips and rewards.
8. There will be a limit on the number of trips that a particular group may take which require missing school days. That number will be determined by administration after review of proposed number of trips. (See attached Trip Summary Form)
9. Each middle and high school will submit the trip summary form to their Administrator of School Leadership by April 15th of the previous year for analysis.
10. Teachers may exercise transportation options such as school vans, request for charter, “drop off and pick up” option, or parent volunteers.
11. Field trip packets must be submitted in compliance with Board approval guidelines.

Exception – Groups not under the auspices of Visalia Unified School District

Trips organized by outside agencies and led by teachers are not limited by the guidelines above. The following will apply:

1. Flyers, literature, and/or bulletin notices regarding the trip must be approved by Area Superintendents. In all instances, it is clearly stated that the trips are not associated with VUSD.
2. Recruiting may not take place during instructional time.
3. Teachers may use classrooms for lunch or after school meetings associated with the trip. Facility Use Permits must be received by Administrative Services for after school meetings.

Field Trip/Off-Campus Policy

Field trips offer students a worthwhile extension of the classroom experience. All required forms for a field trip are due to the office at least three (3) weeks in advance.

As a general rule, students should not miss academic time to take part in activities or field trips which would be considered more “recreational” than instructional. Only students who are eligible may participate in field trip experiences which would be considered enrichment or recreational. (See below for a full definition of eligibility). As outlined in district policy, an eligibility requirement is not applied to a student who is attending an academic/co-curricular competition. Exceptions may be

SCHOOL-SPONSORED TRIPS (Continued)

considered by the principal. If a student's grade will be negatively affected by non-participation due to ineligibility, the teacher of record will provide the student an alternative assignment.

Eligibility is defined as achieving a grade point average of 2.0 with no more than one "F". The six-week progress report card will be utilized to determine a student's eligibility status for participation. At the end of the first six weeks, those students who do not meet the academic requirements will be identified, and will have the next six weeks as a probationary period, allowing them to bring up their grades for continued participation in all activities related to the team, class or club. If a student is unsuccessful in improving his/her grades to the required standard, the student will not be eligible to participate in field trips until he/she meets the academic standards at the next grade reporting period. Ninth grade students start the year eligible.

Eligibility reports are provided to teachers from Technological Services following the posting of grades (timing may vary).

Regulation

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VISALIA UNIFIED SCHOOL DISTRICT

Visalia, California