

Regulation 6153: School-Sponsored Trips

Status: DRAFT

Original Adopted Date: 08/25/2016

General Guidelines for Students and Teachers

1. Study trips are under the jurisdiction of the principal in terms of education of merit, safety, control and arrangements.
2. Teachers should select study trips suitable to the area of study and needs of the students. Whenever possible, local visits should be used in preference to distant trips. Any study trip desired by the teacher must have the prior approval of the building principal. School sponsored trips that may be interpreted as frivolous or excessive as to time, cost or distance should be denied.
3. Each teacher should give ample pre-study in preparation for the study trip. The teacher should also discuss with the students proper dress and behavior while on the trip.
4. Study trip permission slips properly signed by a parent/guardian will be required prior to the trip.
5. Each teacher shall make provisions for the ongoing education of any student denied participation of a study trip.
6. Upon return to the classroom, teachers shall discuss and evaluate with the students the experience and knowledge gained on educational study trips.
7. On all school sponsored study trips, the teacher or other supervisor shall have a first aid kit immediately available and one adult shall hold a valid First Aid Certificate.

Application Procedure

1. The regular application form for study trips (Form 500-1) shall be completed by the teacher and presented to the principal for approval.
2. Overnight study trips require Board the Superintendent's approval in advance of the trip (Form 100-43).
3. All trips scheduled must be within the school's budget allocation or ability to pay the costs of the trip. If funds are to be raised for study trips, sponsors should follow fundraising guidelines.
4. The principal shall ensure that adequate supervision will be provided. Parents/guardians may be invited to accompany the class.
5. District buses shall be used for study trips rather than private transportation when possible.
6. When approved by the principal, the application shall be forwarded to the Director of Transportation at least 10-15 working days before the event. Because of contract commitments, athletic trips scheduled within two weeks after the determination of the league schedule will not be canceled to accommodate subsequently scheduled study trips.
7. The Director of Transportation shall respond to the principal making application within five days of the receipt of the application.

Exclusions

1. School sponsored trips during instructional time are not to be used purely as rewards for academic achievement.
2. Students are not to be excluded from school sponsored trips for arbitrary or capricious reasons.
3. School sponsored trips to the mountains during winter are allowed only if a fully certified "mountain and snow" driver is available.

Transportation Priorities and Study Trip Rates

School bus transportation shall be provided at the study trip rates established annually, with the following priorities:

1. First Priority:

Home to School Transportation

2. Second Priority:

Study trip for direct classroom instructional support

3. Third Priority:

Student performance experience (e.g. drama, music, vocational clubs, athletics, etc.)

4. Fourth Priority:

Enrichment trips by school approved organizations. (Must be related to the objectives of the organization and are limited to educational, cultural and recreational activities.) Other trips approved by the principal.

5. Fifth Priority:

Spectator for school related functions

Trip Costs When District Buses Are Not Available

Should there be more requests for trips than district buses and drivers can handle on a specific date and/or time, the procedure is as follows:

1. The Director of Transportation will encourage the rescheduling of trips, if possible, so that outside contract carriers will not be necessary.
2. Trip requests received after the closing date (15 working days before the scheduled date) will be billed the full costs of the contract carrier if no district buses are available. Any trip that cannot be rescheduled for district buses will be charged the full cost of the contract carrier.
3. The district Transportation Department shall coordinate all approved transportation requests, including using the district buses and outside contractor(s).
4. The Transportation Department will assign buses according to the Board of Trustees approved Transportation Priority List. If a conflict occurs between transportation requests with the same priority, requests will be granted in the order received.

Conduct of Study Trips to Other States

1. Requests shall be in writing and be submitted ~~through~~ to the Superintendent of Schools.
2. Requests shall be received by the Superintendent no later than one month before the contemplated departure date. Exceptions may be granted by the Superintendent when unforeseen circumstances arise.
3. Requests shall be accompanied by evidence of ability to comply with the following:
 - a. The establishment of an agreement whereby the instructor and voluntary supervisors contribute their services and time to the district for the purpose of supervision of the participating students while outside of the school district.
 - b. An agreement that no student will be excluded from a required trip because of lack of sufficient funds. Two weeks prior to the commencement of the trip, written affirmation of the provision of this paragraph shall be submitted to the Superintendent.
 - c. The application shall specify the school related social, educational, cultural, or athletic activity for which the trip is designed.

- d. All adults, parents/guardians of students must sign a statement waiving claims for injury, accident, illness or death occurring during or by reason of an out-of-state or out-of country study trip.

Conduct of Trips to Foreign Countries

1. Requests shall be in writing and be submitted through to the Superintendent of Schools.
2. Requests shall be received by the Superintendent no later than three months before the contemplated departure date.
3. Requests shall be accompanied by evidence of compliance or of ability to comply with the following:
 - a. The execution and submission of a statement of waiver and a bond or cash deposit, acceptable to the school district's legal counsel which exempts the Board from financial responsibility and specifies that public funds will not be utilized in the conduct of the study trip.
 - b. The provision of a policy of insurance which provides adequate protection to participating students in cases of illness and accident.
 - c. The provision of financial assurance and appropriate security in the form of a bond or cash deposit to cover traveling and living expenses for all participants outside the school district.
 - d. The provision of insurance covering the value of district equipment which is to be used by the group while outside of the school district.
 - e. The establishment of an agreement whereby the instructor and voluntary supervisors contribute their services and time to the district for the purpose of supervision of the participating students while outside of the school district.
 - f. An agreement that no student will be excluded from a required trip because of lack of sufficient funds. Two weeks prior to the commencement of the trip, written affirmation of the provision of this paragraph shall be submitted to the Superintendent.
 - g. The submission of a plan for fundraising activities, for the accounting of funds, and for the return of the funds if not used for the purposes specified by the contributors.
 - h. The application shall specify the school related social, educational, cultural, or athletic activity for which the trip is designed.
 - i. All adults, parents/guardians of students must sign a statement waiving claims for injury, accident, illness or death occurring during or by reason of an out-of-state or out-of country study trip.

Activities Requiring Overnight Supervision

The following procedures shall be followed for activities requiring overnight supervision:

1. The principal shall approve all preliminary plans including the following:
 - a. Name of group having principal's approval
 - b. Destination
 - c. Date and time of departure and of return
 - d. Number of chaperones to accompany the group (a ratio of 1:10 or fewer)
 - e. How the activity will be funded
 - f. Number of students and adults participating
 - g. Purpose of trip or activity to be conducted
 - h. Type of overnight accommodations or housing

2. Request shall be submitted one month in advance to the Superintendent for the Superintendent's approval before presentation to the Board.
3. Students shall be provided an opportunity to earn the necessary money for the trip and students shall not be prohibited from participation on a required study trip for lack of funds.
4. All necessary money for the trip shall be collected in advance.
5. All moneymaking activities for the trip shall be approved by the school administration.
6. Necessary insurance shall be provided for the group as a whole or each individual participating.
7. A commercial carrier suitable shall provide transportation to the Board. Transportation shall be provided in accordance with Board Policy.
8. The number of chaperones shall not be fewer than 1:10, unless prior approval is granted by the Superintendent or designee.
9. At least one adult accompanying students on overnight study trip shall be required to have a current American National Red Cross First Aid Certificate. The district shall provide a first aid kit for overnight study trips as recommended by the nursing staff.

Activities Not Requiring Overnight Supervision

1. The following would be classified as non-study trips: athletic trips, band trips, chorus trips, drama trips, enrichment trips, and exhibit trips.
2. The principal shall approve all preliminary plans, including the following:
 - a. Destination
 - b. Date and time of departure and of return
 - c. Number of chaperones to accompany the group (1:10 ratio or fewer)
 - d. Number of students and adults participating
 - e. Purpose of trip or activity to be conducted
 - f. How the activity will be funded
3. Transportation shall be provided in accordance with Board Policy.
4. The principal shall determine and assign supervision. Parents may be invited to accompany the group to serve as chaperones.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Bus. Code 17550-17550.30

Bus. Code 17552-17556.5

Ed. Code 32040-32044

Ed. Code 35330

Ed. Code 35331

Ed. Code 35332

Description

Sellers of travel -

<https://simbli.eboardsolutions.com/SU/RAA7t4eBW5QwFolC6CYsqA==>

Educational travel organizations

First aid equipment: field trips

Field trips and excursions; student fees

Provision for medical or hospital service for pupils (on field trips)

Transportation by chartered airline

Ed. Code 35350
Ed. Code 44808
Ed. Code 48908
Ed. Code 8760

Transportation of students
Liability when students are not on school property
Duties of pupils; authority of teachers
Authorization of outdoor science and conservation programs

Management Resources References

Website
Website
Website
Website

Description

CSBA District and County Office of Education Legal Services -
<https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==>
U.S. Department of Homeland Security -
<https://simbli.eboardsolutions.com/SU/md2yQ1dESjoilf4HhNBn5g==>
American Red Cross -
<https://simbli.eboardsolutions.com/SU/HmYHtm3CslshQi2g9FQfr7fqg==>
California Association of Directors of Activities -
<https://simbli.eboardsolutions.com/SU/uSHY99hpxslshRWydclnB4gpA==>

Cross References

0450
0450
0460
0460
1230
1230
1321
1321
1700
3260
3260
3312.2
3312.2
3516
3516
3530
3530

Description

Comprehensive Safety Plan -
<https://simbli.eboardsolutions.com/SU/0MIUCDgxwMop9TOTP6V3vg==>
Comprehensive Safety Plan -
<https://simbli.eboardsolutions.com/SU/fsJYumaNyBJ4AirNxslshQYUg==>
Local Control And Accountability Plan -
<https://simbli.eboardsolutions.com/SU/6EPsCzXYnTp7JLcxMnG7kA==>
Local Control And Accountability Plan -
<https://simbli.eboardsolutions.com/SU/ViVFcar2vWnMPyrZtg4DIw==>
School-Connected Organizations -
<https://simbli.eboardsolutions.com/SU/bPaK3uXkAL8crYDIplusBQ7mg==>
School-Connected Organizations -
<https://simbli.eboardsolutions.com/SU/547h0QY4f10lokTpluszEWhsw==>
Solicitation Of Funds From And By Students -
<https://simbli.eboardsolutions.com/SU/mkyWoHySYAOcsishjzzCt8NzQ==>
Solicitation Of Funds From And By Students -
<https://simbli.eboardsolutions.com/SU/AGwSLiSbmACJofH0J4JMig==>
Relations Between Private Industry And The Schools -
<https://simbli.eboardsolutions.com/SU/67ovcjCGrTtr6bD914ezgQ==>
Fees And Charges -
<https://simbli.eboardsolutions.com/SU/1v8Um14UrmBgjslshL0dPKSgw==>
Fees And Charges -
<https://simbli.eboardsolutions.com/SU/8nZkCho678TOyhhkplusCpluscsg==>
Educational Travel Program Contracts -
<https://simbli.eboardsolutions.com/SU/RQ0M73lplusyyTsZtFL1yK7uQ==>
Educational Travel Program Contracts -
<https://simbli.eboardsolutions.com/SU/hK8d9mPWYpVA95cbZBRyjQ==>
Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/NiSslshAv5Zjy4E1Jlg7UkLBg==>
Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/VVzpXvHxNU6rDYGO2q1VNg==>
Risk Management/Insurance -
<https://simbli.eboardsolutions.com/SU/mxTtLK7RJslshxOvCgBNmOkQ==>
Risk Management/Insurance -
<https://simbli.eboardsolutions.com/SU/cvPKrb5plusWIJG9B7vIMfxVw==>

3541.1	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/jveXzcxFUUVQmx5Yr4SEfg==
5131	Conduct - https://simbli.eboardsolutions.com/SU/RTT80l6MkmC2KOplusixJyW5g==
5131.1	Bus Conduct - https://simbli.eboardsolutions.com/SU/GcsNVbbpMWqNJWCRuplusrB8g==
5131.1	Bus Conduct - https://simbli.eboardsolutions.com/SU/fQl8q6CmaslshliuFplusrhson6w==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/HeEF3rvVI9InPlvyGCfW1w==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/DQmhoxnAN6FtEnG6k72JBA==
5141.7	Sun Safety - https://simbli.eboardsolutions.com/SU/1tTONYfplus03j5DHdtmNFXnQ==
5144	Discipline - https://simbli.eboardsolutions.com/SU/zylnBSdTLnslshplusuWUslshvznlpA==
5144	Discipline - https://simbli.eboardsolutions.com/SU/ltDMHkjWVaLZA1SM72QLdg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/s8D3Hd2dvXwcVuZqv6TK2g==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/UyBjZ7iR23YJEWLislsh3wkQA==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/pluslplusuXyYQH8PyV9fPz3iOCA==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/IFU1ZUplustsTXiWxB5u3neXQ==
6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/HQxK9ejXtOMKhKE1dqCgrw==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/S7YR9tOjwz93kM1Livcm0w==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/za1Gislsh7MYRdJFVqpGAPI2Q==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/YX4BdZCK5ZP5AKNQpQ8KYw==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/UsdQTsZ1rAumqn0VAYN7EQ==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/1DrMOan6vAjbv6jO1ptRNng==
6145.2	Athletic Competition - https://simbli.eboardsolutions.com/SU/l8aqzZ1U7o3LQOeWh2RdAw==