SCHOOL-SPONSORED TRIPS

The Board of Trustees recognizes that school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band activities, 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.

(cf. 6143 - Courses of Study)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Requests for school-sponsored 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 school-sponsored 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 school-sponsored 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)

District funds shall not be used to pay student expenses for out-of-state or out-of-country field trips or excursions. However, 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)

SCHOOL-SPONSORED TRIPS (continued)

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
17540 Travel promoters
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

SCHOOL-SPONSORED TRIPS

Supervision

Students on school-sponsored trips are under the jurisdiction of the district and shall be subject to district and school rules and regulations.

(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

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.

For day trips

Grades K and 1:	a ratio of one to seven
Grades 2 and 3:	a ratio of one to ten
Grades 4 - 8:	a ratio of one to eleven
Grades 9 - 12:	a ratio of one to fifteen

For overnight trips (in or out of state)

Grades K and 1:	a ratio of one to four
Grades 2 and 3:	a ratio of one to five
Grades 4 - 8:	a ratio of one to six
Grades 9 - 12:	a ratio of one to eight

If the trip involves water activities, this ratio shall be revised as necessary. Principals and teachers shall add additional chaperones in cases where the circumstances of a particular trip and needs of the students warrant additional adult supervision to ensure student safety. For overnight trips, adult chaperones shall meet the minimum required male/female student ratio. **All adult chaperones must be 25 or over or the parent of a student participating on the school sponsored trip. Supervision on the trip should involve a minimum of two adults at all times.** Teachers and other chaperones shall not take along any children who would not otherwise be included as part of the school group attending the trip.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

SCHOOL-SPONSORED TRIPS (continued)

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 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. (Education Code 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)
2. The district shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)

(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5143 - Insurance)

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.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

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.

(cf. 3530 - Risk Management/Insurance)
(cf. 5141.7 - Sun Safety)

SCHOOL-SPONSORED TRIPS (continued)

5. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

(cf. 5142 - Safety)

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

Day trips within the state:

1. Teachers planning a trip shall make a request in writing to the principal at least two weeks 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. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.

Overnight Trips Within the State:

1. Teachers planning an overnight trip within the state shall first secure permission in writing from the site principal.

2. At least four weeks prior to the date desired, the principal shall forward details of the proposed trip, along with his/her recommendation, to the Superintendent or designee for Educational Services for approval.

3. Teachers conducting overnight trips shall ensure that an adequate number of male and female chaperones are present if students of both genders will attend.

SCHOOL-SPONSORED TRIPS (continued)

4. For Outdoor Education only, outdoor education adult staff may be counted for the chaperone to student ratio.

The Superintendent or designee shall approve or disapprove the request and notify the principal. If the trip is disapproved, the Superintendent or designee shall state the reasons.

Overnight Trips outside the State:

1. Teachers planning an overnight trip outside the state shall first secure permission in writing from the site principal.

2. At least three months prior to the date desired, the principal shall forward to the Superintendent or designee for Educational Services the following information to be brought to the Board for approval:

    a. Activity or class

    b. Complete itinerary

    c. Purpose of trip

    d. Type of transportation

    e. Number of students

    f. Method of financing

    g. Names and addresses of chaperones

The Superintendent or designee shall notify the site principal of the decision of the Board.

Schools will establish academic and behavioral standards for students to uphold in order to participate in school study trips. Teachers and administrators will communicate with students and parents whenever students fail to uphold the standards and are in jeopardy of being excluded from a study trip. Students and parents will be given adequate support and time to work toward reaching standards before the student is excluded from the study trip. If this process is followed, teachers and administrators reserve the right to exclude students from study trips.

Trips That Include Swimming or Wading

SCHOOL-SPONSORED TRIPS (continued)

There will be no swimming in oceans, rivers, lakes or any body of water except swimming pools.

1. Swimming in swimming pools on trips must be approved in advance by the Superintendent or designee.

2. There will be no river rafting.

3. When wading at the edge of 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 as defined in 5.e. below. Both chaperones and students shall be informed of the real and potential risks inherent in such activities and the precautions necessary for their safety. Prior approval is needed.

4. Swimming Activities

    a. Parents/legal guardians must provide written permission for the student to swim and must indicate the student's swimming ability.

    b. Swimming facilities must be inspected by the principal and teacher before the trip is scheduled.

    Owners of private pools must provide a certificate of insurance, designating the district as an additional insured, for not less than $1,000,000 (One Million dollars) in liability coverage.

1. 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.

2. The ratio of adult chaperones to students for swimming activities shall be at least one to ten for grades 8-12. In grades 4-7, this ratio shall be one to eight. In grades K-3, this ratio shall be one to four.

3. 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.

4. Emergency procedures shall be included with written instructions to adult chaperones and staff.

SCHOOL-SPONSORED TRIPS (continued)

5. Staff and chaperones assigned to supervise students must wear swimsuits and know how to swim.

6. The principal may require students to wear flotation devices, depending upon their age and swimming ability.

A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

SCHOOL-SPONSORED TRIPS

San Leandro Unified School District

BOARD OF EDUCATION POLICIES REGARDING FIELD TRIPS

1. One-day trips: The approval is given by the school administrator or Principals' Cabinet prior to the trip. The necessary information must be submitted at least **two weeks prior** to the trip.

2. In-state, overnight trips: Approval must be given first by the principal, then by the Assistant Superintendent of Education Services. All information must be submitted to the district at least **four weeks prior** to the actual trip so that approval can be obtained.

3. Out-of-state, overnight trips: Approval must be obtained from the Board of Education. In order to obtain approval for trips in this category, all information must be submitted three months prior to the trip. **NO EXCEPTIONS CAN BE MADE TO THIS PROVISION.**

4. Trips which include swimming or wading:
Approval must be obtained by the Superintendent or Assistant Superintendent of Educational Services. All information must be submitted at least **four weeks prior** to the actual trip. Parent/legal guardian must provide written permission for the student to swim and must indicate the student's swimming ability.

SCHOOL-SPONSORED TRIPS

San Leandro Unified School District

PARENT/LEGAL GUARDIAN PERMISSION FOR STUDENT PARTICIPATION IN OFF-CAMPUS SCHOOL-SPONSORED EVENTS

_____has my permission to attend_____
(Name of Student) (activity/event)

which will take place at:_____

Date of event: _____ Class or group attending: _____

Teacher or leader:_____

Method of transportation:_____

If traveling by automobile/van; name of driver:_____

1. I understand that all students going on this trip will be responsible in conduct to the bus driver, to teachers or adult sponsors. It is further understood that students will go and return from the event on the transportation provided and that every reasonable caution will be maintained on the trip.

2. I hereby acknowledge that I have been advised that the activities involved in this excursion/field trip or event are _____ are not_____ considered by the district to be of "high risk" to the participants.

3. I further understand that this is a voluntary activity and if I choose not to have my student participate, he/she will be provided with alternative instruction during the regular school hours.

_____ _____
(Date) (Parent or Legal Guardian Signature)

SCHOOL-SPONSORED TRIPS (continued)

WAIVER OF CLAIM
(To be Completed for Out-of-State Events Only)

In granting permission to attend, I do hereby waive all claims and hold harmless the individual sponsors, the San Leandro Unified School District, and the State of California for any injury, accident, illness, death, or any loss or damage to personal property occurring during or by reason of this excursion/field trip or event.

_____ _____

(Date) (Parent or Legal Guardian Signature)

SCHOOL-SPONSORED TRIPS

San Leandro Unified School District
FIELD TRIP PERMISSION FORM

School Name: _____ Room #_____

Date: _____

Dear Parent/Legal Guardian:

Our class will be going on a field trip to _____

on _____. Each child will need to bring the following:

_____

_____

Please be sure your child is dressed appropriately. Your child should wear comfortable walking shoes (no sandals or open shoes).

Please check the appropriate box below, sign and return this form. Your child will not be allowed to participate unless this form is completed and returned prior to the field trip.

- -

Tear off and return bottom portion

☐ Yes, _____ has my permission to go on the field trip.

Student Name _____

☐ No, _____ may not go on the field trip.

Student Name _____

I am available to chaperone, please call me at _____
Daytime telephone number

Parent/Legal Guardian Signature _____ Date: _____

Teacher Name _____ Room #_____

SCHOOL-SPONSORED TRIPS

San Leandro Unified School District
STUDY/FIELD TRIP APPROVAL FORM

Name of School: _____ Date: _____

_____ Number of students: (males) _____(females)____
Name of Group

Teacher(s):_____ Classes taken: Periods 1, 2, 3, 4, 5, 6
(if applicable) (circle)

_____Substitute need for: 1, 2, 3, 4, 5, 6
(if applicable) (circle)

Destination (Location): _____

Address: _____

Dates of Trip: Leave School:_____Time: _____

Return to School:_____Time: _____

Purpose of Trip: _____

Chaperone~~s~~ Names: (males) _____

Chaperones Names: (females) _____

Types of transportation: ***(Appropriate forms must be completed.)***
Charter Bus: _____ Cost: _____

(See Business Services for current approved listing)

Private Car: _____ (*Students must have parent permission to drive and are not to drive outside the immediate area.)* **Insurance form needed**

Other: _____ Note Specifics: _____

All anticipated absence forms (if necessary), parent approval forms, medical forms, emergency phone numbers and other appropriate information must be submitted to the office of the Principal prior to departure.

Approval: _____ Date: _____
Signature of Principal

SCHOOL-SPONSORED TRIPS (continued)

For Overnight Trips Only:

_____ Date:_____

Signature of Superintendent or designee

Board Approval Date: _____(If Applicable). If request is denied, reason(s) for denial: _____

E(4a) 6153 Study/Field Trip Checklist must accompany this form]

SCHOOL-SPONSORED TRIPS

San Leandro Unified School District
STUDY/FIELD TRIP CHECKLIST

(Must be submitted with Study/Field Trip Approval Form E(4) 6153)

Name of School: _____ Name of Group: _____

Contact Person: _____ Phone # _____

Date of Trip: _____ Location of Trip_____

Please check the following requirements completed for which you are responsible to ensure students and staff a safe study/field trip:

- ❑ Arranged for substitutes (if applicable)

  If sub required, how will cost be covered? _____
- ❑ Volunteer Requirements met
- ❑ Funding for trip
- ❑ Transportation
- ❑ Proof of Insurance for transportation
- ❑ Certificate of Insurance/Proof of Liability (for SLUSD or Organization) if required
- ❑ Required Chaperone Ratio (male and female)
- ❑ Signed Permission Slips
- ❑ Sleeping Arrangements (overnight/out-of-state trips):

  Type: _____

SCHOOL-SPONSORED TRIPS

San Leandro Unified School District
TRANSPORTATION OF STUDENTS IN PRIVATELY OWNED VEHICLES CERTIFICATE AND AUTHORIZATION

I have agreed to use my private automobile for transporting students to school-related activities. I certify that I possess a valid California Driver's License and that I have presently in force automobile liability coverage. I also accept the terms of the Indemnity Provision stated below.

School: _____ Driving for: _____

Date(s) _____

(Teacher/Program)

Name of Driver: _____Driver's License No. _____

Address of Driver: _____ Home Phone No. _____

Make of automobile:_____Year/Model/Style: _____

Automobile License No. _____

Name of Insurance Company/Policy No.
_____
(proof of insurance must be presented with this form)

SEAT BELTS REQUIRED TO BE USED BY ALL OCCUPANTS

I have met the minimum insurance requirements per occurrence as listed below or have umbrella coverage of at least $500,000:
Bodily Injury Liability:

Each Individual	$100,000
Total Each Accident	$300,000
Property Damage Liability:	
Total Each Accident	$ 25,000
Medical Payments:	
Each Individual	$ 5,000
Uninsured Motorist Coverage:	
Each Individual	$100,000
Total Each Accident	$300,000

FOR SCHOOL USE ONLY

Authorized by responsible school official.

Approved by: _____

Date: _____

SCHOOL-SPONSORED TRIPS (continued)

Drivers should be aware that although there is a liability insurance policy in the District, it is the individual driver's own auto liability insurance that must provide the coverage in case of an accident. See Insurance Code 11580.1. In the event of an accident, the driver shall notify a school official and complete a District accident form.

INDEMNITY PROVISION*

* Student Drivers shall not transport other students on authorized field trips.

* The Driver agrees and accepts his/her obligation to operate, manage and control his/her vehicle in a safe and lawful manner while transporting students pursuant to this Certificate and Authorization.

* The Driver further agrees to DEFEND AND INDEMNIFY The San Leandro Unified School District from any claim, action or lawsuit brought by anyone which arises out of, or is in any way connected to the operation of the vehicle pursuant to this Certificate and Authorization.

_____ _____

Signature of Driver Date

DISTRIBUTION: Original - Driver Second copy - School Third copy - Business Office