

FIELD TRIPS OF MORE THAN ONE DAY DURATION OR TO LOCATIONS OUTSIDE THE STATE OF CALIFORNIA – ADMINISTRATIVE REGULATIONS

I. Definition of Terms

- a. For purposes of this policy, and regulation, field trips that are held for 12 or more consecutive hours shall be considered as being more than one day duration. Field trips to locations outside the State of California that take place in less than 12 hours shall also be considered to be of more than one day duration.
- b. School-sponsored field trips are directed extensions of the educational program, a school-sponsored club/activity or athletic program.

II. Administrative Responsibility

- a. All requests for field trips of more than one day in duration or to locations outside the State of California shall be presented to the Board of Trustees for approval in either September, January or June.
- b. The Principal shall be responsible for initial review and recommend action on all requests for field trips by students within his/her school.
- c. The Assistant Superintendent or designee shall be responsible for initial review and recommended action on all requests for field trips. He/she shall coordinate and present requests coming from principals to the Superintendent's Cabinet.
- d. The Principal shall be responsible for transmitting the necessary insurance documents and waivers to the business services division for subsequent transmittal to the District insurance broker of record, and District legal counsel, etc.
- e. The Superintendent or designee shall be responsible for recommendations to the Board for approval of all field trips of more than one day duration or to locations outside the State of California.

III. Conditions of Approval

Approval of specific requests for field trips by school related organizations may be granted by the Board upon fulfillment of all the following conditions:

- a. All requests for field trips of more than one day duration or to locations outside the State of California shall be submitted to the Assistant Superintendent or designee prior to presentation to the Board allowing sufficient time to complete all District reviews and legal requirements relating to contracts, transportation, permission, insurance and/or waivers or any document deemed necessary. If it is not possible to meet these deadlines due to the mature of the field trip, the request shall be submitted, as soon as possible, and may be approved by the Superintendent or designee with notification submitted to the Board of Trustees.
- b. The expected educational, cultural or athletic benefits gained by the students participating in such an event shall be clearly delineated in the request. Provision shall be made for the student to make up any work which may be missed as a result of his/her participation in the field trip.
- c. At the option of the Board, a written evaluation report shall be submitted through the Superintendent at the conclusion of the trip.

- d. A policy of insurance shall be provided which protects the District from liability and provides adequate protection to participating students in cases of illness or accident. In cases of trips of more than one day duration or to locations outside the State of California, a statement of waiver acceptable to the District's general legal counsel shall also be executed which exempts the Board of Trustees from financial responsibility and specifies that public funds will not be utilized in the conduct of the trip. (Form 6153.1A-See Appendix A)
- e. Financial assurance and appropriate security in the form of a bond shall be provided to cover traveling and living expenses for all participants while outside of the school district. Trips scheduled through a travel agency shall have trip cancellation insurance purchased to cover students who have to return due to illness or injury.
- f. Items specified in **d**, **e**, and **h** must be submitted along with the request no later than one month in advance of the departure date or the field trip may be canceled.
- g. An adequate number of certificated staff and volunteer chaperones shall be provided to contribute their services and time for the purpose of supervision of the participating students while outside of the school district. The supervision of students shall be at no cost to the District when trips are conducted outside the State of California. For trips within the State of California for which District funds are requested, unless otherwise specified and approved by the Board, the Board will only cover actual expenses incurred by the District employees on the trip. (Recommended minimal adult:student ratio is 1:15.) Children of chaperones, coaches, or advisors shall not participate unless they are enrolled in the program, classes, or extra-curricular activity. Chaperones must be at least 21 years of age and have some directly assigned relationship to the activity (preferably a parent or guardian). Faculty supervisor(s) and/or adult designee(s) shall be available to students 24 hours per day during a field trip.
- h. For trips outside the State of California and trips where no District monies are requested, a plan shall be submitted for fund-raising activities, for the accounting of the funds and for the return of the funds if not used for the purpose specified by the contributors. A non-district hold harmless form shall be signed by each participant and submitted to the District business office prior to the activity. (Form 6153.1B or 1C – See Appendix B or C).
- i. A statement of assurance shall be provided that no student will be excluded from a school-sponsored field trip because of lack of sufficient funds.
- j. Field trips should be scheduled to minimize the number of days the student is out of school and students should return to the district as soon as possible after the completion of the field trip activity or athletic event.

Legal Reference: EC 35330

ADOPTED: 04-04-87
03-16-88

BOARD OF TRUSTEES
PLEASANTON UNIFIED SCHOOL DISTRICT
PLEASANTON, CALIFORNIA

AMENDED: 11-14-00