

## FREMONT UNION HIGH SCHOOL DISTRICT

### School-Sponsored Trips / Field Trip Handbook

Date: October 2005

At the July 27, 2005, Governing Board meeting, the Board adopted revisions to the policy and regulations for school-sponsored trips (field trips). This memo details both the revisions as well as the procedures required for approval of any school-sponsored trip. Be certain you review these carefully. **You are responsible for following all procedures and requirements set out below.**

To obtain trip approval and necessary forms, please see the appropriate clerical support person at your site. You will be provided with a detailed checklist and must be certain to comply with all requirements. See the appropriate Assistant Principal, if you have any questions.

#### General Provisions:

All planned school-sponsored trips (trips) away from school grounds, including athletic trips, are considered extensions of learning. Students and staff are subject to the same rules and regulations they would be if they were on school grounds.

District staff is required to follow established District and site procedures in planning and supervising all school-sponsored trips. Under no circumstances shall any staff member take any student(s) off campus unless authorized by the Principal.

Students must have written parental permission in order to participate in trips requiring transportation. (Education Code 35350) As a condition of participation in any off-campus trip, the student and his/her parent/guardian shall, prior to the departure date, file a signed copy of the Parent/Guardian Field Trip Permission Waiver and Medical Authorization form (6153.6) with the school.

There will be times when a parent does not want his/her child to participate in a school-sponsored trip. Participation cannot be required under law. We must provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

The law sets a high standard for supervision of any school-sponsored trip. Generally speaking, trips must be supervised by a certificated staff member. There are times, however, where a classified staff member, with the approval of the Principal, serves as a club advisor or team coach. The Board is aware of and supports such supervision. "Supervising staff" shall refer to the certificated staff member, approved classified staff, or athletic team coach as defined by 5 CCR Section 5590 serving as lead chaperone. (See BP 6153)

The ratio of adults to students on school-sponsored trips shall be a minimum of two (2) chaperones per trip ***unless otherwise approved by the Principal***, with at least one adult chaperone for every 20 students. All chaperones must be a minimum of 21 years of age. The lead chaperone must be a certificated District employee, an approved classified staff member, or athletic team coach.

#### Safety and First Aid

1. While conducting a trip, the supervising staff shall have the school's first aid kit and a cell phone in his/her possession or immediately available. (Education Code 32040, 32041) The District Purchasing Department will have a cell phone available for checkout, if necessary.
2. Whenever trips are conducted in areas known to be infested with poisonous snakes
  - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
  - b. The trip shall be accompanied by a certificated staff member, classified employee or agent of the school who has completed a first aide course which is certified by the American Red Cross and which emphasizes the treatment of snakebites (Education Code 32043)

\*\*\*Note: Any Board member, Superintendent, principal, teacher, instructor or school agent who willfully violates the provisions of Education Code 32040-32043 regarding first aid is guilty of a misdemeanor. (Education Code 32044)\*\*\*

3. For trips that end after normal school business hours, procedures need to be in place for chaperones/staff to be able to contact a site administrator, if necessary.
4. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians and students 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 regarding how to keep appropriate groups together and what to do if an emergency occurs.
5. In the event of an emergency, all District personnel shall follow the established District emergency procedures:
  - a. The lead chaperone will phone the principal and report the emergency as soon as possible.
  - b. The principal will immediately notify the Superintendent or designee of the emergency and action being recommended or taken.
  - c. In case of accident, all files and forms regarding the field trip will be sent to the Chief Business Officer/Associate Superintendent.

## Supervision

1. Students on approved trips are under the jurisdiction of the Governing Board and subject to school rules and regulations.
2. Supervising staff shall accompany students on all trips and shall assume responsibility for their proper conduct. The designated, responsible FUHSD employee for the trip shall, after having direct contact with parent/guardian, have the authority to send a student home at the expense of the student when the student's behavior warrants, in the judgment of the employee in charge, that such action is necessary. Supervising staff shall make certain that each chaperone is aware of the students under his/her supervision and is provided with a list of their names.
3. Before the trip, supervising staff shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. In addition, chaperones shall complete the Volunteer Adult Field Trip Waiver and Medical Authorization form (6153.7a).
4. Chaperones shall be 21 years of age or older.
5. Supervising staff, other District personnel, and chaperones shall not consume alcoholic beverages or use controlled substances, including tobacco, or engage in any activity that is detrimental to the students or violates district policy while accompanying and supervising students on a trip.
6. The principal shall consider the advisability of including an administrator among supervising personnel. Factors to be considered should include, but not be limited to, the size of student groups; distance; nature of activities to be experienced; and situations/environment to be encountered.
7. On all overnight field trips when students of both genders are participating, there will be at least one chaperone of each gender providing supervision. **This requirement may be waived by the Principal, after consultation with and approval by the Deputy Superintendent and/or the Chief Business Officer/Associate Superintendent.**
8. Every effort should be made to avoid situations involving one student and one supervising adult/chaperone.
9. The ratio of adults to students on school-sponsored trips shall be a minimum of two (2) chaperones per trip, *unless otherwise approved by the Principal*, with at least one adult chaperone for every 20 students. All chaperones must be a minimum of 21 years of age. The lead chaperone must be a certificated District employee, an approved classified staff member, or athletic team coach.

## Funding

1. No student shall be prevented from making a trip because of 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)
2. The district shall not pay for meals or lodging (motel or hotel room) for a student on any field trip. However, the district is authorized to pay for a school lunch for any locally designated free/reduced lunch student. School lunches (Type A lunch) during the trip may be reported just as for those at school and are subject to the regular federal and state reimbursement rates.
3. Prospective student participants and their families may be requested to make a voluntary contribution to cover the costs of student lodging, meals, transportation, and any accompanying registration expenses. Students and parents are to receive an analysis of all fees prior to payment. (Education Code 35330) **If you have a student who cannot pay for the trip, please see the Principal/Assistant Principal to discuss fundraising options and/or other fund accounts that may be available to help cover the student's costs.**
4. The district may fund a portion of the staff member's field trip expenses when all other existing funds have been exhausted and when:

- a. It is an approved field trip or activity.
  - b. The activity is the result of a state or national competitive program.
  - c. There is an approved conference request.
5. Costs for supervising staff not paid by district funds and costs for designated chaperones, including expenses related to transportation, meals, and/or lodging, may be paid from special trip expenses funds established through the site's Associated Student Body. An accounting of costs for designated chaperones shall be made available to trip participants upon request.
6. Selection of designated chaperones shall be free of favoritism, bias, and nepotism. The principal or designee shall work with supervising staff to establish a fair and equitable selection process. Priority may be given to District employees in determining designated chaperones.
7. All trip monies, including booster club monies, shall go through the Associated Student Body (ASB) account. **No trips organized by booster clubs without prior authorization by the Principal and/or payments for trips made directly by the Booster Club will be permitted.**

#### GENERAL TRIP APPROVAL:

1. When planning a trip, please follow all procedures listed in the "Field Trip Procedures/Packet" form.
2. Always include the completed "Field Trip Checklist" form with the "Request For Field Trip Approval" form.

#### Approval for Local Trips:

1. Local trips (within 100 miles one-way): Supervising staff planning a trip shall make a request in writing to the principal **at least three (3) weeks prior to the date desired** for local trips. 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 supervising staff. If the trip is disapproved, the principal shall state the reasons.
3. **No trip shall be approved if the trip conflicts with the state-mandated testing calendar.**
4. No trip shall be approved unless supervised by authorized District personnel.
5. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
6. Principals shall approve no activities which are considered to be inherently dangerous to students or to pose unacceptable, unmitigated risks.

#### Approval of Out-of-Area/Out-of-State/Out-of-Country Trips:

1. Supervising staff planning an out-of-area (100 or more miles one-way) or out-of state school-sponsored trip shall **make a request in writing to the principal at least one month prior to the date desired** for the trip. The purpose of the trip and its relation to the course of study shall be stated in the request.
2. Principals shall approve no activities which are considered to be inherently dangerous to students or to pose unacceptable, unmitigated risks.
3. Out-of-area and out-of-state trip requests must be presented to the Superintendent or designee by the principal for approval.
4. **Out-of-country trips must be presented by the Superintendent to the Board at least three months in advance of departure** unless the timing of the event and the Board meeting schedule do not provide sufficient time for prior approval or make prior approval impractical. In such cases the Superintendent or designee has the authority to approve such school-sponsored trips. The Superintendent shall present the Board with supporting rationale, complete itinerary, and plans for financing the trip.
5. No fund-raising, reservation deposits or payment of any kind may be made until approval has been received.
6. **No trip shall be approved if the trip conflicts with the state-mandated testing calendar.**
7. No trip shall be approved unless supervised by authorized District personnel.
8. All district procedures required for out-of-area, out-of-state, or out-of-country trips, including any requirement for additional insurance, shall be followed. Failure to abide by district procedures may warrant cancellation of the trip.
9. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

#### Transportation:

1. Payment for transportation shall be the responsibility of the sponsoring group. All transportation arrangements shall comply with established District procedures.
2. Parents will be informed of their responsibility for transporting the students for cocurricular activities. Parents will be provided with a complete schedule prior to the season.
3. Transportation through the use of privately-owned and operated vehicles is necessary for all groups. The registered owner of a vehicle assumes the primary insurance liability for the vehicle passengers. Established district procedures for driver approval shall be followed. Drivers/owners of private vehicles transporting other than their own student(s) need to complete a Private Car Travel Check for Field, Athletic and Activity Trips form (6153.4).
4. Whether driving one's own vehicle or renting a vehicle, an individual is not allowed to drive more than 9 students + driver (10 total) without the vehicle being considered a "school bus". A special driver's license is needed to drive a "school bus".
5. Common carrier and/or approved carriers may be used. A common carrier is defined as a company in the business of transporting passengers or goods for a fee at uniform rates available to all persons. A coach (bus) company must be School Pupil Activity Bus (SPAB) certified and have a valid Certificate of Insurance and Additional Insured Endorsement on file in the Business Office. All use of common carriers must be approved by the Business Office, prior to scheduling and payment.
6. Air transportation may be provided on regularly schedules airlines or government owned planes.
7. Travel Agencies (including online travel agencies) that are used to schedule air or sea transportation must be registered as a current California Seller of Travel and have a valid CST# on file in the Business Office.

#### **Employee's Responsibilities and Limitations:**

1. Supervising staff shall select a trip and location, which would best augment the class/activity program within safety, health, distance, financial, and time considerations. Communicate with principal for tentative approval as soon as possible on plans before talking to or recruiting students/parents. Unless authorized, teachers are not to take students off campus.
2. After the trip has been approved and before the employee takes any group of students off campus, s/he must follow and communicate all trip rules and regulations to students and their parents. Be certain to have any written communication approved by the Principal or designee **prior to distributing it to students and/or parents.**
3. The lead chaperone must ensure adequate supervision of one adult to every 20 students and a minimum of two chaperones unless otherwise approved by the Principal. Supervision should be adequate to meet student needs and support activity. All non-district chaperones accompanying students on a trip shall be registered with the school as supervising adults and must complete a Volunteer Adult Field Trip Waiver Notice and Medical Authorization form (6153.7a).
4. The lead chaperone shall communicate with the Business Office regarding the use of any travel agency (including online providers) and/or common carrier.
5. The lead chaperone shall collect and deposit all monies through the Associated Student Body and provide a complete financial report to the principal within five days of the conclusion of the trip.
6. All district personnel shall maintain a professional relationship that cannot be used for private gain or advantage, with students, chaperones, and all others involved in the trip.
7. Limitations:
  - a. Non high-school age children and non-students may not be part of any school-sponsored trip.
  - b. Time given by employees to supervision of school-sponsored trips beyond the school day will not be reimbursed.

## Principal Responsibility

1. Communicate field trip Administrative Regulations, Board Policies and procedures to school staff, students, and school community served.
2. Submit for approval all information for requests for out-of-country field trips to the Superintendent or designee three months in advance or out-of-state field trips one month in advance of desired departure.
3. The principal or designee shall be available to respond to questions and provide information at the board meeting when the out-of-country "Request For Field Trip Approval" form is considered by the Board.
4. Submit ALL "Request For Field Trip Approval" forms, as required, to the district business office for review and approval.
5. Maintain the records of each field trip for one calendar year from the date of the trip.
6. Establish internal field trip procedures and assign responsibility to selected Assistant Principal for monitoring.

## Student Responsibility/Limitations:

1. Prior to participating in any school-sponsored trip, students shall arrange with teachers to make up all classwork missed due to a scheduled trip.
2. Prior to participating in any school-sponsored trip involving five or more school days, students shall enter into an independent study agreement with each teacher. Written parental approval is required prior to entering into any independent study agreement.
3. Students participating in any school-sponsored trip are limited to 10 school days per trip for apportionment purposes.
4. Students are subject to all school and district rules while participating in any school-sponsored trip.

## Forms:

The following field trip forms are available at each campus in the Activities Assistant Principal's office and/or with the executive assistant in the District Business Office:

1. Field Trip Procedures Packet
2. Field Trip Checklist
3. Field Trip Approval Requirements
4. Request For Field Trip Approval (Form #6153.1)
5. Parent/Guardian Field Trip Permission, Waiver, and Medical Authorization (Minor) (Form #6153.6)
6. Field Trip Permit (Form #6153.3)
7. Volunteer Adult Field Trip Waiver Notice and Medical Authorization (Form #6153.7a)
8. Private Car Travel Check For Field, Athletic and Activity Trips (Form #6153.4)
9. Activity List (Form #6153.9)
10. Athletic/Activity Participation Authorization (Form #6510)
11. Parent/Guardian Activity/Trip Permission and Waiver-Individual Activity
12. Acknowledgment of Non-Sponsorship of Activity or Trip