

STUDENT ACTIVITY TRIPS**A. Purpose And Scope**

To establish procedures and guidelines for student activity trips.

B. General

1. All planned trips away from school grounds, including athletic trips and Outdoor education programs, are subject to this regulations.
2. The district shall provide an alternative educational experience for students either whose parents/guardians do not wish them to participate in a trip or who are not eligible to participate.

C. Forms and References

1. Field trip authorization form
2. Parent/guardian permission form
3. Transportation form

D. Procedures

1. Teachers planning a trip shall fill out a “Field Trip Authorization Form” and it into the principal prior to the date desired. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk. Principals shall approve no activities which they consider to be inherently dangerous to students or pose unacceptable, unmitigated risks.
2. Upon approval by the principal, the teacher shall fill out the necessary transportation forms and distribute the “Parent/guardian Permission Form.”
3. Teachers shall ensure the safety of students while on the field trip by:
 - a. Having the school’s first aid kit in his/her possession or immediately available.
 - b. Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken shall contain medically accepted snakebite remedies and there is an accompanying adult who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites.

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- c. Having a Red Cross or equivalent certified life guard present at any swimming activity.
- d. Before the trip, providing any adult chaperones clear information regarding their responsibilities, including the continuous monitoring of student activities and the refraining from consuming alcoholic beverages or the use of tobacco or controlled substances while accompanying and supervising students on a trip.

Rules pertaining to the discipline of pupils are in effect on student activity trips. Failure of a student to conform to these rules may be grounds for disciplinary action.

1. All school-sponsored activity trips and roter bus trips shall begin and end at the school unless the principal or superintendent approves a specific request for a change.
2. Students riding on any activity bus are under the authority of the bus driver, who may be assisted in student control by one or more certificated staff members and/or parents.
3. Buses are not to pick up or drop off any students except at the school and any authorized destination.
4. Signed parent/guardian permission slips will be required before students are allowed to go on a field trip.
5. When a student attends a school activity as an observer or roter, he or she is not a responsibility of the school district from the time he/she leave the bus until he/she return to the bus, but the student will be held accountable for any behavior which brings discredit to the school.
6. Students participating in the activity which is the occasion for the trip shall be under the supervision of a certificated employee of the district when not actually on the bus. The principal may authorize parents or non-certificated staff members to assist with supervision of students.
7. No public school funds shall be used to support roter bus trips, except that if the bus being used for school-sponsored trips has room after all participants in the activity are seated, rooters may be allowed to ride without charge if no roter bus is

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going to the activity. Students may be charged for transportation to school-sponsored activities at such rate as the governing board may authorize, in order to cover the cost of the bus trip. Participating students shall not be charged any additional fee for transportation to and from the site of the activity.

8. Any fund-raising activities and accounting procedures associated with such trips shall be approved by the school administration in advance.
9. No pupil shall be excluded from such a trip for lack of funds, except that if there is a charge for admission, the pupil must be responsible for such payment to another school district or school of another school district.
10. Students providing their own transportation to school-sponsored activities as rooters or observers shall not be considered as under the authority of the district at any time, although they may be held accountable for their actions if they tend to bring this district or a school of this district into disrepute.
11. Students participating as contestants or performers, or as members of a school-sponsored team or performing group, are required to ride the bus or other district-provided vehicle to and from the activity. However, it may be on occasion necessary to utilize a private vehicle of a District employee or parent/guardian. In such cases, it is the responsibility of the principal that the required district forms are completed and filed in the school office before the field trip is taken.

E. Reports Required

None

F. Records Retention

None

G. Responsible Administrative Unit

Educational Services
Site Principals

H. Approved By:

Assistant Superintendent of Education Services