

SCHOOL SPONSORED TRIPS

I. Field Trips

To be approved, a field trip must meet the following criteria:

- A. Must be of an educational nature and relate to a unit under study;
- B. Must be without charge to the student for transportation or admission fees;
- C. Must be approved by the Principal within a currently available budget
- D. The activities, transportation, and location must not be prohibited by the District's liability insurance carrier.
- E. No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds.

II. School Clubs – Conferences and/or Competition Trips

School clubs that the district has recognized and approved that belong to regional, state and/or nationally sponsored organizations may be allowed to participate in conferences or competition if the trip meets the following criteria:

- A. Must be of an educational nature and contribute to the objectives of the club;
- B. Must qualify as an approved activity for a school club;
- C. Must be approved by the Principal within an available budget/
or following approval by the Principal, must have available funding in an ASB student club budget
- D. Must be sponsored and chaperoned by certificated school personnel;
- F. No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

III. Athletic Competition Trips

- A. Must be scheduled so that students are not dismissed before attending a minimum of 240 minutes of instruction.
- B. CIF playoff contests where the destination of the contest warrants an earlier departure time, students may leave at a time appropriate to participate.
- C. Athletic, Cheer, Dance, Band, and Auxiliary Unit Competition tournaments or contests, that are not CIF playoff contests, must be pre-approved and if held overnight in state, out of state, or out of country are not eligible for District funding.

IV. Parent/Guardian Permission

- A. 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.
- B. 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)
- C. 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)
- D. 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)
- E. 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)

V. Field Trip Chaperones

It is the responsibility of the chaperone to inform the students of rules and to see that regulations are followed. Only chaperones authorized by the Principal are permitted to ride school buses

with students. Teachers and chaperones shall not consume alcoholic beverages or use controlled substance while accompanying and supervising students on a trip. Chaperones shall be 21 years of age or older. A certificated staff member shall accompany all over night and out of state and out of country field trips. Chaperones shall represent the gender of students attending the field trip. 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 and related rules for the trip.

VI. Field Trip Student Behavior

Students on school-sponsored trips are under the jurisdiction of the district and shall be subject to district and school rules and regulations. Students who attend an event must go and return by bus, unless prior permission of the administration has been obtained. Students who sign up for the field trip are expected to attend that event. Students violating District rules and regulations on field trips will not be permitted on future trips. Chaperones are to report names of students who violate District rules and regulations to the school administrator.

VII. Field Trips in State overnight, District Approval Required

Requests for field trips involving overnight in state travel and/or requiring students to miss more than one school day shall be submitted to the Superintendent or designee by the Principal for approval.

If requested by the Principal and approved by the Superintendent or designee, subject to a currently available budget, district funds for substitute teachers, travel expenses of required chaperones, travel expenses of student participants, and district sponsored transportation may be used for in state overnight field trips.

VIII. Field Trips, out of state, out of country – Board Approval Required

Requests for field trips involving out of state or out of country travel shall be submitted by the Principal to the Superintendent or designee and then to the Board for approval.

If requested by the Principal and approved by the Superintendent or designee and subject to available budget, the Board may approve the use of district funds for substitute teachers, travel expenses of required chaperones, travel expenses of student participants, and district sponsored transportation for out-of-state, or out-of-country field trips.

Requests for approval of out of state and out of country trips must be submitted to the Board two (2) months prior to the event. Exceptions to the timeline may be considered for trips where students are being recognized for an outstanding performance or are receiving an award or scholarship

All requirements noted below shall be complied with prior to the student's departure.

1. Proof of student health insurance for each participant;
2. Copies of medical authorizations for each participant to be kept by chaperones throughout the trip;
3. An itinerary of the trip;
4. Emergency contact information;
5. Dates of parent information meetings that include the following:
 - a. Purpose of the trip;
 - b. Cost to students;
 - c. Itinerary;
 - d. Insurance requirement;
 - e. Completion of medical authorization forms;
 - f. Emergency contact information.

IX. Field Trip Bus Requests

Following are the procedures for using district transportation on approved field trips.

- A. Approved Bus Requests must be received by the district transportation department at least ten (10) working days prior to the trip.
- B. All requests for field trips are subject to the availability of district buses and drivers. If the transportation department is unable to field trips, they will notify the school a minimum of five (5) working days prior to the trip.
- C. When district bus transportation is not available, schools may use charter busses or use school vehicles arranged through the Oxnard Union High School District's transportation office. Charter Busses and must be chartered through a Student Pupil Authorized Bus (S.P.A.B.) approved company
- D. If charter busses and/or school vehicles are not available, private vehicles may be used provided drivers have received pre-approval per AR 6153 section XI.

X. Field Trip Authority of Driver (Title 5, Section 14103 of California Code of Regulations)

Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. The driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board. A bus driver shall not require any pupil to leave the bus between home and school or other destinations.

XI. Transportation of Students in Private Vehicles

While it is strongly recommended that the school provide transportation when necessary for a student to participate in the extracurricular activity. When transportation in a privately-owned vehicle is necessary, the following procedures shall apply.

- A. Any person approved by the school administration to transport students to a school activity in a privately-owned vehicle must provide written assurance of adequate coverage for public liability and property damage insurance and shall sign and submit a **Personal Vehicle Use Registration** form.
- B. Parent permission must be obtained to transport students in private vehicles. The parent must complete the form: **Personal Vehicle Use Registration** form and must receive approval from the Principal or designee.
- C. The **Personal Vehicle Use Registration** form shall be obtained for any students wishing to drive or to ride with other students driving to school sponsored activities when travel emanates from the school site.
- D. All the above forms must be submitted and approved by the Principal before a student will be allowed to travel in a privately-owned vehicle for the events covered in this policy.
- E. The driver of the personal vehicle should have evidence of insurance coverage for liability and property damage in the amount of at least \$100,000/\$300,000

XII. Boat Trips

Charter boat companies must provide a certificate of insurance for student trips for a minimum limit of \$5,000,000 with thirty (30) days' notice of cancellation, along with a copy of the policy endorsement, naming the district as additional insured. Above proof of coverage must be submitted to the District Business Office at least ten (10) days prior to the boat trip.

Revised: 7/18/02, 9/4/02, 11/19/02, 2/23/04, 10/27/10, 1/15/20