



Requirements for Overnight and Out-Of-State Field Trips

In addition to existing field trip rules and regulations, a school sponsored overnight and out-of-state field trip requires the following documents to be submitted, with the Principal's approval, to the Superintendent's designee. All out-of-state, out-of-country, or overnight trips must be approved before the trip is announced or any obligations associated with the trip are committed (BP 6153). The completed packet must be submitted to Education Services no later than eight (8) months prior to the trip to insure Board approval no later than six (6) months prior to the trip. Exceptions in timeline can be made (CIF Playoffs for example) .

THIS PACKET INCLUDES:

1. **Requirements for Overnight and Out-Of-State Field Trips Form** – to be completed and submitted to Education Services at least eight (8) months prior to trip.
 - a. **Additional Field Trip Authorization for Water Activities** (if needed)
2. **Board Policy (BP)6153** – School Sponsored Trips
3. **Administrative Regulation (AR) 6153** – School Sponsored Trips
4. **Board Policy (BP) 4136,4236,4336** – Non-school Employment (re: Conflict of Interest)

COMPLETED SUBMISSION MUST INCLUDE:**

- Requirements for Overnight and Out-Of-State Field Trip Form
 - a. If water activities are included in the trip, a completed **Additional Field Trip Authorization for Water** must be included with submission for approval
- Copy of Online Transportation Request
- Detailed itinerary listing all activities, locations and dates.
- Disclosure of anything of value received by district employee (if applicable)
- Academic Trips – Justification #1 & 2 Objective and Rationale
- Athletic Trips – Justification #1 Objective and Rational

** For specific information on each of these items, refer to the "Requirements for Overnight and Out-Of State Field Trip Form".

**Newport Mesa USD
Requirements for Overnight and Out-Of-State Field Trips Form**

School Name _____ Destination _____

Travel Category – Circle one

Academic Athletic CIF Athletic Playoff Student Travel Request Number _____

All Overnight and Out-of State Travel - The following information is required and must be submitted to Education Services at least 8 months prior to the trip. Board approval must be attained no later than 6 months prior to the trip. Exceptions in timeline can be made for CIF Playoffs.

1. Attach detailed itinerary listing all activities, locations and dates.
 - a. Is any water activities included (swimming, boating, and snorkeling as examples)? Yes ___ No ___
2. Print the name of travel firm assisting with travel arrangements. If there is no travel firm, please write N/A.
3. Disclose any reimbursement, remuneration, gratuity, or anything of value received by district staff from travel entities, school-connected organizations or students. This includes any and all free travel. Must comply with conflict of interest guidelines (BB 4136,4236,4336)
 - a. ___ Initial here if this does not apply.

Academic Travel – Must also complete the following information.

1. Attach detailed educational justification including specific nexus between each activity and content standards and course of study.
2. Attach rationale demonstrating the educational objectives of the field trip that can only be achieved with the field trip locations.

Athletic Travel (Non CIF Playoff) – Must also complete the following information.

1. Attach detailed objective of the field trip and rationale that demonstrates the objectives can only be achieved with the requested field trip location.

Staff Certification and Agreement

- I certify that no District funds, with exception of ASB funds, will be used for pupil field trip expenditures for out of state or international travel. (Other District funding may be used for staff expenditures.)
- I certify that no pupil who is a member of the field trip identifiable group will be excluded from participation in the field trip because of a lack resources or sufficient funds
- I certify that all non-employee chaperones will be cleared as volunteers through Human Resources and will be instructed to adhere to the direction of the staff and district policies.
- I agree to provide updated information if any changes are made to the itinerary and travel plans. I will provide a complete list of students/chaperones at least two weeks prior to the trip.
- I agree that only NMUSD currently enrolled students will participate in this trip.
- I have received and read the NMUSD BP/AR 6153 & BP 4236, 4236,4336 (attached) and agree to adhere to all requirements of the N-MUSD Board Policy and direction of district and site administration.

Teacher/Employee Signature _____ *Date _____

Print Name _____

Principal's Recommendation for Approval

I have reviewed this field trip request and recommend approval.

Principal's Signature _____ *Date _____

**Submission to Education Services must be eight (8) months prior to the trip.*

To be completed by the Superintendent's designee – I have reviewed this field trip request and recommend that it go forward for approval by the Board of Education.

Signature _____ Date _____ Updated 8/9/17



ADDITIONAL FIELD TRIP AUTHORIZATION FOR WATER ACTIVITIES

All students participating in field trips involving water play activities are required to have a signed permission slip on file for the water activity. Students will not be allowed to participate in the field trip without this signed form. If you would prefer your student not participate in the water activity, an alternate activity will be provided.

School Name _____ Date(s) of Trip _____

Destination _____

Class/Club _____

Description of all water activities:

To be completed by parent/guardian -

Parent/Guardian - Please check one of the options below.

Student Name (Please Print) _____

- Yes, my child has my permission to participate in all water activities at the above named field trip.
- No, I do not wish my child to participate in any water activities. I understand that an alternate activity will be provided.
- My child has permission to participate in all water activities except the following: (List any water activities you do not give consent for your child to participate.)

Parent/Guardian Signature _____

Print Name _____

Date _____

SCHOOL-SPONSORED TRIPS

The Board of Education 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 all school-sponsored trips including local, out-of-state, out-of-country, or overnight travel shall be submitted in advance by the principal to the Superintendent or designee. The Superintendent or designee shall review all requests and make a recommendation to the Board as to whether the request should be approved by the Board. All school-sponsored trips shall be approved prior to the commencement of the trip, except in extenuating circumstances. All out-of-state, out-of-country, or overnight trips must be approved before the trip is announced or any obligations associated with the trip are committed.

(cf. 3312.2 - Educational Travel Program Contracts)

The Superintendent or designee 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 school-sponsored 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)

SCHOOL-SPONSORED TRIPS (continued)

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)

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 airlines*
- 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. If the trip involves water activities, this ratio shall be revised as necessary.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip on an approved district form. 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.

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)

SCHOOL-SPONSORED TRIPS (continued)

(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)

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)

6. School employees and chaperones are required to adhere to the District rules and regulations.

Administrative Approval Requirements for Out-Of-State & Overnight Field Trips

In addition to existing field trip rules and regulations, a school sponsored overnight and out-of-state field trip requires the following documents to be submitted, with the Principal's approval, to the Superintendent's designee. (Board of Education approval must be granted before any obligations associated with the field trip are committed; at least six (6) months in advance for international travel.)

1. Detailed itinerary listing all activities and travel arrangements, including identification of any travel firms assisting with travel arrangements.
2. Detailed educational justification including specific nexus between each activity and applicable content standards and/or course syllabus.

SCHOOL-SPONSORED TRIPS (continued)

3. **Rationale that demonstrates the educational objectives of the field trip can only be achieved with the requested field trip location.**
4. **Disclosure of any reimbursement, remuneration, gratuity, or anything of value received by district staff from travel entities, school-connected organizations, or students.**
5. **School Principal certification that no student will be excluded from participation due to a lack of resources or insufficient funds.**
6. **Final list of students participants and chaperones will be submitted at least two (2) weeks prior to the trip.**

All Personnel

BP 4136(a)

4236

NONSCHOOL EMPLOYMENT

4336

In order to help maintain public trust in the integrity of district operations, the Governing Board expects all employees to give the responsibility of their positions precedence over any other outside employment. A district employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her district duties.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9270 - Conflict of Interest)

An outside activity shall be considered inconsistent, incompatible, or inimical to district employment when such activity: (Government Code 1126)

1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties
2. Entails compensation from an outside source for activities which are part of the employee's regular duties
3. Involves using the district's name, prestige, time, facilities, equipment, or supplies for private gain
4. Involves service which will be wholly or in part subject to the approval or control of another district employee or Board member

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3300 - Expenditures and Purchases)

(cf. 4040 - Employee Use of Technology)

(cf. 4132/4232/4332 - Publication or Creation of Materials)

(cf. 4135/4235/4335 - Soliciting and Selling)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the district and determine whether to grant authorization for such employment.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the Superintendent or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

NONSCHOOL EMPLOYMENT (continued)

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 4144/4244/4344 - Complaints)
(cf. 4318 - Dismissal/Suspension/Disciplinary Action)

Tutoring

A certificated employee shall not accept any compensation or other benefit for tutoring a student enrolled in his/her class(es). An employee who wishes to tutor another district student shall first request authorization from his/her supervisor in accordance with this Board policy. If authorization is granted, the employee shall not use district facilities, equipment, or supplies when providing the tutoring service.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards
35160.1 Broad authority of school districts
51520 Prohibited solicitation on school premises

GOVERNMENT CODE

1126 Incompatible activities of employees
1127 Incompatible activities; off duty work
1128 Incompatible activities, attorney

CODE OF REGULATIONS, TITLE 5

80334 Unauthorized private gain or advantage

ATTORNEY GENERAL OPINIONS

70 Ops. Cal. Atty. Gen. 157 (1987)

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
Fair Political Practices Commission: <http://www.fppc.ca.gov>