

**FIELD TRIPS/SPECIAL ACTIVITIES****Field Trips**

In advance of a field trip, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that the teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

The following regulations and guidelines shall apply when planning and executing field trips and special activities:

1. Private automobiles shall not be used to transport students on any school-related trip, except for unusual circumstances and only with prior approval, as specified in Board Policy and accompanying Administrative Regulation 3541.1.
2. Written approval of a parent/guardian, using the **Minor-Voluntary Excursion/Field Trip Waiver and Medical Authorization Form**, is required for student participation in field trips. A parent/guardian who does not want any type of medical assistance for religious or other reasons must also sign the forms and attach written instructions indicating their position regarding any medical treatment. Approval forms are to be carried by the person-in-charge and another copy should remain at the site.
3. Written approval for parent/community volunteers using the **Adult-Voluntary Excursion/Field Trip Waiver Notice and Medical Authorization** is required for volunteer participation on a field trip.
4. No student shall be denied the opportunity to take part in a field trip related to classroom instruction on account of an inability to pay for admission fees, lunches, or any other costs. No student shall be required to pay the costs of transportation, admission fees, or any other costs related to field trips which are deemed a part of the instructional program.
5. All field trips shall begin and end at the school.
6. Field trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of students to and from school.
7. Bus transportation may be provided for bands, orchestras, or other groups of students to participate in activities in communities outside the District.
8. The bus driver shall see that all rules and regulations are enforced in the use of school buses for field trips. Certificated personnel shall assist the bus driver in doing so.
9. Teachers or other certificated personnel shall accompany students on all field trips and shall assume responsibility for their proper conduct. Students on approved field trips are under the jurisdiction of the Board and are subject to school rules and regulations.

10. The minimum ratio of teachers or other certificated personnel and parent volunteers shall be as follows:

K-5 (1:15)

6-8 (1:15)

9-12 (1:15)

If the activity includes swimming, the adult/student ratio should be 1:5 for K-8. Swimming excursions are only permitted at public pools. An adult Certified Water-Safety Instructor must be present.

All overnight field trips with 15 or fewer students must have a minimum of two adult chaperones attending the field trip.

11. For an overnight non-coed field trip, the chaperones are to be of the same gender as the students. For an overnight coed field trip, there are to be chaperones representing both genders relative to the number of male and female students in attendance.
12. Parent volunteers are encouraged to participate, but shall not bring siblings on the trip.
13. When a field trip is made to a place of business or industry, the teacher shall make prior arrangements with the employee of the host company and ask the host employee to serve as the guide.
14. Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip.
15. To protect the safety of students when on a field trip, all volunteers shall submit evidence of an examination that he/she is free of tuberculosis.
16. The District shall verify by reasonable means that persons serving as field trip volunteers are not registered as a sex offender pursuant to Penal Code 290.

There are three different types of field trips and the procedures for each are listed below:

A. One-Day Trip on School Days or Non-School Days

1. Submit a fully-completed **Field Trip Approval** form to the Site Administrator for approval.
2. When bus transportation or District vehicle is required, call transportation to determine if the date selected is available. A fully-completed **Field Trip Bus Request** or **Request for District Vehicle** must accompany the **Field Trip Approval** form.
3. Forward the completed **Field Trip Approval** form and **Field Trip Bus Request** or **Request for District Vehicle** form to the Assistant Superintendent Business Support Services at least ten (10) days prior to the trip.

4. For each student and volunteer participant, a fully-completed **Voluntary Excursion/Field Trip Waiver and Medical Authorization** form (Adult and/or Minor) shall be submitted. One copy accompanies the trip and the other remains on site.

B. Overnight Field Trips, Trips to another State, or Trips to a Foreign Country

1. Submit a fully-completed **Field Trip Approval** and **Field Trip Information/Supervisory Plan** form to the Site Administrator for approval. A complete description of the event shall be included for presentation to the Board. This should include the purpose of the trip, itinerary, the number of students, staff and volunteer adults involved, the means of transportation, and cost.
2. When bus transportation or District vehicle is required, call transportation to determine if the date you selected is available. A fully-completed **Field Trip Bus Request** or **Request for District Vehicle** must accompany the **Field Trip Approval** Form.
3. Forward the completed **Field Trip Approval** form, **Field Trip Bus Request** or **Request for District Vehicle**, and **Field Trip Information/Supervisory Plan** form to the Assistant Superintendent of Educational Support Services at least one (1) month prior to the trip.
4. For each student and volunteer participant, a fully-completed **Voluntary Excursion/Field Trip Waiver and Medical Authorization** form (Adult and/or Minor) shall be submitted. One copy accompanies the trip and the other remains on site.
5. Field trips with 15 or fewer students must have a minimum of two adult chaperones attending the field trip.
6. For an overnight non-coed field trip, the chaperones are to be of the same gender as the students. For an overnight coed field trip, there are to be chaperones representing both genders relative to the number of male and female students in attendance

Note that the Education Code stipulates that "no expenses of pupils participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this section shall be paid with District funds." The District may pay the expenses of instructors, chaperones, and other personnel on the trips.

C. Special Activities/Events

This includes out-of-the ordinary activities off campus and other activities brought on campus for definite instructional objectives determined by the site. Examples of some of the activities would include a teacher taking several students out-to-lunch as a reward; students winning a limousine ride to a site off campus; and landing of helicopters on school sites.

1. Off-Campus Special Activities/Events
 - a. Submit a fully-completed **Field Trip Approval** form to the Site Administrator for approval.

- b. When bus transportation or District vehicle is required, call transportation to determine the date you selected is available. A fully-completed **Field Trip Bus Request** or **Request for District Vehicle** must accompany the **Field Trip Approval** form.
 - c. Forward the completed **Field Trip Approval** form and **Field Trip Bus Request** or **Request for District Vehicle** form to the Assistant Superintendent Business Support Services at least ten (10) days prior to the trip.
 - d. A Certificate of Insurance naming the District as additionally insured provided by the outside organization shall be attached to the **Field Trip Approval** form.
2. On-Campus Special Activities/Events
- a. Submit a fully-completed **Field Trip Approval** form to the Site Administrator for approval.
 - b. Forward the completed **Field Trip Approval** form to the Assistant Superintendent Business Support Services at least ten (10) days prior to the event.
 - c. A Certificate of Insurance naming the District as additionally insured must be provided by the outside organization bringing the presentation on campus, and shall be attached to the **Field Trip Approval** form.

Principals shall ensure that teachers develop plans which provide for the safety of students and their proper supervision by certified staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings. **Siblings of Temecula Valley Unified School District students shall not be permitted to accompany parent volunteers on field trips.**

The ratio of adults to students on field trips shall be at least one to fifteen. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade students appropriate to their ages.

The District shall provide a first aid kit whenever students are taken on field trips. Whenever field trips are conducted in areas known to be inhabited with poisonous snakes, the following requirements of law shall be met (E. C. 32043):

1. The first aid kit taken on the field trips shall contain medically accepted snakebite remedies.
2. A teacher, employee or agent of the school who has completed a course certified by the American Red Cross in first aid which emphasizes the treatment of snakebite shall accompany the field trip.

FORMS USED IN CONNECTION WITH FIELD TRIPS/SPECIAL ACTIVITIES

The following forms are to be used in connection with field trips:

1. Exhibit A Field Trip Approval Form
2. Exhibit B Field Trip Information/Supervisory Plan for Educational/Athletic Overnight Events

3. Exhibit C Request for District Vehicle
4. Exhibit D Minor - Voluntary Excursion/Field Trip Waiver and Medical Authorization
4. Exhibit E Adult Voluntary Excursion/Field Trip Waiver and Notice and Medical Authorization
5. Exhibit F Field Trip Bus Request

Adoption: 6/90

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