

Instruction

SCHOOL-SPONSORED TRIPS

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All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation.

Supervision

School sponsored instructional trips are an extension of the classroom. 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. Although the Education Code does not specifically define the number of adults to supervise a stipulated number of students, it is expected that the school administrator and the teacher responsible for the trip will plan for sufficient adult supervision to provide good discipline and control. Supervision may be provided or extended for group instruction by chaperones, volunteers, docents and other personnel assigned to the trip or excursion. (Education Code 35330)

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

Instructional trips taken by private automobiles which have been appropriately processed do not require that a certificated person ride in each vehicle. However, a certificated person must still be in charge of the trip at all times.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Students must have written parental permission in order to participate in trips requiring transportation. (Education Code 35350) The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

Whenever a trip involves water activities, the parent/guardian shall provide

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specific permission for his/her child to participate in the water activities.

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 32040, 32041)

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 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. (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)

(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)

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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. For noncertificated adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

(cf. 5142 - Safety)

Requests for Instructional Trips

All requests for instructional trips shall be directed to Transportation for processing. Requests should be submitted a minimum of four weeks prior to the date of the trip.

Instructional Trips on the Board Approved List

Annually, an Instructional Trips listing is Board approved and should be referred to when making plans for instructional excursions.

Board Report Request

Following are the criteria to submit a board report request four weeks prior to the instructional trip:

- Trips to a location not listed on the approved instructional trip list
- Trips which include possible hazards or unsafe conditions
- Trips scheduled to take place other than during the regular school day
- Trips requiring reimbursement of expense

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Conditions under which authorization for water activities will be considered, but are not limited to:

- Parent consent
- Supervision and life guards
- Type of activity

Fees and Charges

Please note the following information from the Education Code regarding fees and charges in connection with instructional trips.

No student shall pay any charge for necessary supplies (EC 38118) nor pay to the district a fee for transportation on any field trip nor an admission fee in connection with any educational field trip (Title 5 Section 350 and 405). Use of facility (or bus) by nonstudents for recreational purposes is subject to fees prescribed by the Board (EC 10912).

No district shall pay for meals or lodging (motel or hotel rooms) for a student on any field trip (EC 35330). However, the district is authorized to pay for school lunch (and breakfast when such program is established) for any locally designated needy child (EC 49500). School lunches (Type A) during the trip may be reported just as for those at school and are subject to the regular federal and state reimbursement rates.

No student of an identifiable group shall be prevented from making a field trip due to lack of funds and no group shall be authorized to take a field trip if a student-member will be excluded due to lack of funds (EC 35330).

No admission charge required as part of an educational field trip activity may be paid by a student. The district shall pay for admission and other necessary expense of instruction. Community service groups (such as PTA, Student Body Association, etc.) may provide funds purposes.

INTERNATIONAL TRAVEL

The Pasadena Unified School District does not provide school-sponsored international trips or exchange programs unless in rare circumstance approved by the Chief Academic Officer as necessarily connected to an educational

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program. Staff members are not discouraged from working privately to organize international study trips, but they should be handled independently of the school/district; the Pasadena Unified School District disclaims any responsibility for them.

- 1) No PUSD resources, including student databases and communication tools, school time or facilities may be used in the planning, promotion, or administration of a privately organized international trip or exchange program (private trip)
- 2) Payments for private trips should be made directly to the travel company.
- 3) Staff who organize student international travel must use clear language indicating that the trip is not school/district- sponsored
- 4) As such trips are not school/district- sponsored, neither principal nor any school staff may approve such trips

Policy

PASADENA UNIFIED SCHOOL DISTRICT

Adopted: January 23, 1996

Pasadena, California

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