

Liberty Union High School District

Administrative Regulation

Classification: Instruction

Policy No. AR 6153

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Effective 11/19/97

Revised 5/22/24

Subject: School-Sponsored Trips

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation. Unless otherwise noted, the term "fieldtrips", as used in this regulation, applies to all off-site trips including athletic 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.

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. 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)

Request for One Day Fieldtrips

1. All fieldtrips must be approved in advance by the principal.
2. A request for any fieldtrip must be filed by the teacher with the principal for prior approval. Athletic fieldtrips must be coordinated through the athletic director, who submits the request to the principal.
3. All appropriate forms must be completed in accordance with District timelines and guidelines.
4. Coaches will work through the athletic director for athletic trips outside of the league.
5. Fieldtrip requests must be received by the transportation department ten (10) working days prior to the proposed fieldtrip.
6. Fieldtrips requiring bus transportation must be scheduled through the district's transportation department. District bus availability for fieldtrips is limited. Priority is first given to home-to-school transportation, then, athletic team transportation, and finally, general fieldtrips.
7. Criteria for fieldtrips:
 - a. Direct relevance to the instructional program;

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- b. Adequate funding available;
 - c. Availability of approved transportation;
 - d. Planned pre and post fieldtrip instructional activities;
 - e. Students may fundraise to cover the cost of a fieldtrip, but no student shall be excluded from a fieldtrip for lack of sufficient funds;
 - f. In case of emergency, an emergency contact list (with cellular phone numbers) must be provided to the primary supervisor of the field trip and the school site.
 - g. Students may not use, possess, or purchase any alcohol or other controlled substance. Chaperones may not purchase alcohol to bring back for students' parents. Chaperones may not use alcohol while they are an official chaperone on a district fieldtrip.
8. A certificated staff member will be the "primary supervisor" on all fieldtrips, except as noted below. Volunteers, including parents and classified staff members, may assist primary supervisors or coaches.
- a. For athletic trips only, a qualified non-certificated employee may be the "primary supervisor".
 - b. A "qualified" non-certificated employee is someone hired to supervise or instruct interscholastic athletic activities.
9. Guidelines for Supervision:
- a. Each bus must have at least one primary supervisor.
 - b. There will be a minimum of one (1) adult supervisor chaperone, 21 years or older, for every 15 students.
 - c. Students will be under the supervision of a chaperone at all times. Students will not be allowed to tour or explore on their own.
 - d. All adults attending the field trip will be official chaperones.
 - e. The lead supervisor is responsible for providing training to the chaperones and for the direction of their efforts on the field trip.
10. Parent permission slips are required for any fieldtrip. Permission slips must include destination; times leaving and returning, method of transportation (parents must be notified in advance of driver's name if private vehicles are used for fieldtrip).
11. The primary supervisor should carry parent permission slips for each student on the fieldtrip.
12. The primary supervisor for the fieldtrip must arrange for supervision of any student remaining at school and not participating in the fieldtrip.

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13. A list of students actually on the fieldtrip must be left with the attendance office prior to leaving on the trip.

14. Each school will set procedures for verifying student attendance on fieldtrips

Request for Overnight/Out of State Fieldtrips

All procedures for a one-day fieldtrip should be followed, in addition:

1. All overnight or out-of-state fieldtrips require the prior approval of the Board. Requests should be submitted to the Board at least four (4) weeks prior to the proposed trip. If the request for an overnight or out-of-state fieldtrip is received too late to be acted upon at a Board meeting, the Superintendent may authorize the fieldtrip.
2. Requests must be presented to the principal in advance of the Board meeting.
3. If more than 1 (one) gender is participating in the fieldtrip, a male and female chaperone is required, even if there are fewer than 15 students participating.
4. There will be a minimum of 1 (one) adult chaperone, age 21 years or older, for 15 students.
5. Chaperones will make a minimum of two random, visual room checks in student rooms each night.

Use of Private Vehicles for Fieldtrips

1. Private vehicles driven by teachers or other drivers may be used for fieldtrips. Whenever possible, district bus transportation should be used for fieldtrips. Drivers of private vehicles are eligible for secondary coverage under the district's liability coverage. Parents shall be notified in advance of the driver of a private vehicle transporting their student.
2. Use of student drivers shall be discouraged. Student drivers may only be used to transport themselves or siblings within district boundaries if all other forms of transportation are not available. If student drivers are used, the following requirements must be met:
 - a) Approval by the principal prior to the fieldtrip.
 - b) The student driver must have written permission from a parent or legal guardian prior to the fieldtrip. Written permission from the student driver's parent or legal guardian is required if the student driver will transport other students.
 - c) Any student riding in a vehicle driven by a student driver must have written permission from a parent or legal guardian prior to the fieldtrip.
3. All drivers shall carry \$100,000/\$300,000 liability insurance coverage with district liability coverage functioning as secondary coverage.

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4. Each driver of a private vehicle shall provide proof of current California driver's license and all insurance forms to the principal before the trip begins.
5. The site principal will submit insurance forms and proof of California driver's license to the Chief Business Officer before the trip begins.
6. The number of passengers transported in a private vehicle shall not exceed the recommended maximum capacity of the vehicle, or in any case no more than 10 passengers, including the driver. There shall be a seat belt available for each passenger. All applicable vehicle code regulations pertaining to private vehicles will be closely followed (i.e., seat belts, etc.).

Cancellation

The principal's and attendance office shall be notified if a fieldtrip is canceled. The Transportation Department should be given 24 hours advance notice if a bus scheduled for a fieldtrip is canceled. Emergencies or inclement weather are acceptable reasons for short notice cancellation.

Eligibility to Participate on a Fieldtrip

1. No student should be denied access to a fieldtrip because of differences with the teacher or an administrator.
2. Students must follow approved guidelines and secure appropriate parent permission to be eligible to participate in a fieldtrip.
3. Students causing a health or safety problem while participating may be removed from the fieldtrip with the parents/guardians notified and responsible for securing return transportation to home.

Student Trips Out of the Country

Out-of-country trips may only be approved for unique and extraordinary circumstances.

Before a request for an out-of-country fieldtrip is presented to the Board for approval, the primary supervisor of the trip must research, provide copies, and develop a plan to meet all requirements as stated by the US Department of State.

If an out-of-country is approved, all the following guidelines must be followed.

School affiliated student trips to other countries should be scheduled during the summer vacation.

If it is not possible to schedule a trip during the summer, the Board of Education must approve the trip at least six (6) months before the trip occurs.

If these trips are approved during Intersession, participating students and staff should not miss school before or after the Intersession due to the trip.

These trips shall not present an educational disadvantage for students who do not participate.

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The primary supervisor of the trip must provide sufficient opportunities for students to raise funds for the trip.

There shall be a minimum of one (1) certificated employee for every eight (8) students. Chaperones are "on duty" at all times during the trip.

The primary supervisor of the trip must meet with students and parents to appropriately plan for the trip. Parents or legal guardians are required to attend these meetings.

Students and staff are subject to all conditions listed in Board Policy 6153 and Administrative Regulation 6153, including:

- Students may not use, possess, or purchase any alcohol or other controlled substance.
- Chaperones may not purchase alcohol to bring back for students' parents.
- Chaperones may not use alcohol while they are supervising students.
- Expectations for student behavior are the same as for a normal school activity.
- At all times during the trip, students are under the direct supervision of the chaperones.

Parents will be discouraged from making parallel, out of country trips. If parents do make parallel trips, they will be discouraged from removing their student from the group.

Students who have graduated from high school are not eligible to participate.

If the trip is taken during the summer, any consequences for inappropriate student behavior will be applied at the start of the following school year.

Prior to departure, the primary supervisor will submit all required documentation to the Principal, including but not limited to, the following:

- A list of all students participating.
- Behavior contracts signed by students and parents.
- A checklist verifying that all conditions in the Board Policy and Administrative Regulations have been met.
- A detailed itinerary.
- Communication method with primary supervisor.
- A list of all chaperones.
- A list of all parents making parallel trips.
- Understanding of parental parallel trip guidelines.

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- Any other documentation required by the principal.

Within three weeks of return, the primary supervisor will submit to the Principal a written report of the trip.

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)
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.
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.
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.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Bus. Code 17550-17550.30	Sellers of travel
Bus. Code 17552-17556.5	Educational travel organizations
Ed. Code 32040-32044	First aid equipment: field trips
Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 35331	Provision for medical or hospital service for pupils (on field trips)
Ed. Code 35332	Transportation by chartered airline

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Ed. Code 35350	Transportation of students
Ed. Code 44808	Liability when students are not on school property
Ed. Code 48908	Duties of pupils; authority of teachers
Ed. Code 8760	Authorization of outdoor science and conservation programs

Management Resources

Description

Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Homeland Security
Website	American Red Cross
Website	California Association of Directors of Activities

Cross References

Code

Description

0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0470	COVID-19 Mitigation Plan
1230	School-Connected Organizations
1230	School-Connected Organizations
1321	Solicitation Of Funds From And By Students
1321	Solicitation Of Funds From And By Students
1700	Relations Between Private Industry And The Schools
3260	Fees And Charges
3260	Fees And Charges
3311.2	Lease-Leaseback Contracts
3312.2	Educational Travel Program Contracts
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3541.1	Transportation For School-Related Trips
3541.1-E(1)	Transportation For School-Related Trips
3541.1-E(2)	Transportation For School-Related Trips
5131	Conduct
5131.1	Bus Conduct
5131.1	Bus Conduct
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.7	Sun Safety
5142	Safety
5142	Safety
5143	Insurance
5143	Insurance
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6142.5	Environmental Education
6142.6	Visual And Performing Arts Education
6143	Courses Of Study
6143	Courses Of Study
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities

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Athletic Competition

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Athletic Competition