



calanes Union High School District

1212 Pleasant Hill Road, Lafayette, CA 94549

www.acalanes.k12.ca.us

925-280-3900 ♦ Fax 925-280-3903

Field/Student Trip Guidelines

Philosophical Basis for the Approval of a Field/Student Trip

Approval of any field/student trip is based upon the correlation of the mission of the educational program requesting the trip and the proposed trip itinerary. District approval will not be given to proposed trips that incorporate extensive tourism not directly related to the intent of the trip that causes students to miss classroom instructional time. Advisors/coaches and chaperones must always be cognizant that students are their responsibility from the time of departure and until the final moment of the trip itinerary. District liability extends beyond merely normal instructional hours.

Field Trips are NOT tourist activities, retreats, or informal gatherings. Those will not be approved.

Instructions for Filling Out the Field Trip Request Approval Form

Please refer to the correct form: One day or Overnight

Proposed Activity: This section should clearly state the name of the event

Date of Request Submission: An out of country trip **must** be received by the site principal a minimum of **four months prior** to the trip. An overnight trip or event within California must be received by the site principal **three months prior** to the trip.

Name of Staff Member/Position Making the Request: The person making the request must be the district-approved advisor or coach of the organization/team. Parents and students are not authorized to submit trip requests.

Number of Students Involved in this Activity: There must be a minimum of one chaperone for every ten students. When there are both male and female students on a trip, there should be male and female chaperones. Chaperones must receive the district expectations. These must be reviewed by the teacher in charge at the beginning of the field trip.

Funding Source: As per California Education Code, no student may be denied participation in a trip based upon the inability to pay for a trip. The cost of a trip should reflect fiscal responsibility on the part of the advisor/coach. Participation in non-school related events requiring additional expenses should not be required during the course of a trip.

California Education Code 35330 Excerpt

(d) Provide supervision of pupils involved in field trips or excursions by certificated employees of the district. No pupil shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the governing board shall coordinate efforts of community service groups to supply funds for pupils in need of them. No group shall be authorized to take a field trip or excursion authorized by this section if any pupil who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.

Dates of the Trip: Trips should not be scheduled for days beyond those needed to complete the educational purpose of the trip. Any trip requiring multiple days of missed classroom instruction will be evaluated based upon its educational merits. The district believes that the maximization of productive classroom instructional minutes is a core element of an effective school.

Names of Adult Supervisors: Trip approval is subject to a minimum of one chaperone for every ten students. Each trip must have a district employee present as a chaperone. The chaperones must all receive the Chaperone Expectations sheet. The Principal and Human Resources reserve the right to approve the selection of all chaperones, and chaperones for overnight trips must be fingerprinted and complete Mandated Reporter training. If an employee needs a substitute, the site principal must be informed of the need and the employee must make arrangements for the substitute a minimum of one week prior to the trip. Classified employees who are not to be utilized as chaperones during the course of their regular work schedule.

Travel Information: Non-refundable tickets should not be purchased for airline transportation. Tickets are not to be purchased prior to receiving AUHSD Governing Board approval for a trip. Advisors/coaches are financially liable for the expense incurred by the purchase of travel tickets prior to AUHSD Governing Board approval of a trip. The purchase of tickets should be made through school and/or district financial offices. Individuals should not make bulk purchases on private credit cards when district reimbursement will be necessary. If private vehicles are used to transport students, the advisor/coach is responsible to make sure all insurance and license documentation is on file with the school finance secretary one week prior to the trip.

Itinerary: All trips must depart from either a school site or a transportation hub. Trips may not use public or private parking lots as a departure or return location. Advisors/coaches must consider motor vehicle driving restrictions (e.g. times of the day juveniles can drive) when establishing departure and return times.

Educational Purpose of the Activity: Missed classroom instructional time should be kept to an absolute minimum. The educational purpose of the activity must be a direct result of a course curriculum or required co-curricular competition. Events should never be selected based on the attractive nature of its venue. Trips should never be used as an incentive for students to participate in a program. Students should never be recruited for a class or activity using a lure of non-local travel.

Signatures: The site principal must approve a trip prior to any consideration by district office staff. District Office staff will verify the appropriateness of the documents provided by sites when all

documents are submitted. If the Associate Superintendent agrees that the trip meets AUHSD standards, the item will be placed on the next the regular meeting agenda. The placement on an agenda cannot occur less than ten days prior to a meeting. Should the AUHSD Governing Board choose not to authorize a field trip, the school principal will be notified within 48 hours of the meeting. All overnight field/student trip requests are listed on the AUHSD Governing Board agendas located on the district website along with other consent agenda items.

Lodging Arrangements: Payments for lodging should never be finalized until the AUHSD Governing Board approves a trip. Lodging arrangements should demonstrate fiscal responsibility and sensitivity to supervision needs. Due to district liability considerations, housing at private residences is discouraged.

Daily Schedules: Daily schedules should reflect each major activity undertaken by a group and cover the complete day and night. Schedules should not be deviated from without school/district administrative authorization. "Free time" on field trip forms should be limited to 2 hours or less.

Supervision of Students: Students should never be allowed to be beyond the immediate supervision of a chaperone. Advisors/coaches should not allow students to go off on their own and report back at a prescribed time. Room checks must be a component of appropriate supervision. Students should not be given an option of being allowed to stay up at night, even when they are within the confines of the lodging facility. Parents and students should be informed in writing of the expectations of the trip chaperones. Staff/Coaches/Chaperones must never use alcohol or drugs while on a field trip.

Emergency Procedures: The advisor/coach must carry emergency contact and field trip authorization forms for each student. An emergency contact phone number for a school or district administrator must be possessed by advisors/coaches participating in the trip. Should a serious discipline situation occur during the course of the trip, a school or district administrator must be called. No student should ever be sent home or separated from a group or team without prior approval from an administrator.

AUHSD Field Trip Procedures

For staff:

1. Make sure your field trip meets the criteria for approval. Field trips need to be educational and not cause excessive loss of class time. Overnight retreats are not allowed.
2. Planning a field trip involves doing everything possible to minimize cost of the trip while ensuring students are in school for as much as possible before a trip. Whenever possible, flights or buses should be scheduled after school.
3. All activities should be aligned to the objectives of your trip: for example, trips to Disneyland or other theme parks should not be added on to the end of a trip.
4. Fill out the correct field trip approval form – either **one day** or **overnight and follow the timelines on the form**. Note: One day trips over 150 miles need an overnight form.
5. Ensure the form is completely filled out and all documentation attached before submitting it for approval. Incomplete forms will be returned.
6. Do not purchase any tickets until your trip is approved. Do not purchase non-refundable tickets.
7. Ensure you have a chaperone for every 10 students. Note: Classified staff members are not to be used as chaperones during a regular workday. Please mark where sub coverage is needed for certificated staff.
8. Ensure volunteer driver forms are complete (these need to be completed annually) and are attached to your field trip packet. Your packet is not complete until the forms are attached.
9. Ensure all Parent Authorization/Medical Information forms are complete for every student participating. Bring forms on the trip along with a roster of students.
10. Ensure volunteer guideline sheets have been distributed to all chaperones and reviewed.
11. Ensure all chaperones and staff are aware of the no alcohol/drugs policy. Staff and chaperones are not to drink/use drugs on trips.
12. Ensure every chaperone knows what to do in event of an emergency and has contact information for staff.
13. Ensure chaperones on overnight trips have been cleared through Human Resources. This includes fingerprinting and Mandated Reporter training.