FREMONT UNION HIGH SCHOOL DISTRICT

SCHOOL-SPONSORED TRIPS
(FIELD TRIPS)

GUIDELINES, REGULATIONS AND POLICIES

This document details both the revisions as well as the procedures required for approval of any school-sponsored trip. Be certain you review these carefully. To obtain trip approval and necessary forms, please see the appropriate support person at your site.

You are responsible for following all procedures and requirements included in this Handbook. Board Policy 6153 and Admin Regulation 6153 outline requirements for all school sponsored trips. However, this handbook provides greater detail and additional procedures as approved by the Superintendent/designee.

What is a School Sponsored Trip?

California Education Code states that school sponsored trips are trips or excursions with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the United States. A field trip or excursion to and from a foreign country may be permitted to familiarize pupils with the language, history, geography, natural sciences, and other studies relative to the district's course of study for pupils. These trips are approved and supported by the site principal and governed by the Board of Trustees.

Trips that are organized, supported or advertised by outside agencies or for-profit companies, are not school sponsored trips. These include, but are not limited to, educational travel trips sponsored by organizations such as EF Educational Tours, ACIS Educational Tours, World Strides and more. Though these types of trips may provide tremendous travel opportunities for staff and students, they are not school sponsored trips. Any trip/tour that is not a school sponsored trip cannot be promoted or supported by the site, even if staff may be participating in the trip. If you have any questions about this type of trip, please contact the principal or Field Trip Designee at your site.

Some School Sponsored Trips do not require the general approval forms outlined below. These include local regularly scheduled athletic competitions, community-based courses, work experience and more. If your activity or sport provides every parent a schedule of local competitions or activities regulated by a governing agency, such as CIF, at the beginning of the season, or a list of community outings for a community-based course, then the filed trip approval form is not required. However, you must have evidence that each parent/guardian was provided the date, time and location of the events and provided their general consent for participation. You must also have the approval of a School Administrator. All other rules and forms are required.

Administrative Regulations

District staff shall follow established district and site procedures in planning and supervising all school-sponsored trips. For the purposes of this regulation, "supervising staff" shall refer to the certificated staff member, approved classified staff, or athletic team coach as defined by 5 CCR 5590 serving as lead chaperone.

Supervision

1. Students on approved trips are under the jurisdiction of the Board of Trustees and shall be subject to district and school rules and regulations.
2. Supervising staff shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, supervising staff shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. The ratio of adults to students on school-sponsored trips shall be a minimum of two (2) chaperones per trip with at least one adult chaperone for every 20 students, ***unless otherwise approved by the principal***.
5. Chaperones shall be 21 years of age or older and must adhere to all HR requirements.
6. The Staff member in charge of the trip must ensure that all chaperones have been cleared by HR prior to leaving for the trip. These requirements may include a TB test, fingerprint clearance, additional training and more.
7. Supervising staff, other district personnel, and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.

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 want 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 waving such claims. (Education Code 35330)

Safety Issues

1. While conducting a trip, the supervising staff shall have the school's first aid kit and cell phone in his/her possession or immediately available. (Education Code 32041)
2. 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 certificated staff member, classified employee or agent of the school who has completed a first aide course which is certified by the American Red Cross, and which emphasizes the treatment of snakebites (Education Code 32043)

3. 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)

4. If the Superintendent or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, they shall implement precautions necessary to protect the safety of students and staff.

5. 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.

6. 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.

7. In the event of an emergency, all district personnel shall follow established district emergency procedures. For trips that end after normal school business hours, procedures need to be in place for chaperones/staff to be able to contact a site administrator, if necessary.

Funding

1. **No student shall be <u>prevented or discouraged</u> from making a trip because of lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds (Education Code 35330).**

   The Education Code/District Policy pertains to **ALL** school sponsored trips. There are no exceptions.

2. Prospective student participants and their families may be requested to make a voluntary contribution to cover the costs of student lodging, meals, transportation, and any accompanying registration expenses. Students and parents are to receive an analysis of all fees prior to payment. (Education Code 35330)

3. Costs for supervising staff not paid by district funds and costs for designated chaperones, including expenses related to transportation, meals, and/or lodging, may be paid from special trip expenses funds established through the site's Associated Student Body. An accounting of costs for designated chaperones shall be made available to trip participants upon request.

4. The number of Chaperones/Coaches/Adults whose expenses are paid or partially paid with student/club/ASB funds, cannot exceed the required ratio of students per chaperon.

5. Selection of designated chaperones shall be free of favoritism, bias, and nepotism. The principal or designee shall work with supervising staff to establish a fair and equitable selection process. Priority may be given to district employees in determining designated chaperones.

6. All trip monies, including booster club monies, shall go through the Associated Student Body (ASB) account.

Approval for Local Trips – 3 weeks prior approval needed

1. Local trips (within 120 miles one-way): Supervising staff planning a trip shall submit a fully completed Field Trip Approval Request – Single Day form to the principal at least <u>three weeks prior</u> to the date desired for local trips. The purpose and relation to the course of study shall be stated in the request.

2. The principal shall approve or disapprove the request and notify the supervising staff. If the trip is disapproved, the principal shall state the reasons.

3. No trip shall be approved if the trip conflicts with state or district mandated testing calendar.
4. No trip shall be approved unless supervised by authorized district personnel.
5. Principals may exclude any student from the trip whose presence on the trip would pose a safety or disciplinary risk.
6. Principals shall not approve activities which are considered to be inherently dangerous to students or to pose unacceptable, unmitigated risks.

Approval of Out-of-Area Trips/Out-of-State Trips/Overnight Trips – One-month prior approval needed

1. Supervising staff planning an out-of-area or out-of-state trip shall submit a fully completed Field Trip Approval Request – Overnight form to the principal at least one month prior to the date desired for the trips. The purpose of the trip and its relation to the course of study shall be stated in the request.
2. Principals shall not approve activities which are considered to be inherently dangerous to students or to pose unacceptable, unmitigated risks.
3. Out-of-area trip requests must be presented to the Superintendent or designee by the principal for approval.
4. No fund-raising, reservation deposits or payment of any kind may be made until approval has been received.
5. No trip shall be approved if the trip conflicts with the state-mandated testing calendar.
6. No trip shall be approved unless supervised by authorized district personnel.
7. All district procedures required for out-of-area, out-of-state, or out-of-country trips, including any requirement for additional insurance, shall be followed. Failure to abide by district procedures may warrant cancellation of the trip.
8. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

Approval of Out-of-Country Trips – 3 months prior approval needed:

All provisions are the same as Out of State/Area trips except for the following:

1. Out-of-Country trips require three months prior approval.
2. Out-of-Country trips must be presented by the Superintendent to the Board of Trustees.
3. The Superintendent shall present the Board with supporting rationale, complete itinerary, and plans for financing the trip.

Additional Supervision Requirements

1. Students on approved trips are under the jurisdiction of the Governing Board and subject to school rules and regulations.
2. Supervising staff shall accompany students on all trips and shall assume responsibility for their proper

conduct. The designated, responsible FUHSD employee for the trip shall, after having direct contact with parent/guardian, have the authority to send a student home at the expense of the student when the student's behavior warrants, in the judgment of the employee in charge, that such action is necessary. Supervising staff shall make certain that each chaperone is aware of the students under his/her supervision and is provided with a list of their names.

3. The principal shall consider the advisability of including an administrator among supervising personnel. Factors to be considered should include, but not be limited to, the size of student groups; distance; nature of activities to be experienced; and situations/environment to be encountered.

4. On all overnight field trips when students of both genders are participating, there will be at least one chaperone of each gender providing supervision. This requirement may be waived by the principal, after consultation with and approval by an Associate/Assistant Superintendent or designee

5. Every effort should be made to avoid situations involving one student and one supervising adult/chaperone.

Mandated Isolation due to Illness

In some cases, a staff member or student may be required to isolate or quarantine due to illness.

Staff Required Isolation
The District will reimburse travel expenses for the staff member to travel home if they are required to be in isolation at the time the trip is ending – this may include bus, air travel or rental car. The district will also reimburse the cost of additional hotel/motel stay due to the mandated isolation.

Student Required Isolation
If a student is required to isolate or quarantine due to an illness, it would be appropriate for a parent/guardian to fly/drive for their isolation and then fly/drive home with their child. The additional accommodation for the student (upon testing positive and needing to move to their own room) would be a cost for the family, as would any cost for the flight/drive.

Depending on when the parent could arrive, it might necessitate a chaperone to stay until the parent arrived. The district would reimburse the cost of additional accommodation and any change fee/cost for flight/drive for the staff member.

Transportation

1. Payment for transportation shall be the responsibility of the sponsoring group. All transportation arrangements shall comply with established District procedures.

2. Parents will be informed of their responsibility for transporting the students for cocurricular activities. Parents will be provided with a complete schedule prior to the season.

3. Transportation through the use of privately-owned and operated vehicles is necessary for all groups. The registered owner of a vehicle assumes the primary insurance liability for the vehicle passengers. Established district procedures for driver approval shall be followed. Drivers/owners of private vehicles transporting other than their own student(s) need to complete a Private Car Travel Check for Field, Athletic and Activity Trips form (6153.4).

4. Whether driving one's own vehicle or renting a vehicle, an individual is not allowed to drive more than 8 students + driver (9 total) without the vehicle being considered a "school bus". A special driver's license is needed to drive a "school bus".

5. Common carrier and/or approved carriers may be used. A common carrier is defined as a company in

the business of transporting passengers or goods for a fee at uniform rates available to all persons. A coach (bus) company must be School Pupil Activity Bus (SPAB) certified, and have a valid Certificate of Insurance and Additional Insured Endorsement on file in the Business Office, which includes Sexual Abuse and Molestation (SAM) coverage.

6. Like all vendors, the use of common carriers (transportation providers) must be approved by the Business Office, prior to scheduling and payment. Jiahui Li helps with all vendor requirements and insurance. Please see the approved Carriers list (Bus List) available on the FUSHD Staff website portal.

7. Field Trip requests not using an approved common carrier shall be rejected by the school site and not moved forward to the District Office.

8. Air transportation may be provided on regularly schedules airlines or government owned planes.

9. Travel Agencies (including online travel agencies) that are used to schedule air or sea transportation must be registered as a current California Seller of Travel and have a valid CST# on file in the Business Office.

Employee's Responsibilities and Limitations

1. Supervising staff shall select a trip and location, which would best augment the class/activity program within safety, health, distance, financial, and time considerations. Communicate with principal for tentative approval as soon as possible on plans before talking to or recruiting students/parents. Unless authorized, teachers are not to take students off campus.

2. After the trip has been approved and before the employee takes any group of students off campus, s/he must follow and communicate all trip rules and regulations to students and their parents. Be certain to have any written communication approved by the principal or designee prior to distributing it to students and/or parents.

3. The lead chaperone must ensure adequate supervision of one adult to every 20 students and a minimum of two chaperones unless otherwise approved by the principal. Supervision should be adequate to meet student needs and support activity. All non-district chaperones accompanying students on a trip shall be registered with the school as supervising adults and must complete a Volunteer Adult Field Trip Waiver Notice and Medical Authorization form (6153.7a).

4. Lead Chaperone/Staff in charge must adhere to all Student Health and Safety requirements as outlined in the Student Health and Safety Section in the Handbook.

5. The lead chaperone shall communicate with the appropriate District Office personnel regarding the use of any travel agency (including online providers) and/or common carrier.

6. The lead chaperone shall collect and deposit all monies through the Associated Student Body and provide a complete financial report to the principal within five days of the conclusion of the trip.

7. All district personnel shall maintain a professional relationship that cannot be used for private gain or advantage, with students, chaperones, and all others involved in the trip.

8. Limitations:
    a. Non high-school age children and non-students may not be part of any school-sponsored trip.
    b. Time given by employees to supervision of school-sponsored trips beyond the school day will not be reimbursed.

Principal Responsibility

1. Communicate field trip Administrative Regulations, Board Policies and procedures to school staff,

students, and school community served.

2. Submit for approval all information for requests for out-of-country field trips to the Superintendent or designee three months in advance or out-of-state field trips one month in advance of desired departure.

3. The principal or designee shall be available to respond to questions and provide information at the board meeting when the out-of-country "Request For Field Trip Approval" form is considered by the Board.

4. All "Request for Field Trip Approval" forms, are submitted electronically for appropriate approvals.

5. Maintain the records of each field trip for one calendar year from the date of the trip.

6. Establish internal field trip procedures and assign responsibility to selected Assistant principal for monitoring. This includes all final approvals for the trip – purpose, dates, chaperones, transportation, funding, etc.

Student Responsibility/Limitations

1. Prior to participating in any school-sponsored trip, students shall arrange with teachers to make up all classwork missed due to a scheduled trip.

2. Prior to participating in any school-sponsored trip involving five or more school days, students shall enter into an independent study agreement with each teacher. Written parental approval is required prior to entering into any independent study agreement.

3. Students participating in any school-sponsored trip are limited to 10 school days per trip for apportionment purposes.

4. Students are subject to all school and district rules while participating in any school-sponsored trip.

Overnight Accommodations for Out-of-Area/Out-of-State/Out-of-Country Trips

1. All chaperones for overnight trips of any length must be cleared by Human Resources in advance. This may include a TB test, fingerprint clearance, additional training and more.

2. When possible, students having access to their own private rooms is preferred

3. When sharing rooms, students will be assigned rooms based on identified gender

4. For non-binary students, it is expected they follow the social constructs of the gender for which they have identified - Example: if a biological female has stated that their identified gender is male then we would expect them to follow the social constructs of a male: male restroom or gender neutral; room with other males or with others who are biological female identifying as male.

Student Health and Safety (Guidelines for Students with Health Conditions and Medications)

The following guidelines apply to all school sponsored trips:

- All staff members who are planning school-sponsored activities should notify the Health Clerk and provide a list of students attending as soon as possible prior to the trip
- Health Clerk/District Nurse needs at least 10 days' notice to train accompanying staff, update authorization forms and expired medications, and schedule any staff needed to provide nursing services to students attending field trips.
- Only staff trained by a District Nurse or a parent/guardian may assist a student with medication while

on the trip. Students with specialized healthcare procedures may need to be accompanied by parent/guardian or Health Clerk or District School Nurse or Site Admin. Please see *Coverage for Students with Health Conditions* located at the end of this document, for more information regarding staff training decisions and requirements.

- Parents/guardians, the school nurse, and trained FUHSD staff are responsible for ensuring that students have their medication available for all school-sponsored activities and field trips, including students who are authorized to self-carry and self-administer their medication.
- If not already at school, parents/guardians are responsible for providing emergency medication and an FUHSD authorization form for students with conditions such as asthma (albuterol inhaler), diabetes (insulin and glucagon), severe allergies (Epi-pen), seizures, and any other condition where an emergency medication is prescribed so that trained staff may respond in an emergency.
- Medications should be provided and transported in their original container with the student's name and dosage information, and be accompanied by the correct FUHSD authorization form
- Medication should be kept in a safe location at all times during the field trip, unless the student is authorized to self-carry.
- Trained staff should follow FUHSD guidelines, the student's action plan/authorization form, and the IHP (if present) when assisting students with medications during the field trip.
- The Field Trip Medication Sign-Out/Return Log must be completed by trained staff. The Field medication administration log must also be completed each time a student's medication is administered during the field trip. Controlled medications must be counted before check-out and again upon return from the field trip.
- Staff Chaperone unable or unwilling to support student medical/health needs as communicated by District Nurse, shall not be able to chaperone the event

Forms

The following field trip forms are available at each campus in the Activities Assistant principal's office – digital versions may be available – District Digital Forms are in red and can be found on the Staff Section of the District Website under Business Forms and Files:

1. School Sponsored Trip/Field Trip Handbook
2. Field Trip Approval Request – Single Day
3. Field Trip Approval Request – Overnight
4. Parent/Guardian Field Trip Permission, Waiver, and Medical Authorization (Minor) (Form #6153.6)
5. Field Trip Permit (Form #6153.3)
6. Volunteer Adult Field Trip Waiver Notice and Medical Authorization (Form #6153.7a)
7. Private Car Travel Check For Field, Athletic and Activity Trips (Form #6153.4)
8. Activity List (Form #6153.9)
9. Athletic/Activity Participation Authorization (Form #6510)
10. Parent/Guardian Activity/Trip Permission and Waiver-Individual Activity
11. Acknowledgment of Non-Sponsorship of Activity or Trip

SCHOOL SPONSORED TRIPS

COVERAGE FOR STUDENTS WITH HEALTH CONDITIONS

Any student whose medical needs are part of a Medical Management Plan, 504 or IEP, as listed in the student data system must have their needs assessed by the School Health Clerk or District Nurse to determine the level of support needed on any school sponsored trip.

Step 1: A list of all attending students shall be provided to the School Health Clerk as soon as possible prior to the trip, but at least 10 days prior to the trip start date.

Step 2: School Health Clerk reviews supporting health documents and contacts student's family if necessary to determine student need and staff training that may be required. District Nurse determines if student will need support on the trip or if no extra support is needed.

Step 3: Health Clerk notifies Site Administration if any student attending the trip requires additional medical/health support

Step 4: If medical/health support is needed, then three options exist and this determination is made by the District Nurse – staff unwilling to follow these guidelines will be unable to chaperone the school sponsored trip:

1. **Parent may volunteer to attend the trip and provide needed support**
   This is often the first choice, but parents are not required to attend and cannot be pressured to do so

2. **Staff in Charge or other chaperone may be trained to provide the needed support**
   This training is provided by District Nurse prior to the trip – this option can reduce costs associated with the trip

3. **Trained staff may be assigned to attend the trip to provide needed support**
   If parent can't or does not want to attend the trip and Staff in Charge/Chaperone does not want to be trained, then an already trained staff member will be assigned to attend (costs associated may be charged to the total cost of the trip). If the level of support needed exceeds the training available to a staff member, then a trained staff member will be required to attend the trip.