

GUIDELINES FOR SCHOOL SPONSORED TRIPS

1.0. PURPOSE

The purpose is to establish guidelines for school-sponsored trips in support of Board Policy 6153. These guidelines are designed to ensure that students are safe when participating in school-sponsored trips and that school-sponsored trips support student learning with a minimum loss of classroom instructional time.

2.0 PROCEDURES

- 2.1 All school-sponsored trips involving out of State or out of country travel must receive prior approval of the Superintendent, or his designee. All other school-sponsored trips must receive prior approval of the Associate Superintendent, Elementary or Secondary Education, or their designee.
- 2.2 Field Study Requests for out of State or out of country trips must be submitted prior to placing a non-refundable deposit, except in extenuating circumstances. In such cases, the principal shall include a memo to the Associate Superintendent, Elementary or Secondary Education, which explains why the principal is recommending the exception.
- 2.3 Voluntary overnight educational field study trips should be scheduled after school hours, on weekends, or during school recesses. In the case of extenuating circumstances, the principal shall include a memo to the Associate Superintendent, Elementary or Secondary Education, which explains why the principal is recommending the exception.
- 2.4 Before the request for approval of the first trip by a school group or team in any school year, its advisor must provide the principal with a year-long plan outlining all overnight trips planned by that group or team. Except in extenuating circumstances, a group or team's annual school absences for school-sponsored trips should total no more than three days.
- 2.5 Any trip which occurs during school hours must be tied closely to the classroom content standards and must serve to enhance academic achievement.
- 2.6 All field trips should be at no cost to the CUSD General Fund, including the cost of substitutes for the supervising teachers. Teachers may not use sick leave or personal necessity leave to supervise a school-sponsored trip.

GUIDELINES FOR SCHOOL SPONSORED TRIPS (continued)**3.0 APPROVAL TIMELINES**

Depending on the destination, requests for approval of school-sponsored trips must be received by the Education Division no later than the following:

- 3.1 Local (within Orange County): 3 calendar weeks in advance of trip
- 3.2 Out of Area (out of Orange County/within CA): 6 calendar weeks in advance of trip
- 3.3 Out of State/Out of Country: 8 calendar weeks in advance of trip

4.0 APPROVAL DOCUMENTS

- 4.1 All School-Sponsored Trips: Teacher or sponsor shall provide the principal with completed “Field Study Responsibility Statement,” “Field Study Educational Justification,” and “Elementary or Secondary Field Trip Checklist” forms. These should be reviewed by the principal and retained at the school site. Upon review and approval for the above, the principal or designee shall submit to the Education Division the following signed documents:
 - 4.1.1 Field Study – Teacher Request Form
 - 4.1.2 Request to Attend (if teacher substitute is needed)
 - 4.1.3 District Transportation Form (if applicable)
 - 4.1.4 Purchase Requisition for admission charges (if applicable)
 - 4.1.5 Memo from principal to the Associate Superintendent, Elementary or Secondary Education, requesting exception for missing more than one day of classroom instruction for overnight trips (if applicable)
- 4.2 Overnight Out of Area (including California), Out of State and Out of Country Trips: In addition to the documents noted in 4.1, the principal or designee shall submit the following:
 - 4.2.1 Itinerary of group activities
 - 4.2.2 Information or prospectus from travel agency about tour group (if applicable)
 - 4.2.3 Description of comprehensive liability policy taken out for everyone on trip as well as the participant medical and cancellation insurance coverage
 - 4.2.4 Field Study form and Field Trip Liability Waivers for students and parents
 - 4.2.5 Sample Student Emergency Information Form and Medical Release Form
 - 4.2.6 Sample Student Behavior Contract

GUIDELINES FOR SCHOOL SPONSORED TRIPS (continued)

- 4.3 Volunteer Parent Drivers: Schools are discouraged from using parent drivers for field study trips. If volunteer drivers are to be used, the following guidelines apply:
- 4.3.1 The parent must complete an E-16 Volunteer Driver Form and the school must keep this record on file.
 - 4.3.2 A copy of the parent's Declaration of Coverage (from insurance agent) must be attached to the Volunteer Driver form. The principal should check to make sure that the parent's insurance meets or exceeds the District's minimum \$100,000/\$300,000 liability coverage which are stated on the form. If minimum requirements are not met, the parent may not drive. CUSD reserves the right to request a copy of a driver's DMV moving violation records prior to transporting students.
 - 4.3.3 Any adult who drives a vehicle in Mexico must obtain a Mexican auto insurance policy prior to crossing the border so that this becomes part of the insurance deductible. No student is to drive in Mexico.

5.0 SAFETY CONSIDERATIONS

- 5.1 Follow the guidelines stated on "Field Trip Responsibility Form" for safe supervision of students.
- 5.2 While conducting a field study trip, the teacher shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)
- 5.3 For out of country trips, the trip shall be accompanied by a teacher who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites. (Education Code 32044).
- 5.4 It is strongly recommended that students traveling out of country/state have medical coverage. If the trip tour provider does not supply insurance, parents should be offered the option to purchase a supplemental policy, such as the Myers-Stevens Insurance which offers a 24-hour worldwide coverage option available through the school district.

For Field Studies Involving Boats or Vessels, please see AR #6.8.