

Los Gatos-Saratoga Union HSD

Administrative Regulation

School-Sponsored Trips

AR 6153

Instruction

Supervision

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. 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)

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)

(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)

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.

(cf. 5142 - Safety)

One-Day Trips

1. Permission to organize and conduct field and activity trips must be secured from the principal in accordance with whatever school regulations are in effect.

2. Parent/guardian permission must be secured in writing for all participating students.

3. Teachers using their own vehicles to transport students on field and activity trips shall complete the "Field and Activity Trip Private Car Travel Check" and file one copy with the principal.

4. The sponsor of the trip shall insure that an emergency card for each participating

student is on file at the school.

Out-of-State and Foreign Trips

1. Board of Trustees-Sanctioned Trips

a. Request for Board sanction of a specific proposal shall be submitted in writing to the Superintendent. Such requests shall include a justification for the proposed trip (educational or otherwise) and shall identify the school district personnel (paid or volunteer) and such other adults responsible for student supervision. Proposals shall be received by the Superintendent at least four calendar months prior to the contemplated departure date.

The request shall be accompanied by evidence of compliance, or of ability to comply, with the following:

(1) The submission of a statement of waiver acceptable to the school district's legal counsel which exempts the State of California and the school district from claims for injury, accident, illness or death occurring during, or by reason of, such field and activity trip. Such a statement waiving such claims shall be signed by all adults taking out-of-state field and activity trips and by all parents or guardians of students taking out-of-state field and activity trips.

(2) The provision of a policy of insurance which provides adequate protection to participants in cases of illness and/or accident.

(3) The provision, if district equipment is used, of insurance to cover the value of such equipment, and, if district transportation is used, provision for liability insurance. If travel is to and from a foreign country, such liability insurance shall be secured from a carrier licensed to transact insurance business in such foreign country.

(4) The establishment of an agreement that no student in the group shall be prevented from making field and activity trips because of lack of sufficient funds.

(5) The submission of a plan for fund-raising activities, for the accounting of funds, and for the return of such funds if not used for the purposes specified by the contributors.

b. Prior to departure the sponsor shall complete the following tasks:

(1) Prepare a list of educational objectives for the trip.

(2) Teachers, parents or volunteers using personal vehicles to transport students on field and activity trips shall complete the "Field and Activity Trip Private Car Travel Check."

(3) List the itinerary, including dates, times, places and lodging accommodations.

(4) Compile a list of all persons (students, chaperones/alternates) going on the trip and their addresses, telephone numbers, and, in the case of students, names of parents/guardians.

(5) Send a packet of trip information to all parents of participants and to the Superintendent.

(6) Prepare a list of student behavior regulations and secure the signatures of all participants and their parents.

(7) Specify transportation arrangements and insurance liabilities. (NOTE: Additional insurance may be required for foreign trips)

(8) Arrange for emergency transportation.

(9) Investigate the closest available medical facilities and arrange to have a doctor in the area to be on call. Secure from each student participant a medical release slip signed by his/her parent/guardian. This release slip is to be taken on the trip.

(10) Secure a signed release of responsibility for any injury, loss, damage or accident liability from a parent or guardian of each participating student. Signatures are to be witnessed by a notary public. These forms are to be filed in the principal's office prior to departure.

(11) Arrange with the principal to have an in-service instruction meeting of all personnel participating to review the field and activity trip regulations and the responsibilities of both students and chaperones.

c. Subsequent to return, the sponsor is to complete the following tasks prepare and submit accident report forms on all injuries, large or small, which occurred during the trip.

2. Non-Board-Sanctioned Trips

a. In his/her official capacity, no school employee shall promote or endorse any non-board-sanctioned trips.

b. School district personnel shall refrain from using school district time or materials for promoting any non-school-related student-travel programs.

Out-of-County Activities

1. Superintendent approval is required for any out-of-county and overnight, field trips. The principal will submit request for approval 60 days in advance. In the case of competitions, requests will be made as soon as dates are determined. Board approval is required for all out-of-state field trips.

2. Parents/guardians are to be fully informed of the date, times and location of the activity.
3. A parental/guardian signature on a permission form, indicating an understanding of the date, times and location of the activity and releasing the district from liability for transportation to and from the activity must be received before a student is permitted to attend the activity.
4. The district must offer bus/van transportation at cost to students who have no other means of traveling to and from out-of-county location or whose parents/guardians do not wish them to travel by private conveyance.

Instructional Credit

Credit may be allowed for certain approved trips or excursions, providing the program is directly related to the existing curriculum. New programs must be approved by the Board. No more than 10 units of credit may be granted during a summer session.

Regulation LOS GATOS-SARATOGA UNION HIGH SCHOOL DISTRICT
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