

SCHOOL-SPONSORED TRIPS

Excursions and field trips are an integral part of the students' educational experience. Because of the inherent risks assumed by the district in authorizing and conducting these excursions, numerous factors must be considered and addressed.

Authorized school sponsored field trips are identified as either: Athletic, School Sponsored, ASB Club sponsored, or Student Exchange Trips.

Trips organized by outside educational travel companies using district teachers or staff as organizer, recruiters, or chaperones (for example East Coast, Europe, South America, etc.) are not authorized school sponsored trips, and the District assumes no responsibility or liability for any such activities.

Application for Excursions or Field Trips

1. All applications for excursions and/or field trips shall be in writing. Form No. 7209-18 with all required documents shall be used for this purpose.
2. Sequence of Application Approval
 - a. Certificated employee sponsoring a proposed excursion or field trip prepares an application and forwards it to the principal.
 - b. The principal approves or disapproves. If further approval is required, the principal forwards the trip plan to the Superintendent or his/her designee. If further approval is required, the Superintendent or his/her designee forwards the trip plan to the Board. The Superintendent or his/her designee notifies the principal of the action taken.
3. Applications constitute planning documents. No formal announcement of the planned activity and fund-raising or other implementing action shall be initiated until authorized by the approving authority.
4. Applications shall be submitted early enough to allow the approving authority ample time to approve or modify the application in a manner that is fair to all concerned.
5. In all instances, applications for excursions or field trips shall include a statement of purpose in which the sponsor establishes objectives for the proposed field trip that clearly demonstrates educational value, a full itinerary including dates and sites of all activities in which students will participate, participant roster, and evidence of compliance or assurance of the ability to comply with the following:

SCHOOL-SPONSORED TRIPS (continued)

- a. The Board may approve the use of district funds for student expenses for in-state, out-of-state, or out-of-country field trips or excursions when permitted by law. In addition, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. Education Code 35330
- b. If out-of-state or out-of-country, written assurance that all adults, and the parent(s)/guardian(s)/caregiver(s) of all students participating in the field trip will execute a written waiver of claims and hold harmless agreement, waiving all claims against the district, its employees, and the State of California for injury, accident, illness, or death occurring during or by reason of the field trip.
- c. Provision of adequate insurance protection for participating adults and students.
- d. Provision of assurance of sufficient funds to cover travel and living expenses for all participants if trip is outside of San Diego County.
- e. No student will be excluded from the field trip because of lack of sufficient funds.
- f. Formulation of a plan for fund-raising activities (when appropriate), including methods of accounting for the funds, paying expenses, and those unable to pay their own expenses, and return of funds if not used for the purpose specified by the contributors.
- g. Satisfactory academic make-up, when school absence is involved.

Approval Authority

1. One day field trip.
 - a. The site principal has authority to approve.
 - b. The application must be submitted at least 20 school days in advance of the planned trip.
 - c. The application and all required documents remain at the school site. Refer to checklist AR 6153(h)

SCHOOL-SPONSORED TRIPS (continued)

2. Overnight trip, within the state, of no more than two nights and three days.
 - a. The Superintendent or his/her designee has authority to approve.
 - b. The application and all required documents must be submitted to the approving authority at least one month (30 calendar days) in advance of the planned trip. Refer to checklist AR 6153(i)
3. Field trips involving three or more nights and/or out-of-state travel.
 - a. Only the Board has authority to approve.
 - b. The application and all required documents must be submitted to the approving authority at least two months (60 calendar days) in advance of the planned trip. Refer to checklist AR 6153(j)
4. Out of Country Field Trips
 - a. Only the Board has authority to approve.
 - b. The application and all required documents must be submitted to the approving authority at least two months (60 calendar days) in advance of the planned trip. Refer to checklist AR 6153(k)
 - c. All participants must complete and submit a signed Power of Attorney for Minor student to travel out of the United States. (Form No. 4022)
 - d. Submit copy of funds and deposit in Associated Student Body (ASB) account, 40 days prior to trip, demonstrating trust account has sufficient funds to pay for costs of trip for all participants.

Supervision

1. All excursions and field trips shall be under the direct supervision of certificated employees of the district in accordance with district policies and regulations.
2. A minimum of one adult supervisor per bus shall be provided. For out of country and overnight excursions, one adult supervisor for every 15 students shall be provided.
3. 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)

SCHOOL-SPONSORED TRIPS (continued)

4. 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)
5. Any trip involving water activity requires the presence of a certified lifeguard.

Insurance

The current school district liability insurance coverage includes approved excursions and field trips. In addition, district employees and non-employee, adult volunteers are covered by worker's compensation for any accident occurring while such persons are acting within the scope of their duties.

Students are provided limited accident insurance through the district's student travel coverage policy for any one-day field trip away from school for up to a \$1,500.00 maximum benefit.

Students participating in approved excursions or field trips extending beyond one day shall be required to purchase Short Term 24-Hour Coverage Student Accident Insurance. Cost of such insurance shall be included in the costs of the excursion or field trip. (Note: Special trip insurance may be purchased through the regular student accident insurance program.)

Waiver of Claims

1. District employees who are supervising field trips or excursions taken within the state are covered by the district's insurance policy for accident, illness, or death occurring during or by reason of the field trip or excursion.
2. Parent(s)/guardian(s)/caregiver(s) or other volunteers serving in the role of chaperone on a field trip or excursion taken within the state are deemed to have waived all claims against the district or State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion in accordance with Education Code 35330(d).
3. In the case of out-of-state field trips and excursions, all adults (including district employees and parent(s)/guardian(s)/caregiver(s) or other volunteers serving in the role of chaperone or other status) shall sign a statement waiving 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 in accordance with Education Code 35330(d).

SCHOOL-SPONSORED TRIPS (continued)

Parent Permission and Waiver of Claim, Form No. 7207-18, and Adult Participation Statement and Waiver of Claim, Form No. 7208-18, shall be used for this purpose.

Revocation of Authorization and Hold Harmless Agreement and Agreement Not To Sue

In the event that the Superintendent or his/her designee determines through the process identified in the Board Policy, that there is either a potential or real risk to students' health or safety, he/she has the authority to make an immediate and decisive determination to revoke the district's authorization for an excursion or field trip. As part of the protocol, the Superintendent or his/her designee shall contact the affected group(s) using information provided on Form 7209-18, Request for Excursion/Field Trip, to inform them of his/her intention.

In making his/her decision, the Superintendent or his/her designee may solicit a variety of sources, including parents/guardians, the U.S. State Department Advisories, the Center for Disease Control Information, and the district general counsel.

All parties traveling on an excursion or field trip that have expended either their own personal funds or fundraising monies must sign and submit a Hold Harmless Agreement and Agreement Not to Sue Regarding District Authorization (Form No. 4020-18) with their application for excursions and field trips. The purpose of the Hold Harmless Agreement is the acknowledgment by the participant that they will assume all financial risk for personal or fundraising funds and that the district assumes no financial liability as a result of the revocation.

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.

Budget Allocation

All site and district-funded excursions and field trips are to be planned and implemented within budget allocations. Trips not funded by the district may be authorized provided sponsors of such field trips assure fulfillment of all conditions stipulated above in Application for Excursions or Field Trips.

Submit copy of funds and deposit in Associated Student Body (ASB) account, 40 days prior to trip, demonstrating trust account has sufficient funds to pay for costs of trip for all participants.

SCHOOL-SPONSORED TRIPS (continued)**Financing**

Plans for financing excursions or field trips and related fundraising activities shall be submitted to the approving authority prior to implementation. Plans shall meet all criteria established in related Board Policy and the administrative regulations, including provisions for paying all or part of the expenses of those who would be unable to meet expenses without assistance.

Expenses

1. If the excursion or field trip is conducted in part during the regular school day, salaries of employees of the district shall be paid.
4. The Board may approve the use of district funds for student expenses for in-state, out-of-state, or out-of-country field trips or excursions when permitted by law.
3. Expenses (including transportation, meals, and lodging) of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds, or the student organization and/or the booster group involved.
4. Employees may contribute their services over and above the normal period for which they are employed by the district if necessary to conduct a particular excursion or field trip.

Transportation

Where time and distance permit, transportation shall be by district-owned and district-operated buses. Where this is not feasible, commercial carriers shall be used. Criteria for selection and the use of such carriers shall be in accordance with Board Policy and administrative regulations regarding use of commercial transportation.

When numbers of students involved and time/distance factors make district or commercial buses impractical and/or uneconomical, the approving authority may authorize use of private vehicles for transportation. Where private vehicles are used for transportation, for approved excursions or field trips, the insurance coverage of the privately-owned vehicles shall be considered primary. Form No. 4124-18.

ADA for Field Trips

Credited attendance resulting from a field trip shall be limited to the amount of attendance that would have accrued had the students not been engaged in the field trip, but shall not exceed ten school days.

SCHOOL-SPONSORED TRIPS (continued)**Non-District Sponsored Student Trips**

The District acknowledges that teachers and staff members sometimes work with private tour companies and/or parents to organize enrichment opportunities for themselves and students that are not directly part of school programs. These trips are optional opportunities whereby parents provide the funding, are not conducted during school hours, are not sponsored or funded by the school or District, and are not trips authorized by the District. The District assumes no responsibility whatsoever in connection with these non-District sponsored trips.

Teachers and staff are limited from using their influence or position, and District resources, to recruit or register students for such an activity. Teachers and staff are specifically prohibited from soliciting student funds or participation on campus during school hours or within one hour before or after school. (Cal. Ed. Code, § 51520, subd. (a).) A staff/teacher's communication with students and parents regarding these private trips must be independent of the school and the District, independent of the staff member's/teacher's employment and duty hours with the District, and teachers and staff may not utilize the time, facilities, equipment or supplies of the District, including, but not limited to, their District email account, to recruit or communicate with students regarding a private trip. This provision does not preclude the use of District facilities by parents, teachers and staff in accordance with the Civic Center Act, in accordance with the requirements for access to District facilities available to the public generally.

Additionally, these non-District sponsored trips must be clearly identified as non-school-sponsored activities in order to avoid any perception of District supervision, responsibility, or liability. All written documents distributed to students and parents/guardians must clearly state that the trip is not a District sponsored or District approved activity, and that the District therefore assumes no responsibility whatsoever in connection with these trips.

SCHOOL-SPONSORED TRIPS (continued)

One-day field trip within the state:
Submit to School Principal.
Remains in your site.

The site principal has authority to approve. Documents remain at school site. No need to submit to the district.

- a) The application must be submitted to the principal at least **20 school days in advance** of the planned trip (for signature/approval).
- b) A Certificated employee must be present.

Checklist: Required Documents

- Request for Excursion/Field Trip (Form No. 7209-18)*
- Parent Permission for Student Participation (Form No. 7207-18) (Available in English & Spanish)*
- Statement Regarding Adult Participation in Off-Campus School-Sponsored Events (Form No. 7208-18) (Available in English & Spanish)*
- Student Roster*
- Homework Assignment Plan*

Note: If driving students is involved:

- Driver Information Sheet (form 4214-18) signed. Minimum amount required must match the personal auto insurance.
- Copy of a personal auto insurance.
- Copy of Driver's license.
- Copy of Excursion/Field Trip (Form No. 7209-18)
- List of students being transported.
- Please ensure the office of Risk Management has the driver information.

These documents stay in your site Principal approves.

SCHOOL-SPONSORED TRIPS (continued)

**Overnight trip, within the state, of no more than two nights and three days:
Submit to Appropriate Assistant Superintendent**

The Superintendent or his/her designee (Assistant Superintendent) has authority to approve. Once principal has signed the field trip and excursion application, please submit the request to the appropriate Assistant Superintendent for further approval.

- a) The application must be submitted to the principal for signature.
- b) The application must be submitted to the Assistant Superintendent at least one month **(30 calendar days) in advance** of the planned trip. website: <http://boarddocs.suhsd.k12.ca.us/Board.nsf/Public#> and may be ordered through duplicating.
- c) A Certificated employee must be present.

Checklist: Required Documents (submit complete packet --a copy of each of the following)

- Request for Excursion/Field Trip (Form No. 7209-18). ***Ensure that section II is completed.
- Parent Permission for Student Participation (Form No. 7207-18).
- Hold Harmless Agreement and Agreement Not to Sue Regarding Revocation of District Authorization (Form No. 4020-18).
- Student Roster (the number must match Request's form #10 and Myers activity form).
- Myers-Stevens Insurance (submit proof of purchase of insurance).
- Homework Assignment Plan.
- Itinerary (provide a copy).
- Statement Regarding Adult Participation in Off-Campus School-Sponsored Events (Form No. 7208-18).
***One form per Adult participating.
- Leave of Absence, signed by principal and employee (one per employee attending including teachers, walk-on coaches, classified, etc.; even for holidays/vacation/weekend).

Note: If driving students is involved:

- Driver Information Sheet (form 4214-18)- signed. Minimum amount required must match the personal auto insurance.
- Copy of a personal auto insurance.
- Copy of Driver's license.
- Copy of Excursion/Field Trip (Form No. 7209-18)
- List of students being transported.
- Please ensure the office of Risk Management has the driver information.

Before sending the field trip packet to the Assistant Superintendent's office, please review the appropriate procedures and ensure that the packet is complete

SCHOOL-SPONSORED TRIPS (continued)

**Three or more nights AND/OR out of state Field Trips:
Submit to Appropriate Assistant Superintendent
REQUIRES BOARD APPROVAL**

Once principal has signed the field trip and excursion application, please submit it for further processing. *Only the Board has authority to approve.

- a) The application must be submitted to the assistant superintendent at least two months (**60 calendar days in advance**) of the planned trip, with copies of all pertinent information. All documents may be found in the district's policy website: <http://boarddocs.suhsd.k12.ca.us/Board.nsf/Public#> and may be ordered through duplicating.
- b) A Certificated employee must be present.

Checklist: Required Documents (submit complete packet --a copy of each of the following):

- Request for Excursion/Field Trip (Form No. 7209-18). ***Ensure that section III is completed.
- Parent Permission for Student Participation (Form No. 7207-18).
- Hold Harmless Agreement and Agreement Not to Sue Regarding Revocation of District Authorization (Form No. 4020-18).
- Student Roster (the number must match Request's form #10 and Myers activity form).
- Myers-Stevens Insurance ((submit proof of purchase of insurance).
- Homework Assignment Plan.
- Itinerary (provide a copy).
- Statement Regarding Adult Participation in Off-Campus School-Sponsored Events (Form No. 7208-18).
***One form per Adult participating.
- Leave of Absence, signed by principal and employee (one per employee attending including teachers, walk-on coaches, classified, etc.; even for holidays/vacation/weekend).
- Detailed information regarding funds being used to subsidize the trip.

Note: If driving students is involved:

- Driver Information Sheet (form 4214-18)- signed. Minimum amount required must match the personal auto insurance.
- Copy of a personal auto insurance.
- Copy of Driver's license.
- Copy of Excursion/Field Trip (Form No. 7209-18)
- List of students being transported.
- Please ensure the office of Risk Management has the driver information.

Before sending the field trip packet to the Assistant Superintendent's office, please review the appropriate procedures and ensure that the packet is complete

SCHOOL-SPONSORED TRIPS (continued)

Out of the Country Field Trips:
Submit to Appropriate Assistant Superintendent
****REQUIRES BOARD APPROVAL****

Once principal has signed the field trip and excursion application, please submit it for further processing. *Only the Board has authority to approve.

- a) The application must be submitted to the assistant superintendent, at least two months (**60 calendar days**) in advance of the planned trip, with copies of all pertinent information. All documents may be found in the district's policy website: <http://boarddocs.suhsd.k12.ca.us/Board.nsf/Public#> and may be ordered through duplicating.
- b) A Certificated employee must be present.

Checklist: Required Documents (submit complete packet --a copy of each of the following):

- Request for Excursion/Field Trip (Form No. 7209-18). ***Ensure that section III is completed.
- Parent Permission for Student Participation (Form No. 7207-18).
- Hold Harmless Agreement and Agreement Not to Sue Regarding Revocation of District Authorization (Form No. 4020-18).
- Student Roster (the number must match Request's form #10 and Myers activity form), include grade level. Current senior graduates cannot participate during Summer events.
- Homework Assignment Plan.
- Itinerary (provide a copy).
- Statement Regarding Adult Participation in Off-Campus School-Sponsored Events (Form No. 7208-18). ***One form per Adult participating.
- Leave of Absence, signed by principal and employee (one per employee attending including teachers, walk-on coaches, classified, etc.; even for holidays/vacation/weekend).
- Detailed information regarding funds being used to subsidize the trip.
- Submit copy of funds and deposit in Associated Student Body (ASB) account, 40 days prior to trip, demonstrating trust account has sufficient funds to pay for costs of trip for all participants.
- Detailed Flight/lodging information.
- Insurance for out of the country for each student (a copy of the one being provided).
***Verify the insurance provider with Risk Management.
- Permission Slip & Power of Attorney for Minor Student to Travel Outside of the United States on A District Field Trip with Sweetwater Union High School District. *Provide a copy (Form No. 4022).

Note: If driving students is involved other than parent (airport, etc.):

- Driver Information Sheet (form 4214-18)- signed. Minimum amount required must match the personal auto insurance.
- Copy of a personal auto insurance policy.
- Copy of Driver's license.
- Copy of Excursion/Field Trip (Form No. 7209-18)
- List of students being transported.
- Please ensure the office of Risk Management has the driver information.

Before sending the field trip packet to the Assistant Superintendent's office, please review the appropriate procedures and ensure that the packet is complete

Regulation
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SWEETWATER UNION HIGH SCHOOL DISTRICT
 Chula Vista, California