

CVUSD

Administrative Regulation

AR 6153

Instruction

School-Sponsored Trips

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)

Note: Education Code 35330 provides that certificated employees may supervise students involved in field trips or excursions. The following paragraph may be modified to list a specific ratio of staff and chaperones to students. Districts may also wish to consider establishing a minimum age for chaperones.

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. *Chaperones must be provided with a ration of no less than one (1) chaperone per ten (10) students. At least one chaperone must be a certificated employee of the district. If other chaperones are not certificated personnel, the chaperones must be approved by the principal with name and address on the field trip request forms.* 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)

Activity and Overnight Trips: Elementary Field Trip Regulations

A. General

1. *Teachers are responsible for the safety of students during field trips. The teacher is the primary decision maker.*

2. *Bus drivers are only responsible for the safe operation of the bus, and for the safety of students while the bus is in motion.*

B. Prior to Trip

1. *Complete the Field Trip Request form and submit to school office.*
2. *Once approved, enter the event on the school master calendar.*
3. *Select parent chaperones. Base number of chaperones on age of children and nature of supervision required.*
4. *Contact Transportation Department and order busses, if appropriate. Submit Transportation Request and Driver Report.*
5. *Distribute Private Vehicle Transportation form to adult drivers (if not using busses) at least two weeks in advance of scheduled trip. (Principal approval required one week prior to trip.)*
6. *Distribute Field Trip/Excursion Authorization form to students at least one week in advance of scheduled trip.*
7. *If a parent requests to drive his own child in lieu of taking the bus, they may do so with teacher permission. The parent must sign the child out in the office, and sign the child back in. However, the parent cannot take another class member unless the Private Vehicle Transportation form is completed and the parent of the other student has given written permission on the Field Trip/Excursion Authorization form.*
8. *Collect field trip authorization forms and fees*, if applicable. (*Students cannot be excluded for inability to pay.) Students without the forms may not go on the trip.*
9. *Make arrangements for students who are not going on the trip, and notify school office.*
10. *Discuss field trip etiquette, proper attire, and safety rules with students.*

C. Day of Trip

1. *Check out first aid kit from Health Office. Collect student medications and instructions. Check out cellular phone, if available.*
2. *Take one copy of student Authorization forms and submit other set to Office Manager.*

3. *If forming carpools, drivers should be given copies of the Authorization forms for the students who will ride in their cars.*
4. *Take list of students in order to record attendance. Teachers should call roll as students are boarding the bus to depart. Teachers should call roll again as students board the bus for the return trip. (Counting heads is not adequate.)*
5. *When you arrive at your destination, note the pick-up location and bus number. Alert students and chaperones of pick-up time, location and bus number.*
6. *If a student is injured, seek emergency medical assistance. Contact the school and the person named on the Authorization form.*
7. *If a student is missing, the bus will not leave. Seek assistance from personnel at the field trip site, and alert other adults on the trip. Notify the school.*
8. *If the trip returns to school after school hours, the teacher(s) is responsible for supervising all students until parents pick them up.*

D. After the Trip

1. *Retain Field Trip Authorization form for at least one week after the trip.*

Reference CVUSD R498 (11/97)

CSBA: (4/87 3/91) 7/06

CVUSD Global Adoption: August 19, 2008