

SCHOOL - SPONSORED TRIPS

The Board recognizes that field trips are considered to be an extension of school and the classroom. As such, policies and procedures have been established for justification of any such extension and to assure that a field trip achieves its educational objectives.

References: E.C.

32040	Duty to equip school with first aid kit
32041	Field trips
32043	Snakebite kits on field trips
32044	Violations
35330	Excursions and field trips
35331	Provision for medical or hospital service for pupils (On field trips)
35332	Chartered airline transportation
35350	Transportation of students
44808	Liability when pupils not on school property
48908	Duties of pupils; authority of teachers
Title 5 Cal. Code Regs. 14103	

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SCHOOL - SPONSORED TRIPS

I. Field Trip Limitations

- A. Allocation as to the number of field trips for classes, clubs, bands, performing arts, and athletic groups, and any exclusion from limitation, will be determined in budget considerations each year. This includes the number of allowed trips at the expense of the district.
- B. Special trips for performances and competition teams are limited for bands, athletics, drill teams, choir, orchestra, academic, student leadership activities and the California Scholarship Federation. Request for funding of such field trips may be presented to the Principal.
- C. One-day Athletic trips will be scheduled in such a manner that students are not dismissed before the completion of fourth (4<sup>th</sup>) period. The only exception to this would be teams that are in CIF playoff competition where the destination of the contest warrants an earlier departure time. Where district transportation is not available, schools will need to use charter busses or may use private vehicles or school vans.. These busses must be chartered through a Student Pupil Authorized Bus (S.P.A.B.) approved company and must be arranged through the Oxnard Union High School District's transportation office.
- D. No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330).
- E. District funds shall not be used to pay student expenses for out of state or out of country field trips or excursions. However, 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).

II. Class Field Trips

To be approved, a class field trip must meet the following criteria:

- A. Must be of an educational nature and relate to the unit under study;
- B. Must be without charge to the student for transportation or admission fees;
- C. Must be within the school trip allocation and be approved by the Principal.

III. Club Activity and/or Conferences or Competition Trips

School clubs that the district has recognized and approved, that belong to leagues or state and/or nationally sponsored organizations for student participation, may be allowed to participate in conferences or competition if the trip meets the following criteria:

- A. Must be of an educational nature and contribute to the objectives of the club;

## SCHOOL - SPONSORED TRIPS - AP 6153 (Continued)

### Page 2

- B. Must qualify as an approved activity for a school club;
- C. Must be taken outside the regular school day. (Exception: The Board has approved one field trip per semester for the California Scholarship Federation during the school day.)
- D. Must be sponsored and chaperoned by certificated school personnel;
- E. Must be approved by the Principal;
- F. Must be without cost to the district;
- G. Expenses for the activity will be provided by the school and club.
- H. No student shall be prevented from making a trip because of lack of sufficient funds.

#### IV. Athletic Competition

Must be scheduled in such a manner that students are not dismissed before the completion of fourth (4<sup>th</sup>) period. The only exception to this would be teams that are in CIF playoff competition where the destination of the contest warrants an earlier departure time. League representatives may continue to compete in sectional, regional, state and national competition until eliminated without restrictions.

Where district transportation is not available, schools will need to use charter busses or may use private vehicles or school vans. These busses must be chartered through a Student Pupil Authorized Bus (S.P.A.B.) approved company and must be arranged through the Oxnard Union High School District's transportation office. League representatives may continue to compete in sectional, regional, state and national competition until eliminated without restrictions.

#### V. Prior Permission Procedures

Students who are to participate in a school activity during class time must follow local prior permission procedures.

#### VI. Field Trip Chaperones

It is the responsibility of the chaperone to inform the students of bus rules and to see that regulations are obeyed. Only chaperones authorized by the Principal are permitted to ride school buses with students. Teachers and chaperones shall not consume alcoholic beverages or use controlled substance while accompanying and supervising students on a trip. Chaperones shall be 21 years of age or older. A certificated staff member shall accompany all over night and out of state and out of country field trips. Chaperones of the same gender shall also accompany these field trips.

#### VII. Field Trip Student Behavior

Students who attend an event must go and return by bus, unless prior permission of the administration has been obtained. Students who sign up for the field trip are expected to attend that event. Violators of conduct rules will not be permitted to ride the bus on future trips. Chaperones are to report names of violators to the school administrator.

## SCHOOL - SPONSORED TRIPS - AP 6153 (Continued)

### Page 3

- VIII. Field Trip Authority of Driver (Title 5, Section 14103 of California Code of Regulations)  
Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the district. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations.
- IX. Boat Trips  
Charter boat companies must provide a certificate of insurance for student trips for a minimum limit of \$1,000,000 with thirty (30) days notice of cancellation, along with a copy of the policy endorsement, naming the district as additional insured. Above proof of coverage must be submitted to the District Business Office at least ten (10) days prior to the field trip.
- X. Field Trips, Overnight, District Approval Required  
The approval of the Assistant Superintendent-Educational Services is required for overnight trips. Requests must be submitted to the Assistant Superintendent-Educational Services at least two weeks in advance of the event. Assistant Superintendent-Educational Services will consider approval of these trips provided no student shall be absent from school for more than one school day. Exceptions to the one-day rule can be appealed to the site principal. Parent Permission Forms are available at the school sites and must be completed and approved by the Principal and returned to the Assistant Superintendent-Educational Services' office prior to the trip.
- XI. Field Trips, Out of State, and Out of Country – Board Approval Required  
Following the Principal's approval, the approval of the Board of Trustees shall be required for trips out of state and out of country. The Board will consider approval of these trips providing that no student shall be absent from school for more than one school day and at no cost to the district. Exceptions to the one-day rule can be appealed to the site principal.
- A. Tentative approval to proceed with planning and fundraising: Principals shall notify the Superintendent of all out of state field trips planned for the year during the month of September. The list of out of state trips planned will be presented to the Board of Trustees for tentative approval and permission to proceed with planning and fundraising yearly. No fundraising may begin until this tentative approval is obtained from the Board of Trustees.
- B. Final approval: Requests for final approval of out of state and out of country trips must be submitted to the Board of Trustees, through the Assistant Superintendent-Educational Services three (3) months prior to the event. All of the requirements indicated below shall be complied with prior to the student's departure. The trip sponsor shall provide:
1. Proof of student health insurance for each participant;

## SCHOOL - SPONSORED TRIPS - AP 6153 (Continued)

### Page 4

2. Copies of medical authorizations for each participant (originals of authorizations are to be kept by chaperones throughout the trip);
  3. An itinerary of the trip;
  4. Emergency contact information;
  5. Dates of parent information meetings that have been held.
- C. Parent meeting: Sponsors of out of state and out of country trips are to hold a parent information meeting in which the following information is outlined:
1. Purpose of the trip;
  2. Cost to students;
  3. Itinerary;
  4. Insurance requirement;
  5. Completion of medical authorization forms;
  6. Emergency contact information.
- D. Under extenuating circumstances, a request for an out of state field trip (Part A above) may be brought to the attention of the Board of Trustees separately.

## XII. Field Trip Bus Requests

Following are the procedures for using district transportation on approved field trips.

- A. Approved Bus Requests must be received by the district transportation department at least ten (10) working days prior to the trip.
- B. All requests for class and club field trips are subject to the availability of district buses and drivers. If the transportation department is unable to cover class or club field trips, they will notify the school a minimum of five (5) working days prior to the trip.
- C. The district transportation department will make every effort to support field and athletic trips.
- D. District transportation, when available, will be provided for regularly scheduled games (league, California Interscholastic Federation and pre-season) and regularly scheduled tournaments that are part of league competition (e.g. league wrestling tournaments). District transportation will not be provided for extra scrimmages, tournaments, or invitationals with the exception of CIF approved football scrimmage.
- E. District transportation will be provided for teams meeting all other district criteria. (School vehicles should be used to transport groups of 16 or less.)
- F. Class field trips using district transportation must be scheduled between 8:15 a.m. and 2:15 p.m. Class field trips scheduled outside these hours must use private transportation.

## **SCHOOL - SPONSORED TRIPS - AP 6153 (Continued)**

### **Page 5**

- G. Schools that wish to schedule trips that will require the use of a contract carrier should contact the district transportation department, which will make the necessary arrangements.

### **XIII. Transportation of Students in Private Vehicles**

It is strongly recommended that the school provide transportation to practices and meets when necessary for a student to participate in the extracurricular activity. When transportation is a privately owned vehicle, the following procedures shall apply.

- A. Request for Approval to Transport Students in Private Vehicle - Any person approved by the school administration to transport students to a school activity in a privately owned vehicle must provide written assurance of adequate coverage for public liability and property damage insurance and shall sign and submit a "Request for Approval to Transport Students in Private Vehicle" form.
- B. Parent Permission slip to Transport Students in Privately Owned Vehicles (when parent is driving) - Parent permission must be obtained to transport students in private vehicles. The parent must complete the form: "Parent Permission slip to Transport Students in Privately Owned Vehicles."
- C. Parent Permission for students to drive themselves with/without other students (when student is driving) - The "Parent Permission slip to Transport Students in Privately Owned Vehicles" shall be obtained for any students wishing to drive or to ride with other students driving to school-sponsored activities when travel emanates from the school site.
- D. All of the above forms must be submitted, and the Request for Approval form (Section A) approved, by the Principal before a student will be allowed to travel in a privately owned vehicle for the events covered in this policy.

### **XIV. Guidelines for Administering Pupil Travel in Privately Owned Vehicles**

Students traveling in privately owned vehicles to and from school-sponsored events must be assured of the District's most rigorous effort to prescribe conditions that adequately safeguard their personal safety and welfare.

Accordingly, Principals shall consider the following points in all decisions involving students traveling in private autos.

- A. Does the driver currently possess a valid California's driver's license? Is there any evidence or reason to believe that the driver has a history of accidents or traffic violations? Is the driver's license status, e.g. license number, date of expiration, driving restrictions, on file with the school?
- B. Does the driver's vehicle show any evidence of a recent inspection by the California Highway Patrol? Does the vehicle to which a student will be assigned show any indication of neglect or abuse that makes its safety questionable? Is the number of students assigned to the vehicle in accord with its designed passenger seating capacity?

**SCHOOL - SPONSORED TRIPS - AP 6153 (Continued)**

**Page 6**

- C. Does the driver have evidence of insurance coverage for liability and property damage in the amount of at least \$100,000/\$300,000 liability and property damage? Is this evidence on file with the school?
- D. Have reasonable rendezvous times been established with drivers and students for checking in at predetermined destinations? Have specific travel routes been prescribed to permit a track down of delayed vehicles? Have the parents of all students filed the "Parent Permission to Transport students in Privately Owned Vehicles" form with the school acknowledging the arrangements and indicating where they can be contacted in case of need?
- E. The Principal has the right in his or her discretion to reject Requests for Approval after consideration of the above factors.

XV. First Aid Kit

The Principal shall provide a first aid kit whenever any pupils of the school are taken on field trips.

XVI. Miscellaneous

These policies and procedures shall be interpreted in a manner consistent with all applicable statutory and regulatory provisions, including those cited herein. Any such provisions hereinafter enacted, which modify or revise the procedures contained herein shall be incorporated by reference and shall supersede these policies and procedures to the extent they conflict.