



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Community Resources**

SUBJECT: **Field Trips, Domestic Single-Day**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for planning, organizing, and administering single-day field trips within state. This procedure includes field trips to events not necessarily financed by the district (e.g., athletics, drama, music, academic competitions, etc.).

2. **Related Procedures:**

Student body fund raising	2265
Instructions for obtaining transportation for school-related activities	4586
Field trips, domestic (multi-day) and foreign (single and multi-day)	4587
City council tours	4588
School Volunteer Programs	4595
Employee liability	7180
Fund-raising activities by nondistrict organizations	9325

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-3500, D-6000, F-1500, F-2000, F-2110, F-2350, F-3050, F-3800, F-7100, H-7920, H-8800, I-1210, I-1350, I-1900, K-6500; Education Code Sections 32040-32044, 35208, 35330, 39830 *et seq.*, 39860; California Code of Regulations, Title 5, Sections 14100-14103; Business and Professions Code Sections 17552-17556.5.

2. **Exclusion of Students From Participation Because of Lack of Funds Prohibited.** (Education Code Section 35330) No student shall be prevented from making a field trip because of lack of sufficient funds. District funds can be used for local educational field trips but not for trips out of the state or country. The district or school shall coordinate efforts of community service groups to supply funds for students in need of them. No group will be authorized to take a field trip if any student who is a member of that group will be excluded from participation because of lack of sufficient funds.

3. **District Policy.** The Board of Education approves in principle the conducting of educational field trips pursuant to Education Code Section 35330.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Deputy Superintendent of Academics.

2. **Definitions**

- a. **Educational field trips:** Trips approved by school administrators in which groups of students participate in activities for educational purposes.
- b. **School-sponsored field trips:** Travel to nonschool locations or facilities for purposes related to school curricular or extracurricular activities. These trips are supervised by certificated district personnel, approved by school administrators, and funded from district or school/club funds. School-sponsored trips may include, but are not limited to, trips to historical places, athletic and cheerleading camps, navy trips to sea, academic competitions, mock trial competitions, band competitions, parades, one-day trips to Mexico, study trips abroad, and special festivals and competitions.
- c. **Nonschool-sponsored field trips:** Trips funded by individuals, students and/or private sources. Trips are not affiliated with the school site or the district. The district accepts no responsibility or liability for such trips. The school name shall not be used in connection with such trips.

3. **Limitations**

- a. **General** (Applicable to all field trips)
 - (1) Field trips must serve educational purposes or be a school-related social, educational, cultural, athletic, or school band activity.
 - (2) Participation in field trips is a privilege. Each student must have a record of responsible citizenship to be eligible to participate.
 - (3) Schools should strive to have representation among participants that reflects the racial/ethnic composition of the school district.
 - (4) Schools should provide direction for students who need to obtain portions of their cost through fund-raising. Students and parents/guardians must take a major responsibility for funding support. The site principal and/or site coordinator will announce and advertise trips in a fashion that encourages all interested students, regardless of ability to pay. No trip will be authorized where a member of the group will be excluded because of lack of sufficient funds.
 - (5) Trips shall not be scheduled during district testing periods.

- (6) If funds are not otherwise provided, school sites should budget funds to cover the costs of substitutes. ASB funds cannot be used for substitutes.
 - (7) No fees may be charged for trips within the state that are part of the educational program. This includes admission charges and transportation charges.
- b. **School-sponsored trips.** Field trips are not authorized for participation in promotion of commercial establishments primarily for entertainment. Types of field trips thus *prohibited during school hours* include:
- (1) Attendance at a preview of a motion picture, play, or other form of commercial entertainment, even though an admission is charged, when the purpose is to promote advertising and future public attendance.
 - (2) Field trips to amusement parks (e.g., Disneyland, Knott's Berry Farm, and Magic Mountain) unless such field trips are specifically planned to contribute to the educational program.
 - (3) Unsupervised field trips that are primarily recreational or social in nature in which all members of a class or grade level are invited to participate are considered "ditch days."
- c. **Single-day field trips to Baja California, Mexico, are covered under Administrative Procedure 4587.**
- d. **All requests for transportation** to academic competitions shall be accompanied by evidence of compliance, or of ability to comply, with legal and district requirements, including written criteria and guidelines used to select participants in academic competitions, copies of written communications used to inform parents and students of an academic competition and the governing guidelines, and written assurance by principals that teachers or sponsors have applied academic competition selection criteria and guidelines consistently (Administrative Procedure 4586).
- e. **High-risk activities** such as skiing, surfing, snowboarding, mountaineering, rafting, snorkeling, scuba diving, flight training, off-road vehicle trips, bungee cord jumping, and similar types of activities are not approved for student groups due to the inherent risk of injury and the accompanying increase in potential district liability. Contact the Risk Management Department for assistance in evaluating activities.

4. **Required Approval.** The principal/site administrator empowered by the Board of Education to approve a field trip or transportation is responsible for compliance with provisions of this procedure. Approvals are required for all school-sponsored field trips including those taken during school breaks, on weekends, and on holidays.
- a. **Athletic playoffs or other invitational competitions.** As soon as an invitation is received, the principal/site administrator notifies the appropriate Area Superintendent by telephone, follows up with a memo outlining details of the trip, and completes checklist (see sample "Single-Day Field Trip Packet" [E.3.a.]), realizing that stated timelines cannot be met. Observing items on the checklist helps minimize oversights.
- b. **Request shall comply with, or show ability to comply with, the following:**
- (1) Execution and submission of a statement of waiver acceptable to the General Counsel that exempts San Diego Unified School District from financial responsibility and specifies that public funds for other than salary monies will not be utilized in conduct of the trip ("Single-Day Field Trip Packet" [E.3.] available from the appropriate Area Superintendent).
 - (2) Written assurance that all adults, and parents/guardians of all minors participating in the field trip, have or will execute written acknowledgment of notice of waiver of liability in a form acceptable to the General Counsel ("Single-Day Field Trip Packet" [E.3.] available from the appropriate Area Superintendent).
 - (3) A written statement whereby the instructor and voluntary supervisors contribute their services and time outside the regular school day without pay or reimbursement of expenses by the district when supervising participating students and waive all claims against the district (Education Code Section 35330; completion of "Request for Absence on District Business" [E.6.]).
 - (4) A written statement that the school has made every attempt to include racial/ethnic representation of the district as a whole in the group of participants.
 - (5) A written statement that no student will be excluded from a required field trip because of lack of sufficient funds, and that the trip has been advertised to include all students regardless of ability to pay.
 - (6) A written plan for:

- a. fund-raising activities when appropriate,
- b. accounting of funds,
- c. return of funds not used for the purpose(s) specified by contributors, and
- d. use of surplus funds as defined by the students.

5. **Permission to Participate.** A parent/guardian must provide signed, written permission for the student to participate. Without authorized written permission, the student is *not* permitted to participate. Blanket authorization may be substituted by organizations that conduct a specific, planned series of trips when locations and dates are known and are communicated to the parent/guardian in advance on a blanket permission form. This includes specific seasonal school events such as football, basketball, and music activities. Permission slips should be retained at the school site for three years.

6. **Waiver of Claims.** California law states:

All persons making the field trip or excursion shall be deemed to have waived all claims against the district (its employees) 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 excursion shall sign a statement waiving such claims.” (Education Code Section 35330[d]) As part of an authorization, a parent/guardian must sign a note of acknowledgment of the provisions of this section for the student to *participate* in the activity.

7. **Supervision**

- a. **School-sponsored field trips.** Every school-sponsored field trip shall be supervised at all times by a certificated district employee.
- b. **School bus driver.** While aboard a bus, all students are under the authority of, and directly responsible to, the driver of the bus (California Code of Regulations, Title 5, Section 14103). When requested by the driver, teachers may assist in maintaining order on the bus.
- c. **Chaperones.** All chaperones must be approved by the principal, and must meet all district requirements for volunteers (Administrative Procedure 4595). Chaperones should be given a list of expected responsibilities before agreeing to be a chaperone. The trip sponsor should provide an orientation of their duties and to the trip. For field trips to foreign countries, one certificated district

employee must be fluent in the language of the country of travel, and supervision should be assigned in a ratio of one adult for every ten students.

8. **ADA for Field Trips.** Credited attendance resulting from an educational field trip shall be limited to the amount of attendance that would have accrued had students not been engaged in the field trip.

9. **School Site Procedures.** Each school shall have available a set of site instructions to be used by teachers when requesting a field trip and a form for securing administrative site approval. The site approval form shall include a checklist of required steps to complete and should provide space for initials or signature and dates where appropriate. (See "Single-Day Field Trip Packet" [E.3.] available from the appropriate Area Superintendent.) Instructions and approval forms should include, but not be limited to:
 - a. Responsibilities of the supervising teacher or sponsor.
 - b. Approval requirements for all types of field trips including academic competitions.
 - c. Descriptions of field trips and procedures for making preliminary arrangements.
 - d. Required forms and instructions for completing and processing, including:
 - (1) Field trip transportation request (T-form) (Administrative Procedure 4586).
 - (2) Parent authorization of student participation.
 - (3) "Request for Absence on District Business."
 - (4) Substitute request.
 - (5) Student excuses from classes.
 - (6) Written signature of principal approving field trip.
 - e. Specific instructions for processing transportation request forms are included in Administrative Procedure 4586.
 - f. Restrictions and instructions on use of private vehicles (Administrative Procedure 4586).

- g. Requirements for supervision by certificated personnel, aides, and volunteers.
 - h. Student attendance accounting requirements before departure, during a trip, and after return to school.
 - i. Safety and first aid requirements and instructions.
10. **First Aid Precautions.** All school buses are equipped with first aid kits for treatment of injuries that may occur aboard the bus while enroute. (Education Code Section 43040)
- a. **First aid kits.** In addition to the first aid kit provided on a school bus, the teacher must bring a first aid kit for use while off the bus at the field trip destination (Education Code Sections 32040 and 32041). An American Red Cross first aid textbook (or written instructions for use of the first aid kit, "First Aid, How to Proceed in Case of Injury to Student" [E.5]) is available from the Nursing and Wellness Department or online at <http://www.sandi.net/cms/lib/CA01001235/Centricity/ModuleInstance/21011/First%20Aid%20Protocol.pdf> . First aid kits are available in the school nurse's office.
 - b. **Snakebite kits.** Any field trip going into an area commonly known to be infested by poisonous snakes must be accompanied by a teacher, employee, or agent of the school who has completed a first aid course, certified by the American Red Cross, which emphasizes the treatment of snake bites. (Education Code Section 32043) Information on the treatment of snakebites is included in the first aid kit.
11. **Conflict of Interest.** Principals, ASB advisors, and teachers sponsoring or participating in tours or trips paid by students must file a "Conflict of Interest Disclosure Form," disclosing any gratuities, commissions, rebates, or payments received by nature of their association with any travel agency or tour promoter. Free transportation, lodging, meals, and/or admission to places of interest provided by trip sponsor for the field trip must be listed. Such gratuities are considered acceptable if the person is serving as a chaperone. It is *not* be appropriate to accept future trips, special dinners and/or other gratuities. (See "Single-Day Field Trip Packet" [E.3.] available from the appropriate Area Superintendent.)
12. **Approval of Teacher to Participate.** A student must receive permission from each of his/her teachers to participate in the field trip if school time is involved. For trips during nonschool time, school personnel approving participation may also wish to

solicit teacher approval or may use report cards to determine citizenship and scholarship levels. While the individual classroom teacher determines the grade, the school is urged to establish guidelines for participation to ensure that students are treated equitably.

13. **Permission for Substitutes.** If school hours are included, substitutes may be made available for teachers supervising approved field trips. Site planning shall include funding of substitutes within available site funds or school/community funding. ASB funds cannot be used for substitutes.
14. **Contribution of Services.** Teachers, management employees, and other personnel, if desired, may contribute their services over and above the normal period for which they are employed by the district, if necessary, to conduct a particular field trip (Education Code Section 35330). If a field trip is conducted in part during the school day, salaries of employees may be paid for that portion of the trip; incidental expenses may also be paid from school district funds, including expenses for use of school district equipment during a field trip. Employees should complete "Request for Absence on District Business" form (E.6).
15. **Evaluation of Field Trips.** Teachers should follow up on field trips with an evaluation by the students and chaperones. The results should be shared with the principal.
16. **Nonschool-sponsored Trips.** Trips that are funded by individuals, students or private sources and are not affiliated with the school site or the district are nonschool-sponsored trips. The district accepts no responsibility or liability for such trips, and the district name may not be used to promote the trip.
17. **Litigation.** In the event of possible litigation, Legal Services shall be notified immediately.
18. **Insurance.** The district has procured blanket accident insurance for students participating in single-day, *school-sponsored* field trips. Coverage is not in effect for any other category of field trips. The accident insurance policy provides *limited* accident benefits, is not a substitute for personal insurance, and pays benefits only after reimbursement is received from all other valid insurance or health plans.

D. IMPLEMENTATION

1. **Teacher or other certificated trip sponsor** complies with site-developed set of instructions, obtaining approved checklist from secretary or administrative assistant,

and follows required steps to complete (see sample checklist in "Single-Day Field Trip Packet" [E.3.a.] available from the appropriate Area Superintendent).

- a. Secures site principal's approval, as needed, including final approval signature prior to departure.
- b. Refers to Administrative Procedure 4586 for instructions governing requests for transportation and processing of forms.
- c. Complies with all requirements for written statements related to academic competitions, waivers, contribution of services, and accounting of funds.
- d. Develops a written plan for fund-raising, if applicable.
- e. Arranges for bus transportation, if applicable.
- f. Arranges for student meals from the school cafeteria, if applicable.
- g. Secures first aid kit.
- h. If applicable, files a "Field Trip Conflict of Interest Disclosure Form."
- i. Submits roster of participating students and chaperones before departure.

2. Principal

- a. If solely responsible for field trip arrangements, completes items listed under D.1.
- b. Reviews site request form; gives approval for preliminary planning.
- c. Gives approval for fund-raising, if applicable.
- d. For school-sponsored trips, verifies that sponsoring group is reliable and carries adequate liability insurance and/or bonding related to the organization and funding of the trip.
- e. Ensures that leaders of nonschool-sponsored trips comply with all requirements for disclaimers, fund-raising, and prohibition of use of school time, materials, or facilities for promotion of trips.
- f. Approves chaperones by name.

- g. Upon receipt of finalized forms, gives *final* approval or disapproval based on desirability of trip and/or budget available if district funds are involved. Further district approval is *not* necessary.
 - h. For academic competition requests, retains in main office selection criteria and written guidelines governing academic competition, including copies of communications used to inform parents/guardians and students, and provides written assurances that teachers and sponsors of academic competitions have applied selection criteria and guidelines consistently.
 - i. For athletic playoffs or other invitational competition where participation is based on prior round of competition or other last-minute selection, notifies the appropriate Area Superintendent for single-day trips by telephone, follows up with memo outlining details of the trip, and makes sure that checklist is completed to ensure that personal and district liability is minimized.
 - j. If applicable, files a "Field Trip Conflict of Interest Disclosure Form."
 - k. Ensures that required forms are kept on file at school site for three years.
3. **Risk Management Department** provides blanket student accident insurance automatically. No contact from school is necessary unless there is an accident or a claim by a parent.
4. **Deputy Superintendent of Business**
- a. **Food Services Department** provides meals for students who request them. Meals are available free or at reduced price for those who qualify.
 - b. **Transportation Services Department** arranges for bus transportation by district if requested and processes necessary paperwork.
5. **PE, Health and Athletics Department, Instructional Support Services.** Reviews participation in a single-day athletic playoffs or other invitational competition.
6. **Other** (Secretary, Financial Clerk, Principal's Designee)
- a. Processes required forms and performs other duties as assigned.

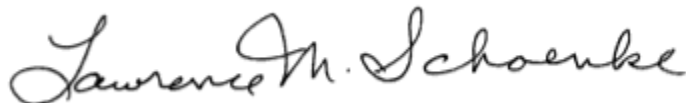
- b. If bus transportation is required, follows instructions in Administrative Procedure 4586 and on "Educational Field Trip Order/Report Form" (E.2.) to arrange for bus transportation.

E. FORMS AND AUXILIARY REFERENCES

1. Request for Student Participation, One-Day or Seasonal Activity
<http://www.sandi.net/domain/400> .
2. Educational Field Trip Order/Report Form
3. Single-Day Field Trip Packet, available from the appropriate Area Superintendent.
 - a. Sample site-approval checklist form
 - b. Statement of Acknowledgement and Consent to Conditions of Trip (Adult Not an Employee of or Student in the District)
 - c. Statement of Acknowledgment and Consent to Conditions of Trip (District Employee)
 - d. Conflict of Interest Disclosure Form
4. Schedule of current rates and carriers, circular/bulletin issued each year by the Transportation Services Department
5. First Aid: How to Proceed in Case of Injury to Student, available from the Nursing and Wellness program
6. Request for Absence on District Business, <http://www.sandi.net/Page/1739> .

F. REPORTS AND RECORDS

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

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H. ISSUED BY



Chief of Staff