

Maricopa Unified School District

Board Policy

Instruction

School-Sponsored Trips

BP 6153

The Governing Board recognizes that school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study.

(cf. 6143 - Courses of Study)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other school-sponsored trips shall be approved in advance by the Superintendent or designee.

(cf. 3312.2 - Educational Travel Program Contracts)

The Superintendent or designee shall establish a process for approving a staff member's request to conduct a school-sponsored trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Superintendent or designee may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

(cf. 3530 - Risk Management/Insurance)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 5142 - Safety)

(cf. 5143 - Insurance)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

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 may coordinate with community groups to supply funds for students in need. (Education Code 35330)

(cf. 1230 - School-Connected Organizations)

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 1700 - Relations Between Private Industry and the Schools)

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)

Superintendent or designee shall ensure that teachers develop plans which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

The ratio of adults to students on school-sponsored trips shall be at least sufficient to ensure the safety of students. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade students, appropriate to their ages.

Legal Reference:

EDUCATION CODE

8760 Authorization of outdoor science and conservation programs

32040-32044 First aid equipment: field trips

35330 Excursions and field trips

35331 Provision for medical or hospital service for pupils (on field trips)

35332 Transportation by chartered airline

35350 Transportation of students

44808 Liability when pupils not on school property

48908 Duties of pupils; authority of teachers

BUSINESS AND PROFESSIONS CODE

17540 Travel promoters

17550-17550.9 Sellers of travel

17552-17556.5 Educational travel organizations

Management Resources:

WEB SITES

American Red Cross: <http://www.redcross.org>

California Association of Directors of Activities: <http://www.cada1.org>

U.S. Department of Homeland Security: <http://www.dhs.gov>

(9/88 3/91) 7/06

MUSD Board Adopted: 9/8/05

Reviewed/Revised: 3/10/16

Maricopa Unified School District Administrative Regulation

Instruction

School-Sponsored Trips

AR 6153

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. (Ed 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)

Supervision

1. Students on approved trips are under the jurisdiction of the Governing Board and subject to school rules and regulations.

2. Teachers or other approved personnel shall accompany students on all trips and shall assume responsibility for their proper conduct. Participation in field trips will be restricted to the Maricopa Student Group involved.

3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.

4. Chaperones shall be 21 years of age or older and will sign a chaperone agreement provided by the district.

5. The ratio of adult chaperones to students shall be:
K-1 1 adult chaperone per 4 students

- 2-5 1 adult chaperone per 6 students
- 6-8 1 adult chaperone per 8 students
- 9-12 1 adult chaperone per 10 students
(or ratio requested by Field Trip destination)

6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.

7. During the bus ride to the field trip destinations the bus driver will be in charge. The teacher(s) will be in charge when the students exit the bus. Prior to leaving the bus the teacher and driver will determine a place and time to meet after the field trip.

8. All K-3 students will wear or possess some form of identification. This is recommended for other grade levels also.

9. Role of Chaperones:

- a. Chaperones are not on a personal trip for themselves or their own child. They have a responsibility to all students assigned to them by the teacher. The chaperone may not necessarily be assigned his/her own child. Chaperones are to assist the teacher and bus driver and heed all rules set by them.
- b. The teacher and/or bus driver has responsibility to assign seating for chaperones for the control and safety of all students.
- c. Chaperones need to check in with the teacher prior to the trip for last minute information.
- d. Chaperones will be given an itinerary of the trip. The teacher will provide for meeting times and may provide questions for the chaperones to help students find answers.
- e. Smoking, alcohol, drugs, foul language, inappropriate displays of affection, non-adherence to school dress code, and challenging of teacher or bus driver authority by chaperones will be prohibited.

10. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

Trip Approval

1. Teachers planning a trip shall make a request in writing to the Superintendent at least 14 days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.

2. The Superintendent shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the Superintendent should state the reasons.

3. Superintendent and/or teachers may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

4. Superintendent shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.

Trips Which Include Swimming or Wading

1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.

3. Swimming Activities

- a. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability.
- b. Swimming facilities, including backyard pools, must be inspected by the Superintendent and teacher before the trip is scheduled.
- c. Owners of private pools must provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage.
- d. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the principal shall ensure their presence. Lifeguards must be Red Cross certified or equivalent and must be at least 21 years old.
- e. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
- f. Emergency procedures shall be included with written instructions to adult chaperones and staff.
- g. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim.
- h. The Superintendent may require students to wear flotation devices, depending upon their age and swimming ability.
- i. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

MUSD Board Adopted: 9/8/05

Reviewed/Revised: 3/10/16