

## **Instruction**

### **AR 6153**

#### **DISTRICT-SPONSORED TRIPS**

##### **Planning**

All personnel authorized to conduct a field trip, including certificated, non-certificated personnel, and coaches, are responsible for conducting trips under these regulations.

All planned excursions away from the school grounds, including athletic trips, are subject to this regulation.

The value of educational study trips is enhanced when they are carefully planned. When establishing the educational rationale for a study trip, the teacher shall consider such factors as:

1. The relationship of the proposed trip to a curricular area of study of the school's instructional program or the relationship of the proposed trip to an extracurricular activity;
2. The most effective use of student learning time;
3. The proper supervision of students by school personnel and parents/guardians;
4. The hours of the regular school day within which the excursion should normally occur;
5. Equal access to the experience, or a comparable experience, by all students;
6. Student safety;
7. The distance from school;
8. District and student expense; and
9. Transportation and supervision requirements.

The teacher planning the trip shall provide appropriate instruction before and after the trip.

Field trips generally shall begin and end at the school ground.

##### **Student Permission Procedure**

Before a student can participate in a district-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Specifically, the parent/guardian is required to provide written approval (form E(3) 6153) for participation in a district-sponsored trip, or the athletic participation clearance form (E(6) 6153) for athletic day trips. Parents/guardians shall indicate on the form if the student has any special health needs or limitations; parents/guardians shall provide appropriate instructions or remedies as applicable. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities.

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).

No student shall be denied a field trip, or an experience comparable to that of his/her classmates because of a lack of sufficient funds. The principal or designee should coordinate with community groups to supply funds for students in need. However, site administrators may exclude a student whose presence on the trip would pose a safety or disciplinary problem or risk.

Appropriate alternative educational experiences, under the direction of a teacher, with proper supervision, shall be supplied for any student whose parents/guardians do not wish him/her to participate in an approved field trip and for any student excluded for disciplinary reasons.

### **Supervision**

Students on school-sponsored trips are under the jurisdiction of the district and shall be subject to district and school rules and regulations.

The Assistant Superintendent/designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is a ratio of one adult for every ten students present on the trip. If the trip involves water activities this ratio shall be increased as necessary. Specific to Global Studies program field trips only, the supervision ratio is one adult for every twelve students present on a trip.

Behavior guidelines are to be developed for each trip by the sponsoring teacher and submitted to the principal with the request form. Guidelines are to be discussed with participants, distributed to participants, and signed by participants and parents/guardians. Guidelines shall incorporate the following:

1. A statement indicating that all district policies and regulations, as well as school rules, are in effect during the trip;
2. A curfew shall be established, a time when all participants are expected to be in their rooms and remain there;
3. Rules should be established for male and female students regarding visits to each others' rooms;
4. Expectations should be outlined for proper courtesy; and
5. Consequences for violations are to be included in the guidelines.

Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.

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

Chaperones shall be 21 years of age or older.

Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities, for enforcing behavior guidelines, and for dealing appropriately with violations.

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

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.

### **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 service for students insured while participating in any excursion or field trip. (Education Code 35331)  
(cf. 3541.1 - Transportation for School-Related Trips)  
(cf. 5 143 - 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 \$1,000,000 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.

### **Trip Approval**

All required forms must be submitted on time or permission for the trip may not be granted.

#### **1. Timelines**

Field trip requests shall be submitted to the principal enough in advance of the date(s) desired in order for the following deadlines to be met:

- a. Requests for one-day trips shall be submitted to the principal or designee at least 10 days prior to the date desired, excluding athletics.
- b. Requests for overnight trips (including athletics) shall be submitted to the principal or designee at least one month prior to the date desired. Upon approval by the principal or designee, the request shall be submitted to the Assistant Superintendent of Finance and Facilities or designee for approval. (Send copy of Field Trip Request Form and other relevant data.)
- c. Requests for out-of-state trips (including athletics) must be submitted to the Superintendent or designee at least one month prior to the date desired for approval by the Board.

Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study must be stated in the request (E(I) 6153) - Field Trip Request Form). A supplemental form will be required for all field trips involving swimming or water activity of any kind (E(2) 6153).

2. Appropriate forms for employee, volunteer, and student drivers must be completed.  
(cf. 3541 - Transportation for School-Related Trips)  
(cf. 5143 - Insurance)

3. Students participating must have parent/guardian sign a Parent Permission/Emergency Medical Treatment Release Form (E(3) 6153)

4. Students must have their teachers sign a Student Clearance form five days in advance of the trip. Any teacher may refuse permission for a student to participate in a field trip based on poor attendance, academic achievement, or consistent inappropriate behavior. The student may appeal this decision to the principal whose decision shall be final.

5. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons. **Principals shall not approve activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.** If an approved field trip poses a possible risk or endangerment to students above and beyond those risks or endangerments normally encountered by students on a day-to-day basis in attending the school, the principal shall alert the Superintendent or designee.

6. The principal shall verify that all appointee forms are completed and attached to the Field Trip Request (E(I) 6153) and shall then forward the Request (E( I) 6153), and the Verification Form Checklist (E(5) 6153), to the Assistant Superintendent of Finance & Facilities in a timely manner (see Timelines, above).

7. The Assistant Superintendent/designee shall review the field trip request to determine whether

- a. The field trip is in accord with district policies and regulations;
- b. All risk management issues have been noted;
- c. Appropriate insurance coverage has been provided;
- d. Transportation has been appropriately arranged; Funding sources are appropriate and adequate, including provision for students with insufficient funds; and
- e. Educational and social benefits outweigh any unmitigated risks.

8. The trip may be approved, denied, modified, or brought to the Board for further review and for approval.

## **Funding**

The method and source of funding must be determined prior to the field trip and must be noted on the Field Trip Request Form.

Donations for a field trip may be encouraged but shall not be required nor assessed.

Fund-raising for a field trip must be approved in advance by the principal or designee.

The cost of a field trip may not exceed a total of \$1,000 per student without prior approval of the Superintendent or designee.

**Field Trips Which Include Swimming** (excludes interscholastic swimming meets and water polo contests)

The following water activities are prohibited by Board policy:

1. Swimming in the ocean or the bay or other non-supervised bodies of water.
2. "White water rapids" rafting.
3. Recreational boating activities.
4. Water skiing or other comparable activities.

No swimming or wading shall be allowed on trips unless planned and approved in advance. The following activities may be permitted when proper safety precautions are taken:

1. Wading: When wading in the ocean, bay, river, or other body of water as part of a planned supervised outdoor educational activity, teachers shall provide one adult chaperone for every ten students and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.

2. Swimming: The following swim activities may be permitted when proper safety precautions are taken.

a. Use of TUHSD swimming pools, pools in other school districts or other pools used in interscholastic competitions.

b. Use of commercially operated or publicly operated swimming pools with lifeguards on duty.

c. Use of fresh water swim facilities expressly available to the public for swimming purposes (lakes, ponds, rivers, etc.) which conform to the following:

- (1) Access available and unobstructed;
- (2) Used by the public for the purpose of swimming;
- (3) Free from posted warnings that would preclude use by students;
- (4) Lifeguard on duty

d. Use of private "backyard" pools when precautions outlined below are met.

The principal shall ensure that the following precautions are taken:

1. Parents/guardians are notified, clearly and specifically, as to what swimming activities are planned and what facilities will be used; parent/guardian must provide written permission for the student to swim and must indicate the student's swimming ability
2. Swimming facilities, including backyard pools, must be inspected by the principal and the teacher before the trip is scheduled.
3. Owners of private pools must provide a certificate of insurance, designating the district as an additional insured, for not less than \$1,000,000 in liability coverage.
4. 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 and must be at least 21 years of age.
5. The ratio of adult chaperones to students shall be at least one to ten.
6. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall also include assignment of a chaperone to a specific group of students whose activities are to be continuously monitored. Chaperone responsibilities shall be clarified in writing and reviewed verbally before the trip.
7. Emergency procedures shall be included with written instructions to adult chaperones and staff.
8. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim.
9. A buddy system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

Notwithstanding this Administrative Regulation or its corresponding Board Policy and Exhibits, the immunities afforded to the District and its employees under Education Code 35330, shall remain unchanged.

Notwithstanding this Administrative Regulation or its corresponding Board Policy and Exhibits, the District's and its employees' duty of care under Education Code 44807 and 44808, shall remain unchanged.

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TAMALPAIS UNION HIGH SCHOOL DISTRICT  
Larkspur, California