



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 6153
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Instruction Field Trips

School-Sponsored Field Trips

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

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored field trips and that there is an appropriate ratio of adults to students present on the trip. (See Supervision of Students on School-Sponsored Field Trips)

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. The district shall provide an alternate 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

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)

1. Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken 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 make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)

Field Trips
Safety Issues (continued)

3. If the Superintendent or designee received threat level warnings from the Homeland Security Advisor System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff. The Superintendent or designee reserves the right to deny a field trip request to a Foreign Country that does not have an American Embassy or an American Ambassador.
4. Trips involving water activities require parent/guardian permission. Activities involving any body of water (i.e. oceans, lakes, private swimming pools, rivers) require 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.
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.

Application for School-Sponsored Field Trip Approval

1. The staff member responsible for the student group shall complete a “Field Trip Checklist” (Form 28.00), a “Field Trip Request” form (Form 28.01) and provide all accompanying documentation as outlined in Form 28.00. For out-of-country Field Trips and/or Field Trips with a per student cost of \$500 or more, a Field Trip Pre-Approval (Form 27.99) is required (See Application for Pre-Approval). These forms shall be submitted to the office of the Assistant Superintendent of Educational Services for review and determination as to whether the request should be forwarded to the Board and recommended for approval.
 - a. For Local Field Trips (under 100 miles) with a cost to students the forms (28.01 and 28.00) must have Board no later than thirty (30) days prior to the field trip departure date.
 - b. For Overnight Field Trips or Field Trips over 100 miles (also requires Pre-Approval if per student cost is \$500 or more), the forms (28.01 and 28.00) must have Board approval no later than sixty (60) days prior to the field trip departure date.
 - c. The forms (28.01 and 28.00) must have Board approval no later than one-hundred (100) days prior to the Field Trip departure date for Field Trips out of the country. Out of country Field Trips must have Board Pre-Approval (Form 27.99) prior to the beginning of any planning activities related to the field trip (i.e. marketing, parent meetings, airline purchases, hotel reservations, tour booking, etc.)

Field Trips

Application for School-Sponsored Field Trip Approval (continued)

2. The form (28.01) shall cite a justification describing specific benefits to the students as a result of the field trip. Consideration shall be given to alternative educational experiences which will provide equivalent benefit at less cost or consumption of energy.

Application for School-Sponsored Field Trip Pre-Approval

Out-of-country field trips and/or field trips with a per student cost of \$500 or more must be pre-approved by the Board of Trustees prior to any planning activities related to the field trip (i.e. marketing, parent meetings, airline purchases, hotel reservations, tour booking, etc.) Form 27.99 must be completed and submitted to the office of the Assistant Superintendent of Educational Services for review and determination as to whether the request should be forwarded to the Board and recommended for approval. Incomplete forms (i.e. missing supporting documentation, etc.) will not be considered.

Authorization Guidelines

The following information needs to accompany Field Trip Forms 28.01, 28.00, and/or 27.99:

1. Relationship of field trip to total school program, including group requesting trip, the dates of the trip, the destination of the trip, the number of students attending the trip, and the number of school days that will be missed.
2. A written justification as to how this trip ties to the curriculum.
3. Breakdown of student cost.
4. List of fundraising opportunities showing that students have had ample opportunity to raise funds.
5. Copy of the budget showing funds to cover entire trip, assuming no student can afford to pay.
6. List of Chaperones. (See Supervision of Students on School-Sponsored Field Trips)
7. Funding source for chaperone expenses. Student contributions cannot be used to pay for chaperone expenses.

Field Trips
Authorization Guidelines (continued)

8. Insurance Information:
 - a. Liability Insurance Certificate showing the district as an “additional insured,” for at least \$1,000,000, for travel involving water activities and/or agencies coordinating travel packages.
 - b. Trip Insurance is required for any field trip involving the purchase of airfare.
 - c. Property Insurance for any District equipment to be used by the group while on the trip.
9. No student may be denied participation in any school-sponsored field trip because of lack of sufficient funds.

Supervision of Students on School-Sponsored Field Trips

1. The principal shall consider the advisability of including an administrator among supervising personnel. Factors to be considered shall include but not be limited to:
 - a. Size of student group
 - b. Distance
 - c. Nature of activities to be experienced by students
 - d. Situations/environment to be encountered
2. There shall be at least one chaperone assigned to every field trip. Selection is subject to the approval of the principal or designee.
 - a. At least one chaperone needs to be over the age of 25 and serve as an employee of the district.
 - b. If it is a co-ed field trip, one male and one female chaperone over the age of 25 serving as employees of the district are required.
 - c. At least one chaperone that has completed a first aid course which is certified by the American Red Cross shall participate in the trip.
3. The appropriate ratios of adults to students present on the trip are as follows:
 - a. For Local Field Trips (less than 100 miles), the ratio is 1 chaperone to every 30 students.
 - b. For Local Field Trips (over 100 miles), the ratio is 1 chaperone to every 10 students.
 - c. For Overnight Field Trips, the ratio is 1 chaperone to every 10 students.

Field Trips

Authorization Guidelines (continued)

4. The names of all official chaperones shall be included on the Field Trip Request (Form 28.01) documentation submitted to the office of the Assistant Superintendent of Educational Services.
5. On all overnight field trips where both female and male students are participating, there shall be at least one male and female adult chaperone providing supervision. Exceptions will be permitted only upon approval by the Assistant Superintendent of Educational Services when a written request to waive this requirement is submitted.
6. All chaperones must serve a function while participating in the Field Trip. The district prohibits bringing additional participants who are not serving as a chaperone for the school-sponsored field trip. All chaperones must be cleared through the V.I.P. process or through the Personnel Division of the Huntington Beach Union High School District.
7. While serving as a chaperone on a School-Sponsored Field Trip, consuming alcohol or participating in any illegal activities is strictly prohibited and could result in disciplinary action of the employee serving as a chaperone or removal of V.I.P clearance for non-district personnel.

School-Sponsored Field Trip In-Service

It is the responsibility of the site administrator in charge of field trips to review with any staff member planning a field trip these district guidelines as described in AR 6153 and the procedures for obtaining approval for field trips from the Governing Board.

Prior to the field trip the staff member responsible for the student group shall review with all adult chaperons their supervisory responsibilities.

Each site is responsible for conducting an in-service on field trips for new full-time employees once a year.

Field Trips

Non-School Sponsored Trips

Private agencies and school staff shall not solicit student participation or advertise non-school sponsored trips during the school day or in conjunction with school sponsored activities or clubs.

A Non-School Sponsored field trip is a trip to destinations:

- Not authorized by the District,
- Not conducted during school hours,
- Not sponsored or funded by the school/District,
- Not inspected by the District's Office of Educational Services, and
- Not reviewed for insurance by Risk Management.

Regulation

Approved: 1/13/87

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