



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 6153
Page 1 of 4

Instruction

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. (See supervision guidelines.)

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.

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)

School-Sponsored Field Trips (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.
4. Trips involving water activities require parent/guardian permission. Activities at private pools 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 Request" form (Form 28.01).
 - (a) The form shall be submitted for approval to the office of the Assistant Superintendent of Educational Services no later than thirty (30) days prior to the field trip departure date.
 - (b) Requests for trips out-of-state or multiple dates must be submitted no later than forty-five (45) days prior to the field trip departure date.
 - (c) Requests for trips out of the country must be submitted no later than ninety (90) days prior to the field trip departure date.
2. The form shall cite 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.

Authorization guidelines

1. Relationship of field trip to total school program, including days of school missed, timing of field trip and resulting effect on the rest of the program, shall be considered.
2. Determination shall be made that the nearest possible site for this educational experience is being visited.

School-Sponsored Field Trips (continued)

3. Cost of the field trip shall be within the school's budgetary allocations. Where appropriate, Student Body Association funds and/or proceeds from student fund-raising activities shall be used in place of district monies.
4. No student may be denied participation in any 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 supervisor assigned to every field trip. Supervisor selection is subject to the approval of the principal or designee. The supervisor shall be an adult over the age of 25 and serves as an employee of the district.
3. The names of all official chaperones shall be included in the pre-approval documentation submitted to the Superintendent or designee.
4. 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 written waiver of this requirement by the Assistant Superintendent of Educational Services/Personnel.
5. Overnight field trips shall require at least one adult over the age of 25 as a chaperone for every ten students. A field trip that is local and less than 100 miles from the school will require at least one adult over the age of 25 as a chaperone for every 30 students.
6. The district encourages trip insurance as an option to be presented to students/parents when applicable.

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.

Regulation

Approved: 1/13/87

Revised: 3/10/92

Revised: 4/12/99

Revised: 1/15/08

Revised: 1/24/12