

Instruction

SCHOOL-SPONSORED TRIPS

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation.

Students must have written parental permission in order to participate in trips requiring transportation. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

Safety and First Aid

1. While conducting a trip, the teacher, employee, or trip supervisor shall have the school's first aid kit in his/her possession or immediately available.
2. Whenever trips are conducted in areas known to have poisonous snakes:
 - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies.
 - b. The trip shall be accompanied by a teacher, employee or instructor agent – who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites.
3. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians and students to discuss safety and the importance of safety-related rules for the trip. For noncertificated adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.
4. The teacher or designee shall take a signed copy of the permission slip with current emergency numbers on all field trips.

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 certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, the principal, teacher, or designee shall hold a meeting with parents/guardians and students to discuss safety and the importance of safety related rules on the trip. Adult chaperones who accompany students on field trips will be provided with clear information regarding their responsibilities including how to keep groups together and what to do if an emergency occurs.
4. Chaperones shall be 21 years of age or older.

SCHOOL-SPONSORED TRIPS (continued)

Supervision (continued)

5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
7. 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.

Funding

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds.

Trip Approval

1. Teachers planning a trip shall make a request in writing to the principal at least ten 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 principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
3. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
4. Principals 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. A certified lifeguard or someone with training in water rescue will participate in the supervision of students if swimming is involved.