

Instruction

Field Trip Procedure

A. Parent/Guardian Permission

1. Application for field trip forms must be completed and submitted to the site principal before formal procedures and formal announcement of field trips are made.
2. Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Every student going on a field trip must have a Field Trip Permission Form signed by parent or guardian. If no permit is on file, the student shall not be permitted to attend the field trip. The District shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.
3. If transportation is by private car, parents must be informed.
4. The appropriate Private Transportation Volunteer Driver Form must be on file at the school prior to the field trip.
5. Permission forms and volunteer driver forms for athletic teams may be obtained on the basis of approval of all trips for the season of a specified sport.
6. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. Written permission must indicate the student's swimming ability.
7. All persons participating in 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 student taking out-of-state field trips or excursions shall sign a statement waiving such claims.
8. All field trip forms including signed permission forms must be kept by the school for three years.

B. Supervision

1. The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips that there is an appropriate ratio of adults to students

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present on the trip. Normally this ratio is one adult for every 10 students except for trips involving water activities.

2. The ratio of adult chaperones to students for a field trip shall be at least one to 10. If the trip involves water activities, the chaperone and supervision ratio shall be revised as necessary. When a trip involves water in grades 4-6, this ratio shall be one to eight. In grades K-3, the ratio for water activities shall be one to four. 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.
3. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
4. When students return to the school site after the school day, a certificated employee shall remain until every student has left the premises
5. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
6. Chaperones, who are not employees of the District, shall be 21 years of age or older.
7. For all overnight trips, all volunteers serving as chaperones must have submitted to an automated criminal records check, at their own expense, through a local law enforcement agency and shall submit fingerprints to the Department of Justice for a criminal records check. No person shall serve as a chaperone unless cleared through these methods. Chaperone shall be cleared annually. A person who has been convicted of any violent, drug related or other serious misdemeanor or felony shall not serve as a chaperone in the District. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone.
8. All chaperones must provide proof of TB clearance.
9. 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.

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10. Teachers, employees and chaperones are considered “on duty” at all times during the event or trip. If the trip is an overnight trip, the chaperone is expected to be available to assist students and/or the supervising certificated staff member 24 hours per day.
11. Teachers, employees and chaperones shall not possess or consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
12. Teachers, employees and chaperones shall not use tobacco or tobacco products while accompanying and supervising students on a trip
13. Teachers, employees and chaperones shall not administer any medications, prescription or nonprescription to students unless the certificated staff person in charge has medical approval from the child’s physician and parent/guardian.
14. Teachers, employees and chaperones shall not purchase or provide food for students except for designated meal and snack times. All food purchases must be made with consideration for health and nutrition guidelines and any documented medical needs of students.
15. Teachers, employees and chaperones shall not use the public parts of the bathrooms (urinals), showers, or dress/undress in the presence of students.
16. Teachers, employees and chaperones shall not place themselves in situations in which they are alone with individual students.
17. Teachers, employees and chaperones shall not use cellular telephones for voice or text communications while participating in activities with students unless it is a bona fide emergency. At all times, the chaperone’s primary focus should be the safety of the students.
18. Teachers, employees and chaperones are expected to serve as good examples for the students and shall refrain from using inappropriate language, telling inappropriate jokes, or otherwise engaging in unprofessional behavior that is not in accordance with the Glendale Unified School District’s Code of Ethics.
19. Teachers, employees and chaperones shall supervise students and guide and assist students with safety and appropriate behavior. If an issue arises concerning

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student behavior, the chaperone shall report the issue to the supervising certificated employee immediately. All student discipline matters will be handled exclusively by the supervising certificated employee.

20. Teachers, employees and chaperones shall not touch students or use any physical force on students. In the event that a chaperone must act to protect the safety of him/herself or the students, the chaperone shall only use physical force that is reasonable and necessary under the circumstances.
21. Teachers, employees and chaperones are expected to treat all students fairly and equally.
22. Chaperones are expected to maintain confidentiality of any information they may learn about a student during the course of the field trip.
23. Teachers, employees and chaperones shall not bring children on the field trip, other than the students participating in the field trip.

C. Field Trip Safety Procedures

1. Students on school-sponsored trips are under the jurisdiction of the District and shall be subject to District and school rules and regulations.
2. 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.
3. 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.
4. The District shall provide or make available medical and/or hospital insurance for students injured while on field trips.
5. If the Superintendent or designee receives threat level warnings from 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.

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6. Lifeguards are required 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. 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 current policy limits in liability coverage as set by the District. Staff shall determine supervisory responsibilities for all chaperones.

D. Early Education & Extended Learning Programs Field Trips

1. Trips taken by the Early Education and Extended Learning Program (EEELP) students shall be approved by the Director of the EEELP or administrative designee. Each trip shall be supervised according to federal and/or state guidelines, and all District Field Trip procedures shall be observed.

Legal Reference: Education Code, Sections 8760; 32040-32044; 35330; 35331; 35332; 35350; 44808; 48908
Business and Professions Code, Section 17540; 17550-17550.9; 17552-17556.5

(Formerly BP 6222, 6223)

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