

SCHOOL-SPONSORED TRIPS**Supervision**

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

(cf. 5131 – Conduct)

(cf. 5131.1 – Bus Conduct)

(cf. 5144 – Discipline)

(cf 5144.1 – Suspension and Expulsion/Due Process)

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

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

Siblings and children who are not enrolled in the class taking the field trip will not be allowed to attend.

1. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
2. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
3. Chaperones shall be 21 years of age or older.
4. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The district shall provide an alternative 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

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 insurance for students injured while participating in any excursion or field trip (Education Code 35331)

(cf. 3541.1 – Transportation for School-Related Trips)
(cf. 5143 – Insurance)

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

Trip Approval

1. Teachers planning a trip shall make a request in writing to the principal. 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.
5. A field trip will not exceed a distance of 100 miles, one way, during a school day or include an overnight stay without approval of the Board or the Board's designee.

Transportation

1. Principals shall submit the request for field trips to the Transportation Department at least 15 days before the requested date, with an alternate date when possible.
2. No trip shall be contracted out to an outside company unless first approved by the Director of Transportation. If approved, all buses must be inspected by the district dispatcher trainer. (Vehicle Code)
3. If transportation is by staff's personal vehicle all drivers must possess a valid driver's license and show proof of insurance.

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 10 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. Swimming Activities
 - a. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability.
 - b. Swimming facilities, including backyard pools, must be inspected by the principal and teacher before the trip is scheduled.
 - c. Owners of private pools must provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage.
 - d. 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 or equivalent and must be at least 21 years old.
 - e. The ratio of adult chaperones to students shall be at least one to 10. In grades 4-6, this ratio shall be one to eight. In grades K-3, this ratio shall be one to four.
 - f. 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.
 - g. Emergency procedures shall be included with written instructions to adult chaperones and staff.

- h. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim.
- i. The principal may require students to wear flotation devices, depending upon their age and swimming ability.
- j. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

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ORCUTT UNION SCHOOL DISTRICT
Orcutt, California