

SCHOOL-SPONSORED TRIPS

The Yolo County Board of Education and the Yolo County Office of Education recognize that school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the County Office's course of study or school-related social, educational, cultural, athletic, school band activities, or other extracurricular or cocurricular activities.

(cf. 6143 - Courses of Study)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Requests for school-sponsored trips involving overnight travel shall be submitted to the Yolo County Superintendent of Schools or designee. The County Superintendent or designee shall review the request and approve in advance. All other school-sponsored trips shall be approved in advance by the site administrator.

(cf. 3312.2 - Educational Travel Program Contracts)

The site administrator shall establish a process for approving a staff member's request to conduct a school-sponsored trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, County Office and student expense, and transportation and supervision requirements. Site administrators may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

(cf. 3530 - Risk Management/Insurance)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 5142 - Safety)

(cf. 5143 - Insurance)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The County Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

(cf. 1230 - School-Connected Organizations)

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 1700 - Relations Between Private Industry and the Schools)

Legal Reference: (see next page)

SCHOOL-SPONSORED TRIPS (continued)

Legal Reference:

EDUCATION CODE

- 8760 Authorization of outdoor science and conservation programs*
- 32040-32044 First aid equipment: field trips*
- 35330 Excursions and field trips*
- 35331 Provision for medical or hospital service for pupils (on field trips)*
- 35332 Transportation by chartered airline*
- 35350 Transportation of students*
- 44808 Liability when pupils not on school property*
- 48908 Duties of pupils; authority of teachers*

BUSINESS AND PROFESSIONS CODE

- 17540 Travel promoters*
- 17550-17550.9 Sellers of travel*
- 17552-17556.5 Educational travel organizations*

Management Resources:

WEB SITES

- American Red Cross: <http://www.redcross.org>*
- California Association of Directors of Activities: <http://www.cada1.org>*
- U.S. Department of Homeland Security: <http://www.dhs.gov>*

SCHOOL-SPONSORED TRIPS**Supervision**

Students on school-sponsored trips are under the jurisdiction of the Yolo County Office of Education and shall be subject to County Office and school rules and regulations.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Yolo County Superintendent of Schools 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. Each volunteer chaperone will meet requirements outlined in the County Office "Guidelines for Volunteers", including TB testing and fingerprinting prior to participation on school-sponsored trips. If the trip involves water activities, this ratio shall be revised as necessary.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain written 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 County Office 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 County Office 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 County Office shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)

SCHOOL-SPONSORED TRIPS (continued)

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

3. If the County Superintendent or designee receives threat level warnings from the 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.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the County Office as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

(cf. 3530 - Risk Management/Insurance)
(cf. 5141.7 - Sun Safety)

5. Before trips of more than one day, the site administrator 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.

(cf. 5142 - Safety)