



## Field Trip Planning & Instructions

The Board of Education recognizes that school-sponsored trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips.

### Instructions:

1. For local, 1-day field trips: Teachers/Advisors/Coaches must submit a *Field Trip Request Form* to their Principal at least 2 weeks prior to the event.
2. For overnight and/or out-of-state field trips: Teachers/Advisors/Coaches must submit a *Field Trip Request Form* to their Principal at least 3 weeks prior to the event.
  - a. Overnight and/or out-of-state field trips must be approved by the PUSD Board of Education prior to the departure date.
3. Teachers/Advisors/Coaches must submit the following forms to their principal prior to the field trip:
  - a. PUSD Field Trip: Permission/Waiver/Accident Form (for each student)
  - b. PUSD Field Trip: Itinerary Form
  - c. PUSD Field Trip: Personal Vehicle Use Form (if using private vehicle(s) – for each driver)
  - d. PUSD Field Trip: Staff Notification and Student Roster Form
  - e. PUSD Field Trip: Out-of-state/Foreign Travel Agreement (only if traveling out-of-state)
  - f. PUSD Field Trip: Medical Information Form (for each student needing medication)
  - g. PUSD Volunteer Clearance Form (for each adult volunteer)
4. Incomplete forms will delay the approval of the proposed field trip.
5. Review the PUSD Board Policy and Administrative Regulations regarding school-sponsored field trips (on the reverse).

## **Board Policy 6153**

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All trips involving out-of-state travel shall require the prior approval of the Board. Other trips may be approved by the Superintendent or designee.

Principals shall ensure that teachers develop plans which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips.

The Board does not endorse, support or assume liability in any way for any staff member of this district who takes students on trips not approved by the Board or Superintendent or designee. No staff member may solicit students of this district for such trips within the facilities or on the school grounds of the district without Board permission.

## **Administrative Regulation 6153**

### 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. (Education Code 35350) 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 agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)
2. Whenever trips are conducted in areas known to be infested with poisonous snakes:
  - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
  - b. The trip shall be accompanied by 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. (Education Code 32043)

### *Supervision*

1. Students on approved trips are under the jurisdiction of the Board of Education 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, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
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.
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.