

**INSTRUCTION**  
**SCHOOL-SPONSORED TRIPS****Supervision**

Students on school-sponsored trips are under the jurisdiction of the District and shall be subject to District 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 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. The ratio for Day Field Trips is:

Grades TK-5 - 10:1

Grades 6-8 - 15:1

There are no overnight field trips for Grades TK-5. For grades 6-8, the ratio for overnight field trips is 10:1. 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 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

**INSTRUCTION****SCHOOL-SPONSORED TRIPS**

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. If the 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. 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.  
(cf. 5142 - *Safety*)

**Supervision**

Chaperones shall be ~~24~~ 25 years of age or older, unless employed by the school district, or a parent of a child on the field trip. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. Chaperones may not bring other children with them. Additionally, all chaperones must be a Sylvan Union School District Level III volunteer. At least one chaperone on every field trip must be a certificated Sylvan Union School District employee, from the school or department sponsoring the trip. Every bus that is involved on the trip must have at least one (1) Sylvan Union School District certificated employee.

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

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**

Students shall not be asked to pay for the cost of required field trips. (Education Code 35330)

**INSTRUCTION**  
**SCHOOL-SPONSORED TRIPS****Trip Approval**

Teachers planning a trip shall make a request in writing using the District “Field Trip Request” form to the principal. The form must be approved by the principal and the Assistant Superintendent of Curriculum and Instruction at least ten (40 20) days prior to the date desired. Whenever practical, an alternate date should be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.

The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reason.

Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

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**

No swimming or wading shall be allowed on trips unless planned and approved in advance. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor educational 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.

**Swimming Activities:**

1. Parents/guardians must provide written permission for the student to swim and must indicate the student’s swimming ability.
2. 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 of age.
3. There shall be no swimming activities in backyard pools.
4. The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be one to eight. In grades K-3, the ratio shall be one to four.
5. 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.

**INSTRUCTION**

**SCHOOL-SPONSORED TRIPS**

6. Emergency procedures shall be included with written instructions to adult chaperones and staff.
7. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim.
8. The principal may require students to wear flotation devices, depending upon their age and swimming ability.
9. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.