

## OVERNIGHT FIELD TRIP PROCEDURES

### Checklist:

- \_\_\_\_\_ Field Trip Permission Application
- \_\_\_\_\_ Cost Analysis Form
- \_\_\_\_\_ Student Supervisor Statement
- \_\_\_\_\_ Sample Voluntary Excursion/Field Trip Waiver
- \_\_\_\_\_ Education Code Title II
- \_\_\_\_\_ Authorization Page

When completing an overnight field trip packet, you must type all forms. After Principal's approval, send to Business Services for approval. It will then be submitted to the Board for approval.

For field trips utilizing ASB funds, the following must be submitted to the student services office at least 6 days prior to the trip:

- \_\_\_\_\_ Copy of approved field trip request signed by the Principal
- \_\_\_\_\_ Activity request with proper signatures
- \_\_\_\_\_ Purchase order with proper signatures and proper backup information
- \_\_\_\_\_ A list of students participating, and an itinerary of field trip
- \_\_\_\_\_ Permission slips submitted
- \_\_\_\_\_ Eligibility must be verified if it is an extra curricular activity

Completed packets must be submitted to the principals office 30 days prior to planned event. This will allow time for the office to process and submit to the Board for approval.

When requesting transportation for your trips, please complete the CUSD Transportation Request form. CUSD Transportation Request form. CUSD Transportation will waiver off if busses are not available on the date they are needed.

FIELD TRIP PERMISSION APPLICATION

Teachers wishing to sponsor a trip must obtain approval by adhering to the following procedures:

- 1) The teacher shall secure tentative approval of the project by the principal before announcing the proposal to the public or to the pupils of the school.
2) No publicity shall be given to the project before this procedure has been followed.
3) Submit proposal to the principal's office 30 days prior to the activity.
4) Having received tentative approval, the following application must be completed before the field trip receives final approval by the principal.

Name of Group
Name of Sponsor
Activity
Destination
Dates of Trip # of days # of nights
Total number of students (M) (F)
Total number of chaperones (M) (F)

Name(s) of chaperone(s)\*:
\_\_\_\_\_

Educational value of field trip (include careers involved and method of bringing education value to conscious level):
\_\_\_\_\_

Specific student participation and activities
\_\_\_\_\_

Tentative permission is granted to proceed with feasibility survey for the above described trip.

Principal \_\_\_\_\_ Date \_\_\_\_\_

\*All chaperones must have fingerprint and TB clearance with the District.

# COST ANALYSIS FORM

## TRANSPORTATION

Source of funding: ASB \_\_\_\_\_ District/Site \_\_\_\_\_ Students \_\_\_\_\_ Other \_\_\_\_\_  
Type of transportation: District \_\_\_\_\_ Private Vehicles \_\_\_\_\_ Rentals \_\_\_\_\_ Air \_\_\_\_\_  
Name of Driver(s) \_\_\_\_\_ Insurance form on file: (Must be completed yearly)  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_

### APPROXIMATE COST OF TRANSPORTATION \_\_\_\_\_

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## ACCOMODATIONS

Where will you be staying: Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State \_\_\_\_\_  
Phone \_\_\_\_\_

Source of funding students: ASB \_\_\_\_\_ District/Site \_\_\_\_\_ Students \_\_\_\_\_ Other \_\_\_\_\_  
Source of funding adults: ASB \_\_\_\_\_ District/Site \_\_\_\_\_ Students \_\_\_\_\_ Other \_\_\_\_\_

### APPROXIMATE COST OF ACCOMMODATIONS \_\_\_\_\_

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## MEALS

Source of meals: \_\_\_\_\_  
Source of funding student meals: ASB \_\_\_\_\_ District/Site \_\_\_\_\_ Students \_\_\_\_\_ Other \_\_\_\_\_  
Source of funding adult meals: ASB \_\_\_\_\_ District/Site \_\_\_\_\_ Students \_\_\_\_\_ Other \_\_\_\_\_

### APPROXIMATE COST OF MEALS \$ \_\_\_\_\_

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## FEES/REGISTRATION

Source of funding student registration: ASB \_\_\_\_\_ District/Site \_\_\_\_\_ Students \_\_\_\_\_ Other \_\_\_\_\_  
Source of funding adult registration: ASB \_\_\_\_\_ District/Site \_\_\_\_\_ Students \_\_\_\_\_ Other \_\_\_\_\_

### APPROXIMATE COST OF REGISTRATION \$ \_\_\_\_\_

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## OTHER EXPENSES

Please list: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Source of funding: ASB \_\_\_\_\_ District/Site \_\_\_\_\_ Students \_\_\_\_\_ Other \_\_\_\_\_  
**APPROXIMATE COST OF OTHER EXPENSES \$ \_\_\_\_\_**

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### **GRAND TOTAL COST FOR THIS TRIP \$ \_\_\_\_\_**

## STUDENT SUPERVISOR STATEMENT

Proper student conduct must be maintained at all times during the field trip.

- a) At least one approved supervision member must ride in each vehicle, preferably a credentialed employee per bus.
- b) The authority for student conduct is ultimately with the driver of the vehicle, who may deny transportation to any student for disorderly conduct. Students may not be left at any point except place of departure, unless assigned to an authorized authority (i.e., Highway Patrol Officer.)
- c) At no time during the entire duration of the field trip may students possess alcohol, drugs, or weapons of any kind.
- d) Students must stay with the group and return with the group. (Students may go with parents if prearranged and student is personally turned over to parents by the supervising teachers.)
- e) Infractions of regulations by students will be handled by the supervising teacher.
- f) At all times, students must conduct themselves as young gentlemen and ladies, and do nothing that would tend to bring disfavor to the sponsoring organizations, parents, or the school.
- g) At all times, the supervising personnel must conduct themselves in a professional manner and assume leadership responsibility for the safety and best interest of their students.
- h) At no time should a student be in anything other than a field trip sponsored vehicle.
- i) When students are assigned for the night, they are to remain in that specific premise. Bed checks are to be made periodically by the supervising teacher. A chaperone of each sex is required for trips involving mixed groups.
- j) No unauthorized persons may be allowed in the area where the group activities are taking place.
- k) Students may be assigned free time in a controlled atmosphere (i.e., Disneyland.)

The safety of all students must be a concern to all.

- a) Supervisors are to acquaint themselves with the potential hazards involved and alert the students accordingly.
- b) Experienced guides should be used at the places you visit wherever possible.
- c) Students must remain with the tour at all times and not wander off independently.
- d) Each vehicle is required to carry repair tools, red warning reflectors, a fire extinguisher, and a first aid kit. These are easily accessible and should be used when necessary.
- e) In the event of an accident, the driver is to remain with the vehicle. If necessary a reliable student may be sent for assistance.
- f) Only authorized drivers, faculty members or parents may drive. Absolutely no students may drive a vehicle on a field trip.
- g) All parents must have prior knowledge of itinerary and activities, and return a signed Field Trip & Excursion Parent Permission, Immunity Release Medical Treatment Authorization Form (Form A) to the sponsoring faculty member.
- h) Supervisors will carry a copy of the Field Trip & Excursion Parent Permission, Immunity Release Medical Treatment Authorization Form (Form A) with them at all times on the trip.
- i) At least one adult supervisor must accompany students who leave the main group to shop, eat, or participate in other approved activities.
- j) It is the responsibility of the sponsor to submit the appropriate insurance forms for privately owned vehicles transporting students, be it theirs or someone else's.

I have read the above statement.

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Supervisor's Signature

Date

CALIFORNIA EDUCATION CODE  
TITLE II  
ELEMENTARY AND SECONDARY EDUCATION  
Article 13, Excursions and Field Trips 35330.

The governing board of a school district or the county superintendent of schools of a county may:

- (1) Conduct field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, any other state, the District of Columbia, or a foreign country for pupils enrolled in elementary or secondary schools. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for pupils.
- (2) Engage instructors, supervisors, and other personnel to contribute their services over and above the normal period for which they are employed by the district, if necessary, and provide equipment and supplies for the field trip or excursion.
- (3) Transport by use of district equipment, contract to provide transportation, or arrange transportation by the use of other equipment, of pupils, instructors, supervisors or other personnel to and from places in the state, another state, the District of Columbia, or a foreign country where those excursions and field trips are being conducted, provided that, when district equipment is used, the governing board shall secure liability insurance, and if travel is to and from a foreign country, liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.
- (4) Provide supervision of pupils involved in field trips or excursions by certificated employees of the district.
  - (b) (1) No pupil shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the governing board shall coordinate efforts of community service groups to supply funds for pupils in need.
  - (2) No group shall be authorized to take a field trip or excursion authorized by this section if a pupil who is a member of an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.
  - (3) No expenses of pupils participating in a field trip or excursion to other state, the District of Columbia, or a foreign country authorized by this section shall be paid with school district funds. Expenses of instructors, chaperones, and other personnel participating in a field trip or excursion authorized by this section may be paid from school district funds, and the school district may pay from school district funds all incidental expenses for the use of school district equipment during a field trip or excursion authorized by this section.
  - (c) (1) The attendance or participation of a pupil in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments from the State School Fund in the fiscal year. Credited attendance resulting from a field trip or excursion shall be limited to the amount of attendance that would have accrued had the pupils not been engaged in the field trip or excursion.
  - (2) Credited attendance shall not exceed 10 schooldays except in the case of pupils participating in a field trip or excursion in connection with courses of instruction, or school-related educational activities, and which are not social, cultural, athletic, or school band activities.
  - (d) All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, 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 or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims.

No transportation allowances shall be made by the Superintendent for expenses incurred with respect to field trips or excursions that have an out-of-state destination. A school district that transports pupils, teachers, or other employees of the district in school buses within the state and to destinations within the state, pursuant to the provisions of this section, shall report to the Superintendent on forms prescribed by him or her the total mileage of school buses used in connection with educational excursions. In computing the allowance to a school district for regular transportation there shall be deducted from that allowance an amount equal to the depreciation of school buses used for the transportation in accordance with rules and regulations adopted by the Superintendent.

- 35331 (a) The governing board of any school district conducting excursions and field trips pursuant to this article shall provide, or make available, medical or hospital service, or both, for pupils of the district injured while participating in any excursion or field trip under the jurisdiction of, or sponsored or controlled by, the district or the authorities of any school of the district.
- (b) (1) The medical or hospital service, or both, described in subdivision (a) shall be provided, or made available, through any of the following:
- (A) One or more nonprofit membership corporations defraying the cost of medical or hospital service, or both.
  - (B) One or more group, blanket, or individual policies of accident insurance from an authorized insurer.
  - (C) A self-insurance program of the school district.
- (2) The cost incurred by the school district pursuant to this subdivision may be paid from the funds of the district, or by the insured pupil or his or her parent or guardian.
- (3) The membership may be taken in, or the insurance may be purchased from, only those corporations or insurers that are authorized to do business in this state. If the coverage described in this subdivision is to be provided through a self-insurance program of the school district, claims may be paid from a fund established for that purpose.
- 35332 No transportation by air may be provided under this article unless the transportation by air is provided by any of the following: (a) aircraft owned and operated by the state or federal government; (b) chartered or regularly scheduled aircraft operated exclusively by an air carrier or foreign air carrier as defined in subdivisions (3) and (19) of Section 101 of Title 1 of the "Federal Aviation Act of 1958" (Public Law 85-726; 72 Stat. 731) engaged in air transportation as defined in subdivision (10) of the same section while there is in force a certificate or permit issued by the Civil Aeronautics Board of the United States, or its successor, authorizing such air carrier to engage in such transportation; or (c) chartered or regularly scheduled aircraft of a passenger air carrier as defined pursuant to Section 2741 of the Public Utilities Code that is authorized to engage in transportation by air in the State of California by the Public Utilities Commission pursuant to Chapter 4 (commencing with Section 2739) of Part 2 of Division 1 of the Public Utilities Code.

High School

Ceres Unified School District

Authorization Page

Sponsors Name

\_\_\_\_\_

Field Trip Date

\_\_\_\_\_

Destination

\_\_\_\_\_

Special directions from the Principal:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have reviewed and approved this request. It will now be submitted to the Superintendent and the Board of Trustees for final approval.

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date