

Huntington Beach Union High School District

FIELD TRIP REQUEST

SCHOOL REQUESTING _____ SCHOOL DEPARTMENT/GROUP _____

CONTACT PERSON _____ CONTACT PHONE _____

DESTINATION		MILEAGE ONE WAY	
DESTINATION ADDRESS: STREET	CITY	ZIP	DESTINATION PHONE ()
DATE AND TIME OF DEPARTURE	DATE AND TIME OF RETURN	NUMBER OF STUDENTS ATTENDING	
CLASS OR GROUP ATTENDING	FIELD TRIP OVERNIGHT?	# OF MALE STUDENTS ATTENDING	# OF FEMALE STUDENTS ATTENDING

JUSTIFICATION - ATTACH DOCUMENTATION (I.E. ITINERARY AND/OR BROCHURE)

# OF CHAPERONES	NAMES OF HBUHSD EMPLOYEE(S)
# OF OTHER ADULTS	NAMES OF OTHER ADULTS (MUST BE VIP CLEARED)

PLACE OF LODGING (INCLUDE ADDRESS)

TOTAL COST TO STUDENT	WILL THE STUDENT RECEIVE A GRADE FOR THIS FIELD TRIP <input type="checkbox"/> YES <input type="checkbox"/> NO
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WHAT DOES STUDENT COST COVER? <input type="checkbox"/> MEALS <input type="checkbox"/> LODGING <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> ADMISSION/ENTRY FEE	# OF FUNDRAISING OPPORTUNITIES GIVEN	TYPES OF FUNDRAISERS
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TOTAL COST OF LODGING AND FUNDING SOURCE	ANY SHORTFALLS COVERED BY (I.E. BOOSTERS, ASB, SITE, ETC.)
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# OF SUBS	# OF DAYS	TOTAL SUB COST AND FUNDING SOURCE	TOTAL COSTS COVERED BY OTHER SOURCES (I.E. BOOSTERS, ASB, SITE, GRANT, ETC.)
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TRANSPORTATION <input type="checkbox"/> BUS <input type="checkbox"/> SCHOOL VAN <input type="checkbox"/> PRIVATE VEHICLE <input type="checkbox"/> OTHER	FOR BUSINESS ASSISTANT USE ONLY
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TOTAL COST OF TRANSPORTATION AND FUNDING SOURCE	FOR BUSINESS ASSISTANT USE ONLY
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APPROVAL FROM DEPARTMENT COORDINATOR X	Date
APPROVAL FROM SITE ADMINISTRATOR X	Date
APPROVAL FROM SCHOOL BUSINESS ASSISTANT X	Date
APPROVAL FROM DIRECTOR, SPECIAL PROGRAMS X	Date
APPROVAL FROM ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES X	Date
DATE OF BOARD APPROVAL	

Application for School-Sponsored Field Trip Approval

1. The staff member responsible for the student group shall complete a "Field Trip Request" form (Form 28.01).
 - (a) The form shall be submitted for approval to the office of the Assistant Superintendent of Educational Services no later than thirty (30) days prior to the field trip departure date.
 - (b) Requests for trips out-of-state or multiple dates must be submitted no later than forty-five (45) days prior to the field trip departure date.
 - (c) Requests for trips out of the country must be submitted no later than ninety (90) days prior to the field trip departure date.
2. The form shall cite specific benefits to the students as a result of the field trip. Consideration shall be given to alternative educational experiences which will provide equivalent benefit at less cost or consumption of energy.

Supervision of Students on School Sponsored Field Trips

1. The principal shall consider the advisability of including an administrator among supervising personnel. Factors to be considered shall include but not be limited to:
 - (a) Size of student group
 - (b) Distance
 - (c) Nature of activities to be experienced by students
 - (d) Situations/environment to be encountered
2. There shall be at least one supervisor assigned to every field trip. Supervisor selection is subject to the approval of the principal or designee. The supervisor shall be an adult over the age of 25 and serves as an employee of the district.
3. The names of all official chaperones shall be included in the pre-approval documentation submitted to the Superintendent or designee.
4. On all overnight field trips where both female and male students are participating, there shall be at least one male and female adult chaperone providing supervision. Exceptions will be permitted only upon written waiver of this requirement by the Assistant Superintendent of Educational Services/Personnel.
5. Overnight field trips shall require at least one adult over the age of 25 as a chaperone for every ten students. A field trip that is local and less than 100 miles from the school will require at least one adult over the age of 25 as a chaperone for every 30 students.
6. The district encourages trip insurance as an option to be presented to students/parents when applicable.

BOARD MEETING DATES
December 2015 through December 2016

DATE ITEMS ARE DUE TO ED SERVICES	BOARD MEETING DATE
11/6/2015	12/8/2015 Annual Org Mtg
12/4/2015	1/12/2016
1/15/2016	2/9/2016
2/12/2016	3/8/2016
3/11/2016	4/12/2016
4/15/2016	5/10/2016
5/20/2016	6/14/2016
6/3/2016	6/28/2016 (Adopt Budget)
6/17/2016	7/12/2016
7/15/2016	8/9/2016
8/19/2016	9/13/2016
9/23/2016	10/18/2016
10/21/2016	11/15/2016
11/11/2016	12/13/2016 (Annual Org Mtg)



Huntington Beach Union High School District Board Policies and Administrative Regulations

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Instruction

School-Sponsored Field Trips

The Governing Board recognizes that school-sponsored field trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored field trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band activities, or other extracurricular or cocurricular activities. A school-sponsored field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study.

The Board charges the administration with the responsibility of ensuring that school-sponsored field trips relate to a student's total educational development and that the trips are authorized in accordance with administrative regulations.

The principal shall establish a process for approving a staff member's request to conduct a school-sponsored field trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements.

Principals may exclude any student from a school-sponsored field trip whose presence on the trip would pose a safety or disciplinary risk. No curricular field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds.

District funds shall not be used to pay student expenses for out-of-state or out-of-country field trips or excursions. However, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds.

Board Approval

Requests for school-sponsored trips of more than 100 miles one-way and/or involving out-of-state, out-of-country, across water, or overnight travel, or requiring a direct cost to the students, shall be submitted to the Superintendent or designee for consideration. The Superintendent or designee shall review the request and make a determination as to whether the request should be forwarded to the Board and recommended for approval.

All other school-sponsored trips shall be approved in advance by the school principal.

School-Sponsored Field Trips (continued)

Non-School Sponsored Trips

Trips that are coordinated by private agencies or by private groups that contract independently with member(s) of the school staff shall be considered non-school sponsored trips. In order to avoid conflicts with school sponsored trips, staff member(s) shall notify the principal regarding the specifics of the non-school sponsored trip. Private agencies and school staff shall not solicit student participation or advertise non-school sponsored trips during the school day or in conjunction with school sponsored activities or clubs. If any agency or staff member coordinating this non-school sponsored trip wishes to use the facility for meeting(s) they must fill out a facility use agreement. Parents and students shall be notified that such trips are not sponsored or authorized by the school or the school district, nor does the school or district assume liability for such trips.

Legal Reference:

EDUCATION CODE

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

Policy Adopted: 1/31/87
Revised: 1/15/08



Huntington Beach Union High School District Board Policies and Administrative Regulations

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Instruction

School-Sponsored Field Trips

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

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored field trips. (See supervision guidelines.)

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. The district shall provide an alternate 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

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.

1. Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken 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 make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)

School-Sponsored Field Trips (continued)

3. If the Superintendent or designee received threat level warnings from the Homeland Security Advisor System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.
4. Trips involving water activities require parent/guardian permission. Activities at private pools require a certificate of insurance, designating the district as an additional insured, for not less than \$1,000,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.
5. 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.

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 - (c) Requests for trips out of the country must be submitted no later than ninety (90) days prior to the field trip departure date.
2. The form shall cite specific benefits to the students as a result of the field trip. Consideration shall be given to alternative educational experiences which will provide equivalent benefit at less cost or consumption of energy.

Authorization guidelines

1. Relationship of field trip to total school program, including days of school missed, timing of field trip and resulting effect on the rest of the program, shall be considered.
2. Determination shall be made that the nearest possible site for this educational experience is being visited.

School-Sponsored Field Trips (continued)

3. Cost of the field trip shall be within the school's budgetary allocations. Where appropriate, Student Body Association funds and/or proceeds from student fund-raising activities shall be used in place of district monies.
4. No student may be denied participation in any field trip because of lack of sufficient funds.

Supervision of Students on School Sponsored Field Trips

1. The principal shall consider the advisability of including an administrator among supervising personnel. Factors to be considered shall include but not be limited to:
 - (a) Size of student group
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2. There shall be at least one supervisor assigned to every field trip. Supervisor selection is subject to the approval of the principal or designee. The supervisor shall be an adult over the age of 25 and serves as an employee of the district.
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6. The district encourages trip insurance as an option to be presented to students/parents when applicable.

School-Sponsored Field Trip In-Service

It is the responsibility of the site administrator in charge of field trips to review with any staff member planning a field trip these district guidelines as described in AR 6153 and the procedures for obtaining approval for field trips from the Governing Board.

Prior to the field trip the staff member responsible for the student group shall review with all adult chaperons their supervisory responsibilities.

Each site is responsible for conducting an in-service on field trips for new full-time employees once a year.

Regulation

Approved: 1/13/87

Revised: 3/10/92

Revised: 4/12/99

Revised: 1/15/08

Revised: 1/24/12