

SCHOOL SPONSORED TRIPS

The Governing Board believes that cocurricular and extracurricular experiences can be a positive factor in motivating students and enriching their learning experience. This procedure establishes minimum standards for planning and conducting school-sponsored cocurricular and extracurricular activities and provides guidance on how to identify and manage activities that are not school-sponsored.

The Board further directs that these activities be planned and carried out with safety as a priority and in a manner consistent with the district's need to minimize legal liability.

Types of Trips

Field Trip - a general term for a school-sponsored cocurricular or extracurricular trip, including excursions and study trips.

1. *Cocurricular* - a program that is associated with the curriculum in a regular classroom, e.g., a study trip, a band performance. [Education Code 35160.5(a)(3)] Tied to state Standards, having specific learning objectives.
2. *Extracurricular* - an activity that is not part of the regular school curriculum, is not graded, does not offer credit, and does not take place during classroom time. The following are examples of characteristics enumerated by Education Code 35160.5(a)(1) and (2):
 - a. supervised or financed by the district,
 - b. students participating in the program representing the district,
 - c. students exercise some degree of freedom in either the selection, planning, or control of the program, and
 - d. includes both preparation for performance and performance before an audience of spectators.

Excursion - a field trip that is primarily recreational, but school-sponsored. (E.g. Senior Cruise, Disneyland Eighth Grade, etc.)

Level of Risk

High Risk Activities - these may be allowed at the district's discretion, but only if appropriate safety precautions are taken and if parents and students sign the risk disclosure form entitled "Assumption of Potential Risk and Release of Liability for Voluntary Activity." Examples of high-risk activities include football, basketball, baseball, gymnastics, softball, soccer, racquetball, lacrosse, rugby, beach activities, swimming, ocean surfing, snorkeling, diving, scuba diving, water polo, water

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skiing, water (slides) theme parks, archery, martial arts (only non-contact is allowed), snow skiing, snow boarding, skating (allowed only in public roller or ice rinks), skateboarding, gymnastics, marathons, wrestling, climbing walls, ropes courses, rock climbing, dodgeball, cheerleading, hiking, cross-country running, bicycling, hockey (roller or ice), go-carts, rocketry, dunk tanks, carnivals with powered rides, and visiting petting zoos.

Prohibited Activities – Due to safety risks and for liability issues, these are activities that schools shall not sponsor or promote unless there has been prior approval for the specific event by the Superintendent or his designee. Individuals who wish to pursue these must do so on a private basis. Examples include, but are not limited to, acrobatics, trampoline or inflatable ride use, balloon riding, riding in private aircraft, paragliding, live-animal riding, mechanical bulls, boxing, contact martial arts, bungee jumping, darts and dart games, use of water/squirt guns, knife throwing, firearms practice, jet skiing, use of private watercraft such as boats or rafts, mountain climbing, paintball or laser wars, hypnotism, rodeo, long-distance/overnight bicycle trips, auto and motorcycle clubs, racing of any type of wheeled device or vehicle except when a part of an approved instructional activity, and slumber parties/sleepovers (except adult-supervised sleepovers in connection with 6th grade camp and overnight field trips to other non-District locations).

Sponsorship

School-Sponsored – an activity or trip that is sanctioned and approved by the principal, or designee, as being part of the school's academic program, cocurricular or extracurricular.

Private Activity – an event initiated and carried out by an individual acting in his or her personal capacity. It is not sponsored, coordinated, supervised, or financed by the school or District. Students, parents, or school employees who choose to participate do so as private individuals.

Eligibility Requirements

For students in grades 7-12, participation in cocurricular and extracurricular activities is conditional on satisfactory educational progress in the previous grading period. Refer to Administrative Procedure 3.20.1 for further information. Eligibility of students in grades K-5 is determined by the principal.

Sponsorship Determination

For legal and insurance reasons, sponsorship must be identified prior to the activity. It should be classified as school-related or private according to the following criteria:

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School-Sponsored	Private
<ul style="list-style-type: none"> • Cocurricular • Extracurricular • Employee may be paid • Funded all or in part by District • Supervised by employees • Promoted on school letterhead • Transportation by District vehicle or personal vehicle of authorized volunteer • District forms used • No student may be denied participation on the basis of financial need 	<ul style="list-style-type: none"> • Initiated for personal reasons • Privately promoted and supervised • Privately funded • Employee not paid by District • Transportation by personal, non-district vehicle • Often sponsored by private groups such as PTAs and booster clubs • District forms not used • Occurs on non-school days or not during school day • Unrelated to District programs in spite of potential educational benefit

Guidelines for School-Sponsored Field Trips and Activities

Student travel on field trips is voluntary, subject to written approval by parents. Students or parents who decline to participate shall be offered suitable alternate arrangements.

A district employee must be present to supervise cocurricular and extracurricular activities, including study trips and excursions.

An adult-to-student supervision ratio must be observed that is appropriate for the type of activity and age/skill level of the participants.

District standards of conduct shall be enforced for all participants. Students should be reminded that inappropriate behaviors will not be tolerated, such as horseplay, practical jokes, harassment, taunting, rough play, aggressive or violent behavior, unwanted sexual advances, inappropriate touching of others, name-calling, vandalism, hate behavior, profanity, viewing of pornographic material, and use of alcohol or controlled substances.

A school employee, an administrator or designee, should be designated as the emergency contact for the group. This emergency contact is to take action if the travel party does not return on time. That individual must have a copy of the itinerary and a list of attendees.

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A first aid kit is to be brought on all field trips. For trips lasting several hours or more, participants should consider bringing food and drinking water along. Cell phones shall be used to summon help in an emergency. If a cell phone is to be used during transit, the vehicle should be stopped before using the phone.

If medication administration is required while on a field trip, appropriate district guidelines will be followed.

Document injuries or unusual incidents in writing. Obtain witness statements and photograph the accident scene if a camera is available. If a police report is taken, obtain the officer's name, badge number, and case number. The appropriate school site emergency contact must also be called.

Travel Arrangements

Employees who plan cocurricular or extracurricular events shall be familiar with the following District Administrative Procedures:

- 6.53.4 Study, Cocurricular, and Extracurricular Trips
- 6.53.5 Use of Private Transportation for Transporting Students
- 6.54.1 Use of District Vehicles
- 6.58.1 Transportation for Extracurricular Activities

Consideration shall be given to the safest mode of transport and the safest routes of travel. If advice is needed on the selection of carriers or vehicle types, contact the District Transportation Department.

When traveling by van, do not exceed the legal occupancy limit, which is ten (10) persons including the driver. Seat belts must be used at all times while traveling.

Air travel shall be provided only by scheduled commercial air carriers or on aircraft owned and operated by the state or federal government. Travel by watercraft shall be provided only by commercial charter or scheduled carriers or on vessels owned and operated by the state or federal government. Special permission must be received from the Associate Superintendent and Director of Risk Management for air or water transport arrangements that do not comply with the aforementioned criteria.

Guidelines for Non-School-Sponsored (Private) Activities

Promoters of private activities shall not utilize school or district staff or resources to further their interests or carry out their business. Facilities use shall require a permit issued pursuant to Board Policy 6.21. Some examples of activities not sponsored by the district are summer or holiday trips taken by teachers for educational, cultural, or other purposes; summer camps

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sponsored by individual coaches or booster clubs; weekend hiking or bicycling trips, ocean expeditions, and similar excursions.

Use of district or school names, logos, or mascots by unauthorized individuals or groups is prohibited.

Forms

T-13, Trip Permit. Must be signed by parents before participating in a field trip. If a parent and/or student chooses not to participate, suitable alternate academic arrangements will be made. For convenience, a single form may be used for all activities occurring during a school term if a detailed listing thereof is attached. Parents shall have the opportunity to approve or disapprove individual activities on the list.

T-19, Trip Authorization and Transportation Request. Submitted by originator to site administrator at least 20 working days prior to trip date. For trips outside of San Diego County, the request must be submitted to LSS for approval at least twenty (20) working days prior to the trip. For trips outside of the State of California or out of the United States, the request must be submitted to LSS at least thirty (30) working days prior to the trip in order to receive Governing Board approval before being sent to the Transportation Department.

T-30, Private Vehicle Transportation for Students Off-Site Study Experience. This is to be completed by parents who use their private vehicles to transport students other than their own children. Proof of insurance and a current, non-restricted California driver's license is required.

LSS-19, Assumption of Potential Risk and Release of Liability Agreement for Voluntary Activity. Shall be signed by parents and students who choose to participate in high-risk school-sponsored field trips.

All signed forms shall be maintained by the school for at least one year following the date of the field trip.

Insurance Aspects

Student Accident/Medical. This insurance is not provided by the district. However, the district does make available to parents a variety of student insurance plans that may be purchased at nominal cost any time during the school year. Applications are available in school offices and the Risk Management Department. Parents should be advised to send applications and payments directly to the insurance company.

Vehicles. School employees and authorized volunteers who operate their personal vehicles on district business, including approved field trips, are responsible for their own property and

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liability losses up to the limits of their personal policy. District insurance is excess above personal limits.

General Liability and Workers' Compensation. Employees who are authorized by their principal to participate in school-sponsored cocurricular or extracurricular events are protected by the district's general liability insurance plan and its self-insured workers' compensation program.

The most important question to ask when determining employee eligibility for liability or workers' compensation coverage is "Were you functioning within the course and scope of your employment when the injury or loss occurred?" If the answer to this question is no, the employee should be directed to his or her private insurer.

Associated Student Body (ASB), Student Club Activities, and Club Sports

These organizations are subject to the standards and rules established in this procedure. With regard to student club sports, all persons recruited by clubs to assist as coaches, equipment handlers, etc., shall undergo tuberculin testing and fingerprint clearance before being allowed to participate.

Exemption from District Transportation

All students participating in cocurricular or extracurricular trips are expected to travel in authorized vehicles, as addressed in Administrative Procedure 6.58.1.

Fees

For any cocurricular field trip, all students must be accommodated. Therefore, if a student needs financial assistance in order to be a part of the trip, it is the school's responsibility to provide scholarship funds as necessary.