

SCHOOL SPONSORED TRIPS

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to these regulations.

Students must have written parental permission in order to participate in trips requiring transportation. The school shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip. Instructors and principals shall ensure that equal access or an equivalent educational experience is available to all students participating in the trip, regardless of disability.

SAFETY AND FIRST AID

1. While conducting a trip, the teacher, employee or agent of the school shall have a first aid kit in his/her possession or immediately available.
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.
 - 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 or equivalent and which emphasizes the treatment of snakebites.
3. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians and students to discuss safety and the importance of safety-related rules for the trip. For non-certificated adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

SUPERVISION

1. Students on approved trips are under the jurisdiction of the Board 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. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
7. 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

No expenses of pupils participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this regulation shall be paid with school district funds. Expenses of instructors, chaperones, and other personnel participating in a field trip or excursion authorized by this regulation 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 regulation.

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds.

TRIP APPROVAL

1. Teachers planning a trip shall make a request in writing, using the Field Trip Request form, to the principal at least ten days in advance prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.
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.

TRIPS WHICH INCLUDE SWIMMING OR WADING

1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
2. When wading in the ocean, bay, river or other part of a planned, supervised outdoor education 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 for their safety.
3. Swimming Activities
 - a. Parents/guardians must provide written permission for the student to swim and indicate the student's swimming ability.
 - b. Swimming facilities, including backyard pools, must be inspected by the principal and teacher before the trip is scheduled.
 - c. Owners of private pools must provide a certificate of general liability insurance, naming the district as an additional insured, for not less than \$1,000,000 per occurrence.
 - d. 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 be at least 21 years old.

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

INSURANCE

All students must have valid health or student accident insurance, or both, 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. The district does not provide such insurance, but shall make Student Accident & Health Insurance plans available for parents to purchase.

Any person transporting students in a private vehicle must secure and maintain, at their own expense, automobile liability insurance with the following minimum limits:

Coverage	Minimum Limits
Bodily Injury—Per Person	\$100,000
Bodily Injury—Per Accident	\$300,000
Property Damage	\$100,000
Medical Payments	\$2,000