

**ADMINISTRATIVE REGULATION**  
Placentia-Yorba Linda Unified School District

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Instruction

6153.1- AR

**SCHOOL-SPONSORED TRIPS (EXTENDED)**

A. Purpose and Scope

To provide regulations for the conduct of extended school-sponsored trips

B. An extended school-sponsored trip is defined as one which:

1. May occur within or outside of the school year
2. Is related to an approved curricular/cocurricular activity program of the district and has related objectives identified
3. Does not require the participation of any student
4. Is not solely dependent upon district funds
5. Has one or more of the following elements:
  - a. Requires air or water modes of transportation
  - b. Includes overnight arrangements
  - c. Extends outside of the four (4) contiguous counties of Los Angeles County, San Bernardino County, Riverside County, or San Diego County.

C. General

Concerns or questions relating to this procedure should be directed to the Assistant Superintendent, Educational Services; Assistant Superintendent, Executive Services; or designee.

D. Forms

1. Field Trip Notification
2. Transportation Consent Form

E. Supervision

1. Students on school-sponsored trips are under the jurisdiction of the district and shall be subject to district and school rules and regulations.
2. 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 on the trip. If the trip involves water activities, this ratio shall be revised as necessary. There shall be at

least one adult in attendance for every twelve (12) students. The trip shall be under the direct supervision of an employee or designee. For trips outside the boundaries of the continental United States, at least one administrator shall accompany the students, and there shall be at least one adult in attendance for every six (6) students. Trips occurring during regular vacation or non-duty times are dependent upon the voluntary participation of staff.

#### F. Parent/Guardian Permission

1. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The school shall provide an alternative educational experience for students whose parent/guardians do not wish them to participate in a trip.
2. 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.

#### G. Safety Issues

1. While conducting a trip, the teacher, employee, or designee of the school shall have a first aid kit in his/her possession or immediately available.
2. The district shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip.
3. If the Superintendent or designee receives threat level warnings for 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.

#### H. Procedure

1. Extended school-sponsored trips are limited to grades four through twelve (4-12) and cannot extend beyond the geographic boundaries of the United States. The Board of Education may make exceptions for trips extending beyond these geographic boundaries if such trips are judged to be of unique educational value. Criteria required in making exceptions are the educational benefits to be derived, not for the purpose of academic or athletic competition, no absence from or disruption to the regular school program, and no cost to students and/or no fundraising.
2. Extended school-sponsored trips require the **prior** approval of the Board of Education. Before fundraising or any detailed preliminary planning is initiated, tentative approval of a proposed trip must be secured from the principal and the Assistant Superintendent - Educational Services.
3. Advisors/teachers/employees are responsible for a clear statement of the purpose of the trip and submitting a draft of the plans to the principal for approval.
4. Prior to any notification of parents, students or boosters, a complete itinerary and supervision plan should be submitted to and approved by the Assistant Superintendent 60 days prior to the requested trip.

5. The Assistant Superintendent shall submit detailed plans to the superintendent for approval by the Board of Education forty-five (45) days prior to an extended field trip. Such plans must include the following as appropriate to the planned trip:
  - a. Definite and detailed itinerary
  - b. Mode of transportation
  - c. Method of housing and meals
  - d. Supervisory personnel and supervision plan
  - e. Telephone number(s) at which the adult supervisor(s) can be contacted in an emergency
  - f. Provision of additional insurance as required by the district
  - g. The principal will ensure that there are contingency plans covering early returns or extended stays necessitated by safety conditions for travel, including consideration of financial issues and parental as well as school leadership notification.
  - h. Budget and financial information:
    - 1) Sources and amounts of income
    - 2) Detailed budget of expenditures
    - 3) Information regarding provision for personal needs
    - 4) Complete plan for management of funds
  - i. Copies of any related communication or printed information
  - j. The principal's written recommendation of approval
6. Such field trips must be planned to minimize absence from and disruption of the regular educational program.
7. An authorization permit signed by the parent/guardian, including a medical treatment release, shall be required and must be in the possession of the supervising personnel.
8. Funding for extended field trips shall be provided in accordance with law and other appropriate district policies. If fundraising activities are associated with the trip, they shall be in compliance with Policies 1325 (Advertising and Promotion) and 1321 (Soliciting Funds From and by Students). Donations from student, parent, and/or community groups shall be received, deposited, and expended in accordance with standard fiscal and accounting procedures.
9. No eligible student shall be prevented from participating in the trip because of lack of funds nor shall any student be penalized for not attending.
10. Adequate safeguards for all funds involved shall be provided. All travel agents (agencies) contracted with or performing services for the Placentia-Yorba Linda Unified School District must be bonded to a level equal to the total cost of the trip.

11. In accordance with Education Code Section 35330, all persons making the trip shall be deemed to have waived all claims against the district and the State of California for injury, accident, illness, or death occurring during or by reason of the field trip.
12. All parents of participating students will be notified of the trip in writing well in advance of the proposed trip.
13. A complete itinerary; information relating to transportation, housing, and meals; additional insurance as may be required; and a roster of participating students, staff, other persons; and telephone number(s) at which the adult supervisor(s) can be contacted in an emergency must be filed with the district Risk Management office at least two (2) weeks prior to the trip.
14. In the case of CIF playoffs where notification of selection and/or contest occurs between Board of Education meetings and/or agenda preparations, the authority for approval is delegated to the Superintendent.
15. The Board of Education may authorize one major tour every year per group/activity. A major tour is defined as one which is more than three (3) days in duration, leaves the State of California but is within the United States, costs more than \$300 per student, and is invitational or is requested by the school. Appropriately included in this category would be tournaments that schools choose to enter which involve competitive playoffs out of the state.
16. Participating students must meet the schools eligibility requirements.
17. Transportation shall be by means approved by the district as prescribed in other appropriate policies and administrative regulations of the district.
18. Five (5) school days prior to departure, the principal will re-check safety conditions for travel, followed by continuous monitoring up to the actual departure. When the Orange County Office of Homeland Security declares High Condition (Orange) or Severe Condition (Red), the school principal, in concert with the students, staff, and families involved, will make a recommendation to the Assistant Superintendent regarding going forward with participation in the extended field trip.

I. Reports Required

As specified in Section D of this regulation

J. Record Retention

None, unless required by specific circumstances of the trip

K. Responsible Administrative Unit

Assistant Superintendent-Educational Services  
Assistant Superintendent-Executive Services

L. Approved by:

<u>Dr. Olivia Yaung</u>	<u>10/31/2023</u>	<u>Dr. Alex Cherniss</u>	<u>10/31/2023</u>
Responsible Division Head	Date	Superintendent	Date