

Pacifica SD

Administrative Regulation

School-Sponsored Trips

AR 6153
Instruction

All planned trips away from school grounds, including athletic trips, band and outdoor education programs, are subject to this regulation.

Students must have written parental permission in order to participate in field trips, or any activity, off campus. (Education Code 35350) The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

Safety and First Aid

1. 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. (Education Code 32040, 32041)
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. (Education Code 32043)
 - 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 and which emphasizes the treatment of snakebites. (Education Code 32043)
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 Governing 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. The ratio of certificated staff members to students shall be at least ~~1:20-24~~ (grades K-3) and 1:35 (grades 4-8).

Comment [WL1]: Changed from 1:20 to 1:24 to reflect current class sizes in K-3 classrooms

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 for the duration of the trip.
6. Teachers and chaperones shall not consume alcoholic beverages or use tobacco products while accompanying and supervising students for the duration of the 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 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. (Education Code 35330)

Trip Approval

1. Overnight Travel
 - a. At the beginning of each school year, the principal will submit to the Superintendent or designee a list of all student study trips involving overnight travel including purpose of trip, destination, dates, estimated cost and funding source, and class grade levels (Exhibit). These study trips will be submitted to the Board for approval on the consent agenda.
 - b. Other overnight trips planned during the year must be approved by the principal and submitted for Board approval at least two months in advance of the trip. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons. Under special circumstances the Superintendent may waive the two-month prior approval and submit the request to the Board at the first available date prior to the scheduled activity.

For overnight trips, parents of students participating must be notified in writing of the sleeping accommodations and chaperone arrangement at least two weeks prior to the trip.

Students may bring cell phones on overnight school sponsored trips, but they will be collected and stored upon arrival at the trip's destination. Cell phones will only be available to students during transportation to and from the trip's destination. Parents will be provided with one or more chaperone cell phone numbers to allow for emergency or urgent need to communicate with their child while at the trip's destination.

2. Day Trips

Day trips must be approved by the site administrator and submitted to the Superintendent or designee in advance of the trip. The purpose of the trip and its relation to the standards shall be stated in the request. Whenever practical, an alternate date should also be listed.

3. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.

4. Principals shall exclude from the trip any student who did not meet specific academic requirements set in advance of the trip or whose history of behavior at school indicates that s/he would pose a safety or disciplinary risk on the trip.

Trips Which Involve Water

1. No swimming or wading shall be allowed on trips unless planned and approved in advance. In grades K-4, swimming and wading are not an allowable activity. The permission slip signed by parents of 5th-8th grade students must state that the trip involves swimming or wading and include a description of the body of water (e.g. - ocean, pool, river, etc.).

2. If activities are to take place in the vicinity of a body of water, teachers shall provide for a number of chaperones at a 1:5 ratio for K-3 and a 1:8 ratio for grades 4-8. Teachers shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.

3. Swimming or Wading Activities (Grades 5-8)

a. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability.

b. No use of private or backyard pools is allowed.

c. Students must demonstrate their proficiency in swimming to a certificated staff member prior to any activity that involves body of water other than a swimming pool. Students unable to demonstrate proficiency in swimming will not be allowed to enter the body of water.

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.

e. The ratio of adults to students shall be at least 1:8. The ratio includes adult site staff (e.g. rangers at Yosemite, vendor employees on Catalina trip, vendor provided professional chaperones on the Washington trip).

| (Attachment C) [PSD Administrative Regulation 6153 with Revision](#)

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

Regulation PACIFICA SCHOOL DISTRICT
approved: October 3, 2007 Pacifica, California