



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Community Resources**
SUBJECT: **Field Trips, Domestic (Multi-Day) and Foreign (Single and Multi-Day)**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for planning, organizing, and administering multi-day trips within and outside the state of California, and single and multi-day trips outside the United States. Specific field trips described in this procedure are:
 - a. **One-day field trips to Baja California, Mexico.**
 - b. **School-sponsored secondary multi-day educational field trips.**
 - c. **School-sponsored elementary multi-day educational field trips.**
2. This procedure includes field trips to events not necessarily financed by the district (e.g., athletics, drama, music, academic competitions, etc.).
3. **Related Procedures:**

Student body fund-raising	2265
Field trips, single-day within state	4585
Instructions for obtaining transportation for school-related activities	4586
School Volunteer Programs	4595
Employee liability	7180
Fund-raising activities by nondistrict organizations	9325

B. LEGAL AND POLICY BASIS

1. **Reference.** Board policy: A-3500, A-4500, A-4600, A-4750, D-6000, D-6700, F-1100, F-1500, F-2000, F-2050, F-2110, F-2120, F-2810, F-3030, F-3050, F-3800, F-5750, F-7100, H-7920, H-8800, I-1210, I-1350, I-1900, K-6500. Board minutes, 9-17-74; Education Code sections 32040-32044, 35208, 35330, 39830 *et seq.*, 39860, 44032; California Code of Regulations, Title 5, Sections 14100-14103; Business and Professions Code sections 17552-17556.5.
2. **Exclusion of Students From Participation Because of Lack of Funds Prohibited.** (Education Code section 35330) No student shall be prevented from taking a field trip because of lack of sufficient funds. District funds can be used for local educational field trips but not for trips out of the state or country. The district or school shall coordinate efforts of community service groups to supply funds for students in need of them. No group shall be authorized to take a field trip if any student who is a member of that group will be excluded from participation because of lack of sufficient funds.
3. **District Policy.** The Board of Education approves in principle the conducting of multi-day educational field trips within the state and to other states, the District of Columbia, and foreign countries (but for any trip out of the state or country, for a

specific, identifiable group such as the band or an athletic team but not for an entire class or grade level) pursuant to Education Code Section 35330.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Deputy Superintendent of Academics.
2. **Definitions**
 - a. **Educational field trips:** Trips approved by school administrators in which groups of students participate in activities for educational purposes.
 - b. **School-sponsored field trips:** Travel to nonschool locations or facilities for purposes related to school curricular or extracurricular activities. These trips are supervised by certificated district personnel, approved by school administrators, and funded from district or school/club funds. School-sponsored trips may include, but are not limited to, trips to historical places, athletic and cheerleading camps, navy trips to sea, academic competitions, mock trial competitions, band competitions, parades, one-day trips to Mexico, study trips abroad, and special festivals and competitions.
 - c. **Non-school-sponsored field trips:** Trips funded by individuals, students and/or private sources. Trips are not affiliated with the school site or the district. The district accepts no responsibility or liability for such trips. The school name shall not be used in connection with such trips.
 - d. **Foreign study program:** An educational program conducted in a foreign country, usually for a period of more than two weeks during the summer. Student participation is voluntary and at student expense; district financing is not involved. Foreign study programs generally are conducted by private companies. Curricular content, administrative procedures, study locations, and itineraries generally are specified by the coordinating person, with private organizations offering to create and conduct programs meeting these specifications at the lowest possible cost per student participant. If school days are incorporated into the schedule of a foreign study program, Education Code Section 35330 governing field trips to foreign countries pertains. If not, it is a non-school sponsored trip, the name of the school may not be used and the district assumes no liability for the trip.
3. **Limitations on school sponsored field trips**
 - a. **General**

- (1) Field trips must serve an educational purpose. *The trip must be related to a school curricular or extracurricular activity.*
 - (2) Participation in field trips is a privilege. Each student must have a record of responsible citizenship to be eligible to participate.
 - (3) Schools should strive to have representation among participants which reflects the racial/ethnic composition of the school district.
 - (4) Schools should provide direction for students who need to obtain portions of their fare through fund-raising for out of state, school-sponsored trips. Students and parents/guardians must take a major responsibility for funding support. The site principal and/or site coordinator will announce and advertise trips in a fashion which encourages the participation of all interested students, regardless of ability to pay. No trip will be authorized if a member of the group will be excluded because of lack of sufficient funds.
 - (5) Trips shall not be scheduled during district testing periods.
 - (6) If funds are not otherwise provided, school sites should budget funds to cover the costs of substitutes. ASB funds cannot be used for substitutes.
 - (7) Schools should take care to ensure that students who were not born in the United States have proper documentation to reenter the United States from abroad, including Mexico, *regardless* of the length of stay.
 - (8) A field trip to a foreign country may be permitted to familiarize students with language, history, geography, natural sciences, and other studies related to the district's course of study for such students.
 - (9) Parents may be asked to contribute to the cost for out of state trips provided that no student is prevented from making the trip due to the inability to pay for the trip.
 - (10) Out of state trips are only permitted for specific, identifiable groups such as the school band, chorus, athletic or academic team. No out of state trips are authorized for all members of a class or grade levels such an 8th grade trip to Washington D.C.
- b. **Entertainment trips.** Field trips are not authorized for participation in promotion of commercial enterprises or for attendance at commercial establishments primarily for entertainment. Types of field trips thus *prohibited during school hours* include field trips to commercial establishments providing a

variety of entertainment (e.g., amusement parks, movie theaters, Disneyland, Knott's Berry Farm, Magic Mountain) unless such field trips are specifically planned to contribute to the educational program.

- c. **All requests for transportation** to academic competitions shall be accompanied by evidence of compliance, or of ability to comply, with legal and district requirements, including written criteria and guidelines used to select participants in academic competitions, copies of written communications used to inform parents and students of an academic competition petition and the governing guidelines, and written assurance by principals that teachers or sponsors have applied academic competition selection criteria and guidelines consistently (Administrative Procedure 4586).
 - d. **High-risk activities** such as skiing, surfing, snowboarding, mountaineering, rafting, snorkeling, scuba diving, flight training, off-road vehicle trips, bungee-jump and similar type activities, are not approved for student groups due to the inherent risk of injury and the accompanying increase in potential district liability. Contact the Risk Management Department for assistance in evaluating activities.
 - e. **Overnight field trips that are school sponsored involving elementary school students** are prohibited unless specifically approved by the Board of Education. Approval of requests may be granted by the Board of Education upon fulfillment of conditions under C.4.c. ***Volunteers on these trips must have a fingerprint clearance.*** (Administrative Procedure 4595)
4. **Required Approvals.** The principal/site administrator empowered by the Board of Education to approve a field trip or transportation to and from school events is responsible for compliance with provisions of this procedure. Approvals are required for all school-sponsored field trips including those taken during school breaks, on weekends, and on holidays.
- a. **One-day field trips to Baja California, Mexico.** Approval of requests may be granted by the Board of Education upon fulfillment of conditions under C.4.c. The following conditions apply:
 - (1) Extra *precautions* must be taken for field trips to a foreign country to ensure that students will have a safe, educational experience.
 - (2) No private vehicles may be used to transport students to Tijuana.
 - (3) The airport and any designation in the area of Playas de Tijuana may not be included in the field trip itinerary because San Diego buses are not authorized by the Mexican government to travel on federal highways.

- (4) No school district funds may be used to pay for expenses involved in a field trip to Tijuana.
 - (5) A certificated district employee *must* supervise the field trip. Additional adults should chaperone the group in a ratio of one adult to ten students. At least one supervising teacher must be fluent in Spanish.
 - (6) Individuals who are *not citizens* of the United States *must* bring acceptable documentation with them on the field trip to present to Immigration and Naturalization Service (INS) officials when reentering the U.S. For resident aliens the Alien Registration or “green card” is required. Individuals residing in the U.S. under other types of legal status should consult the INS for information about passport/visa requirements. A U.S. birth certificate is acceptable proof of citizenship. *As of January 1, 2008 all persons must have a passport or other federally approved document to reenter from Mexico when traveling by land or sea.* All students should carry their school identification card and a picture I.D.
- b. **Secondary multi-day field trips within state.** (For elementary, see C.3.e.) Specific requests for educational multi-day field trips within state must be approved by the site principal and appropriate Area Superintendent upon completion of the forms included in the “Field Trip Planning Packet—Multi-Day” [E.2.]. At his or her discretion, the Area Superintendent may secure higher-level approval.
- c. **Secondary multi-day field trips to other states or to foreign countries.** (For elementary, see C.3.e.) Approval of specific requests for such educational field trips by school-related social, educational, cultural, athletic, or school band organizations may be granted by the Board of Education upon fulfillment of all of the following conditions:
- (1) An “Application for Approval to Conduct Multi-Day and/or Out-of-State/Country Field Trip” [E.2.] must be submitted with a written itinerary attached (see “Field Trip Planning Packet—Multi-Day” [E.2.] http://www.sandi.net/staff/forms/multi_day_field_trip_packet.pdf)
 - (2) The sequence of administrative review begins with the principal of the school, then the appropriate Area Superintendent, with final approval by the Board of Education.
- d. **Requests for approval of field trips** shall be received by the appropriate Area Superintendent on the “Application for Approval to Conduct Multi-Day and/or Out-of-State/Country Field Trip” form as follows:

- (1) **Multi-day field trips.** *Three months prior* to the scheduled departure date if no fund-raising is involved, or as soon as the dates of the trip are determined, whichever is earlier.
 - (2) **Out-of-country, multi-day trips involving fund-raising.** At least *six months prior* to the scheduled departure date or as soon as the dates of the trip are determined, whichever is earlier, to provide time for fund-raising after approval (Administrative Procedures 2265 and 9325). Any exceptions must be approved in writing by the appropriate Area Superintendent.
 - (3) **Athletic playoffs or other invitational competitions.** As soon as an invitation is received, the principal/site administrator notifies the appropriate Area Superintendent (for Multi-Day Field Trips) by telephone, follows up with a memo outlining details of the trip, and completes a checklist (see sample “Field Trip Planning Packet—Multi-Day” [E.2.]), realizing that stated timelines cannot be met. Observing items on the checklist helps minimize oversights.
- e. **Requests shall comply, or show ability to comply, with the following:**
- (1) Execution and submission of a statement of waiver acceptable to the General Counsel that exempts San Diego Unified School District from financial responsibility and specifies that public funds for other than salary monies will not be utilized in conduct of the trip (“Field Trip Planning Packet—Multi-Day” [E.2.]).
 - (2) Written assurance that all adults, and parents/guardians of all minors participating in the field trip, have or will execute written acknowledgment of waiver of liability in a form acceptable to the General Counsel (“Field Trip Planning Packet—Multi-Day” [E.2.]).
 - (3) Annual procurement by the district of a blanket accident and medical expense policy providing insurance for students participating in domestic multi-day, out-of-county, or out-of-state field trips. Each school site must retain a list of student participants, including dates and destinations of field trips for three calendar years for audit and coverage purposes. The accident and medical expense insurance policy provides *limited* accident and medical expense benefits and is *not* a substitute for personal insurance. (See C.5.a. and b.)
 - (4) Trip cancellation/interruption insurance purchased through a travel agency for multi-day, out-of-state, and out-of-country trips. Personal accident and medical expense insurance purchased through a travel agency is

mandatory for out-of-country field trips. The cost of insurance is to be part of the cost of the trip. (See C.5.a. and b.)

- (5) Financial assurances in a form acceptable to the principal for coverage of all expenses while outside of San Diego. This includes plane fares, ground transportation, hotels, tours, and meals.
 - (6) A written agreement whereby the instructor and voluntary supervisors contribute their services and time outside the regular school day without pay or reimbursement of expenses by the district when supervising participating students.
 - (7) A written statement that the school has made every attempt to include racial/ethnic representation of the district as a whole in the group of participants.
 - (8) A written statement that no student will be excluded from a required field trip because of lack of sufficient funds, and that the trip has been advertised to include all students regardless of ability to pay.
 - (9) A written plan for:
 - (a) fund-raising activities when appropriate,
 - (b) accounting of funds,
 - (c) return of funds if not used for the purpose(s) specified by contributors, and
 - (d) for use of surplus funds as defined by the students.
5. **Insurance.** All field trips must be covered by appropriate insurance. A list of insurance companies is available from the travel agent.
- a. **Field trips within state.** Trip cancellation insurance is at the discretion of the principal; personal accident and medical expense insurance is mandatory.
 - b. **Out-of-state/out-of-country.** Trip cancellation/interruption and personal accident and medical expense insurance is mandatory.
 - c. **Other optional insurance coverage.** Parents/guardians must be made aware that additional insurance coverage (e.g., baggage insurance) is available from the travel agent.

- d. **Employee coverage.** The district carries general liability insurance covering an employee while acting within the scope of his/her employment (Administrative Procedure 7180).
6. **Permission to Participate.** A parent/guardian must provide signed, written permission for the student to participate. Without authorized written permission, the student is *not* permitted to participate in the field trip. Blanket authorization may be substituted by organizations that conduct a specific, planned series of trips when locations and dates are known and are communicated to the parent/guardian in advance on a blanket permission form. This includes specific seasonal school events such as football, basketball, and music activities. Permission slips should be retained at the school site for three years.
7. **Waiver of Claims.** California law states:
- All persons making the field trip or excursion shall be deemed to have waived all claims against the district (its employees) 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 Section 35330[d])
- As part of an authorization, a parent/guardian must sign a note of acknowledgment of the provisions of this section for the student to *participate* in the activity.
8. **Supervision**
- a. **Certificated staff.** Every district or school-sponsored field trip shall be supervised at all times by a certificated district employee.
- b. **School bus driver.** While aboard a bus, all students are under the authority of, and directly responsible to, the driver of the bus. (California Code of Regulations, Title 5, Section 14103) When requested by the driver, teachers may assist in maintaining order on the bus.
- c. **Chaperones.** All chaperones must be approved by the principal, and must meet all district requirements for volunteers (Administrative Procedure 4595). Chaperones should be given a list of expected responsibilities before agreeing to be a chaperone. The trip sponsor should provide an orientation of their duties and to the trip. For field trips to foreign countries, one certificated district employee must be fluent in the language of the country of travel, and supervision should be assigned in a ratio of one adult for every ten students.

- d. **Escorts.** Tour escorts are not considered supervisory personnel; however, teachers are encouraged to select travel agencies that provide escorts who act as guides to places of interest and who are knowledgeable of the history and the geography of the places visited. This improves the climate of the field trip and adds to the students' enjoyment, understanding, and learning.
9. **Expenses of Participants.** Teachers, management employees, and other personnel, if they so desire, may contribute their services over and above the normal period for which they are employed by the district if necessary to conduct a particular field trip. (Education Code Section 35330) If a field trip is conducted in part during the regular school day, salaries of employees may be paid for that portion of the trip; also, incidental expenses may be paid from school district funds, including expenses for use of school district equipment during a field trip or excursion. *No expenses of students participating in a field trip to any other state or the District of Columbia shall be paid with school district funds.* (Education Code Section 35330) Students and parents must take the major responsibility for funding support; however, the school must provide assistance and direction for students who need to obtain portions of their costs through fund-raising and no student shall be precluded from the trip due to lack of funds.
- Parents must be notified that travel is contingent upon Board of Education approval of the trip. If the travel agents or trip sponsors are requiring a *nonrefundable* deposit, parents may lose their deposit if the board does not approve the trip.
10. **Provisions for Substitutes.** If school days are included, substitutes may be made available for teachers supervising approved field trips, in accordance with the following:
- a. **Funding.** Site planning shall require operation within available site funds or school/community funding. Only ASB funds which have been specifically raised and identified from the outset can be credited toward the costs of a field trip.
- b. **Foreign country field trips.** Substitutes may be made available, funds permitting.
11. **ADA for Field Trips.** Credited attendance resulting from an educational field trip shall be limited to the amount of attendance that would have accrued had students not been engaged in the field trip but shall not exceed ten school days for a single field trip.
12. **First Aid Precautions.** All school buses are equipped with first aid kits for treatment of injuries that may occur aboard the bus while enroute. (Education Code Section 43040)

- a. **First aid kits.** In addition to the first aid kit provided on a school bus, the teacher must bring a first aid kit for use while off the bus at the field trip destination. (Education Code Sections 32040 and 32041) An American Red Cross first aid textbook (or written instructions for use with the first aid kit, “First Aid, How to Proceed in Case of Injury to Student” [E.4.]), is available from the Nursing and Wellness Department or on the district website at <http://www.sandi.net/cms/lib/CA01001235/Centricity/ModuleInstance/21011/First%20Aid%20Protocol.pdf>

First aid kits are available in the school nurse’s office.
 - b. **Snakebite kits.** Any field trip going into an area commonly known to be infested by poisonous snakes must be accompanied by a teacher, employee, or agent of the school who has completed a first aid course certified by the American Red Cross which emphasizes the treatment of snakebites. (Education Code Section 32043) Information on the treatment of snakebites is included in the first aid kit.
13. **Conflict of Interest.** Principals, ASB advisors, and teachers sponsoring or participating in tours or trips paid by students must file a “Conflict of Interest Disclosure Form,” disclosing any gratuities, commissions, rebates, or payments received by nature of their association with any travel agency or tour promoter. Free transportation, lodging, meals, and/or admission to places of interest provided by trip sponsor for the field trip must be listed. Such gratuities are considered acceptable if the person is serving as a chaperone. It is not be appropriate to accept future trips, special dinners and/or other gratuities. (See “Field Trip Planning Packet—Multi-Day” [E.2.]
 14. **Approval of Teacher to Participate.** A student must receive permission from each of his/her teachers to participate in the field trip if school time is involved. For trips during nonschool time, school personnel approving participation may also wish to solicit teacher approval or may use report cards to determine citizenship and scholarship levels. While the individual classroom teacher determines the grade, the school is urged to establish guidelines for participation to ensure that students are treated equitably.
 15. **Orientation for Trips/Tours.** Principals are urged to see that adequate orientation for the trip/tour occurs. It is reasonable to request a written outline of the orientation and to *require* parent/guardian attendance. The outline should include the following:
 - a. **Itinerary.** Students should receive a written itinerary that is reviewed with them. It should include dates, departure and arrival times, hotels, covered expenses, sightseeing destinations, etc. There should also be information regarding appropriate clothing, non-covered expenses, spending money, etc.

- b. **Educational background.** Prior to the trip students should participate in a lesson related to the educational background of the trip. This should include the historical background of sites visited; special features such as size, age, or unique construction; human interest elements of the trip, etc. There should also be a narrative provided during the trip, which is generally done by a tour escort. Post-trip activities of an educational nature are also encouraged.
 - c. **Trip rules/regulations.** The orientation should also include a presentation covering the health and safety of the students and the rules and regulations governing student behavior during the trip. Suggested topics are procedures in case of serious illness or accident, curfew and “lights out” at the hotel, students going out alone without a chaperone, prescription medicines, hotel safety, procedures if a student becomes lost or separated from the group, alcohol use, abusive drugs, and smoking.
16. **Evaluation of Trips/Tours.** Teachers should follow up on field trips with an evaluation by the students and chaperones. The results should be shared with the principal.
17. **Nonschool-Sponsored Trips.** Trips that are funded by individuals, students and/or private sources and are not affiliated with the school site or the district are nonschool-sponsored trips. The district accepts no responsibility or liability for such trips, and the district name may not be used to promote the trip.
- a. **Funding.** Except for PTA groups, no nonschool-sponsored group may collect money on the school site or use the ASB account as a trust account or a holding account. Checks for nonschool-sponsored field trips shall not be made payable to the school.
 - b. **Disclaimers.** All fliers, handouts, brochures, and the like must carry a statement that the trip is not school or district-sponsored, *not supervised by school/district personnel, not funded by the school/district*, and must include the sponsoring group’s name. The school site bulletin may be used with the principal’s approval if the disclaimer and sponsor’s name are included.
 - c. **School name.** The school name is not to be used in promoting the trip or for fund-raising purposes.
18. **Non-authorized Teacher-Sponsored Trips.** Some teachers conduct field trips during noncontract time. While these trips are not school-sponsored, school-affiliated, or school-approved, they are considered non-authorized, teacher-sponsored trips and must meet the same requirements as other nonschool-sponsored trips listed in C.17. In addition, the following conditions must be met:

- a. **Notification of parents/guardians.** Parents/guardians must be notified in writing by the sponsoring teacher that:
 - (1) The teacher is not on duty and is not functioning as a district employee;
and
 - (2) No course credit will be given for the trip.

A copy of this notification must be kept on file with at the school.

- b. **Recruitment.** There must be no solicitation for participation or distribution of materials during class time or in the teacher's classroom.
 - c. **Meetings.** Meetings related to the trip may not be held on the school site.
 - d. **School stationery.** School letterhead stationery may not be used in connection with the trip.
 - e. **Materials.** Materials related to the trip may not be produced or copied using school district equipment or supplies.
19. **Litigation.** In the event of possible litigation, Legal Services is to be notified immediately.

D. IMPLEMENTATION (*SCHOOL SPONSORED FIELD TRIPS*)

1. **Teacher or other certificated trip sponsor,** for multi-day and/or out-of-state or out-of-country field trips, obtains "Field Trip Planning Packet—Multi-Day" [E.2.] and follows required steps to complete.
 - a. Communicates interest in proposing a multi-day domestic or foreign study trip in writing to principal.
 - b. Secures site principal's approval as needed, including final approval signature prior to departure.
 - c. Refers to Administrative Procedure 4586 for instructions governing requests for transportation and processing of forms.
 - d. Complies with all requirements for written statements related to academic competitions, waivers, contribution of services, accounting of funds, etc.
 - e. Develops a written plan for fund-raising, if applicable.

- f. Arranges with travel agency to conduct field trip; has travel agency provide detailed trip information by completing the “Compliance Form for Sellers of Educational Travel” [E.2], initialing on each ‘compliance’ line that the section is complete and signing the verification at the end; and arranges for all mandatory insurances.
 - g. Forwards roster of participating students and chaperones to school main office before departure.
 - h. Secures first aid kit.
 - i. Completes “Request for Absence on District Business.”
 - j. If applicable, files a “Field Trip Conflict of Interest Disclosure Form.”
 - k. Conducts evaluation of the field trip and shares results with principal.
2. **Supervising Teacher for One-Day Field Trips to Baja California, Mexico.**
- a. Communicates interest in proposing foreign study program trip in writing to site principal.
 - b. Develops tentative plans using “Application for Approval to Conduct Multi-day and/or Out-of State/Country Field Trip” form [E.2.], obtains principal’s approval, and determines availability of transportation.
 - c. Completes written plan of trip and checklist [E.2.], and obtains principal’s signature.
 - d. Prior to departure, implements orientation activities, including health and safety precautions.
3. **Principal**
- a. If solely responsible for field trip arrangements, completes items listed under D.1.
 - b. Reviews site request form; gives approval for preliminary planning.
 - c. For school-sponsored trips, verifies that sponsoring group is reliable and carries adequate liability insurance and/or bonding related to the organization and funding of the trip.

- d. Ensures that leaders of nonschool-sponsored trips comply with all requirements for disclaimers, fund-raising, and prohibition of use of school time, materials, or facilities for promotion of trips.
- e. For one-day field trips to Baja California, Mexico, or other foreign study trips.
 - (1) Approves or disapproves field trip.
 - (2) Notifies disqualified students and returns their deposits.
 - (3) If a substitute is required, approves “Request for Absence on District Business” form.
- f. Approves chaperones by name.
- g. Upon receipt of finalized forms, approves or disapproves trips based on desirability of the trip and/or budget available if district funds are involved; for one-day trips within the state, gives final approval.
- h. Ensures that travel agency completes all information on “Compliance Form for Sellers of Educational Travel” [E.2.] and signs form.
- i. For multi-day and out-of-state or out-of-country trips, complies with all provisions of this procedure, including approval requirements outlined in (C.), and forwards required forms to appropriate Area Superintendent (“Field Trip Planning Packet—Multi-Day” [E.2.]).
- j. For academic competition requests, retains in main office selection criteria and written guidelines governing academic competition, including copies of communications used to inform parents/guardians and students, and provides written assurances that teachers and sponsors of academic competitions have applied selection criteria and guidelines consistently.
- k. For athletic playoffs or other invitational competition where participation is based on prior round of competition or other last-minute selection, notifies the appropriate Area Superintendent by telephone, follows up with memo outlining details of the trip, and makes sure that checklist is completed to ensure that personal and district liability is minimized for multi-day field trips.
- l. If applicable, files a “Field Trip Conflict of Interest Disclosure Form” [E.2.].
- m. Notifies Risk Management Department if there is an accident or a claim filed by a parent.
- n. Ensures that required forms are kept on file at school site for three years.

4. **Area Superintendent**

- a. Approves or disapproves multi-day field trips within state.
- b. Endorses multi-day, out-of-state or out-of-country field trips and processes the packet [E.2.] for Board of Education approval. Submits the approved application and compliance form (if using a Travel Agency) to the Board of Education for action.
- c. Maintains file of field trip packet requests for current year and three previous years.
- d. After Board of Education action, notifies the school of approval status.

5. **Deputy Superintendent of Business. Transportation Services Department** arranges for bus transportation by district, if requested, and processes necessary paperwork.

6. **Legal Services, Risk Management Department** provides blanket accident and medical expense insurance.

7. **Board of Education**

- a. Approves or disapproves all district sponsored overnight field trips for elementary students.
- b. Approves or disapproves all district sponsored field trips to other states or countries.

8. **Travel agency** completes “Compliance Form for Sellers of Educational Travel” [E.2.] for prequalification with detailed information on each trip, and provides list of insurance companies for trip cancellation/interruption, personal accident and medical expense, baggage, and other coverage upon request.

9. **Other** (secretary, financial clerk, principal’s designee, etc.)

- a. Processes required forms and performs other duties as assigned.
- b. If bus transportation is required, follows instructions in Administrative Procedure 4586 and on “Educational Field Trip Order/Report Form” [E.3.] to arrange for bus transportation.
- c. Retains field trip records for three years.

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EFFECTIVE: **1-29-62**

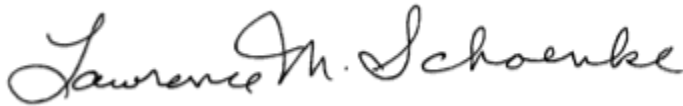
REVISED: **5-18-12**

E. FORMS AND AUXILIARY REFERENCES

1. Field Trip Planning Packet - One-Day or Seasonal Activity,
<http://www.sandi.net/domain/400> .
2. Field Trip Planning Packet - Multi-Day,
<http://www.sandi.net/domain/400> .
3. Request for Absence On District Business, <http://www.sandi.net/Page/1739> .
4. First Aid: How to Proceed in Case of Injury to Student, available from the Nursing and Wellness Department.

F. REPORTS AND RECORDS

G. APPROVED BY



General Counsel
As to form and legality

H. ISSUED BY



Chief of Staff