

LINCOLN HIGH SCHOOL FIELD TRIP REQUEST FORM

This form must be approved and completed at four (4) weeks prior to the scheduled activity. Transportation needs three (3) work weeks in advance to schedule your field trip, otherwise the cost will increase.

THIS FORM MUST BE APPROVED AND COMPLETED FOUR (4) WEEKS PRIOR TO THE SCHEDULED ACTIVITY

REQUESTER'S INFORMATION

Requester's name:	Date Submitted:
Requester's Cell phone #: Needed in case of an emergency	E-mail:

FIELD TRIP INFORMATION

Class/Student Group:	Periods Affected (circle one) 1 2 3 4 5 6 - All Day
Reason for Trip:	

ORIGIN OF TRIP

Origin of trip/ Address:	
Date of trip :	Mode of transportation:
Depart Time: am pm	Return Time: am pm

DESTINATION

Destination - Name:	
Destination Address:	
Arrival Time: am pm	Depart Time: am pm

NUMBER OF STUDENTS

Number of:	Adults:	Students:	Wheelchairs: How many? Car seats: How many?
Special Accommodations:			

TYPE OF PAYMENT / BUDGET NUMBER

Budget Number:
Other Type of Payment/ Club - Explain:

APPROVAL

Site Administrator approval:	Date:
Notes:	

OFFICE USE ONLY - REQUESTED AND PROCESSED BY

Name:	
Received Date:	Processed Date:
Comments:	

Field trips must be approved by Dr. Esther Omogbehin or Dr. Martinez. After their approval, submit this form to the Financial Clerk to request the bus.

This form and information is also available on line at www.sandi.net/lincoln - Click on "For Staff" then "Field Trip".

SAN DIEGO UNIFIED SCHOOL DISTRICT

**AUTHORIZATION FOR STUDENT PARTICIPATION
ONE-DAY OR SEASONAL ACTIVITY**

_____ wishes to participate in
(Student's name)

_____ (Activity)
on _____ from _____ a.m. _____ a.m.
(Date) p.m. to _____ p.m. or

during _____ from _____ to _____
(Semester or Season) (Date) (Date)

Transportation will be by _____
(Chartered bus, private car driven by school employees, parents, or students)

It is necessary that the parents specifically authorize that their child be included in the activity. Supervision for this event will be furnished by the school, but parents should understand that supervision will end at the time slated above. The school will take every precaution to assure the welfare and safety of your son/daughter participating in this activity. However, it is important that you understand that the school cannot assume financial or legal liability in case of injury or accident. Low cost student accident insurance is available; also, additional low cost insurance is available for students participating in interscholastic athletics. Please call or write the school office for information.

Cold sack lunches are available from the school cafeteria. Students who qualify may receive meals free or at reduced price.

If you wish your son/daughter to participate in the above described activity, please complete the request for participation form below, and return it to the school immediately.

_____ Activity Sponsor _____ Principal

(Tear on dotted line and return lower portion.)

PARENT AUTHORIZATION FOR PARTICIPATION

I, the undersigned, authorize my son/daughter _____
(Name of student)

to participate in _____
(Name of activity)

scheduled for _____ from _____ a.m. _____ a.m.
(Semester) (Date) p.m. to _____ p.m., or
(Date)

during _____ from _____ to _____
(Semester or Season) (Date) (Date)

California law (Education Code Section 35330) provides that any person making a field trip or excursion waives all claims against the school district and the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

_____ Date Signed

_____ Signatures of Parent(s) or Guardian(s)

DISTRITO ESCOLAR UNIFICADO DE SAN DIEGO

**AUTORIZACIÓN PARA LA PARTICIPACIÓN DEL ESTUDIANTE EN UNA
ACTIVIDAD DE TEMPORADA O DE UN DÍA**

_____ desea participar en
(Nombre del estudiante)

(Nombre de la actividad)
del _____ de las _____ a.m. a.m.
(Fecha) p.m. a las _____ p.m.

o durante _____ del _____ a _____
(Semestre o Temporada) (Fecha) (Fecha)

El medio de transportación será por _____
(Autobús alquilado, automóvil particular manejado por algún empleado escolar, padre de familia o estudiante.)

Es necesario que los padres de familia o tutores específicamente autoricen la inclusión de su hijo/a en esta actividad. La escuela supervisará este evento pero deben estar enterados los padres que dicha supervisión terminará en la fecha y hora indicada. La escuela tomará las precauciones necesarias para garantizar el bienestar y la seguridad de su hijo/a durante esta actividad. Sin embargo, es muy importante aclarar que la escuela no tendrá responsabilidad legal o financiera en caso de lesiones o accidentes. Si los padres desean pagar por un seguro escolar económico que cubre accidentes, está a su disposición, lo mismo que un seguro económico para los estudiantes que participan en deportes interescolares. Favor de llamar o escribir a la oficina de la escuela si desea información.

Los alumnos pueden comprar cajitas con almuerzos en la cafetería. Los alumnos elegibles podrán recibir almuerzo gratuito o a precio reducido.

Si desea que su hijo/a participe en la actividad descrita arriba, llene la solicitud de participación de abajo y envíela a la escuela inmediatamente.

Patrocinador de la actividad

Director

AUTORIZACIÓN FAMILIAR PARA PARTICIPACIÓN DEL ESTUDIANTE EN UNA ACTIVIDAD ESCOLAR

Por este medio autorizo que mi hijo/hija _____ participe
(Nombre del estudiante)

En _____
(Descripción de la actividad)

programada para _____ de las _____ a.m. a.m.
(Semestre) (Fecha) p.m. a las _____ p.m.,
(Fecha)

o durante _____ de _____ a _____
(Semestre o Temporada) (Fecha) (Fecha)

La ley de California estipula (Código de Educación 35330) que cualquier persona que participe en un viaje de estudios o excursión se desista de todas las demandas o quejas en contra el distrito escolar o el estado de California como consecuencia de cualquier lesión, accidente, enfermedad o muerte que pudiera ocurrir durante o por la actividad.

Fecha de la firma(s)

Firma(s) del padre(s) de familia o tutor(s)

LINCOLN HIGH SCHOOL

EXCUSE FROM CLASS

Student: _____

Date of Absence: _____

Reason: _____

PER	Room	Teacher Approval
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
Adv.	_____	_____
5.	_____	_____
6.	_____	_____

Office Approval

Date

LINCOLN HIGH SCHOOL

EXCUSE FROM CLASS

Student: _____

Date of Absence: _____

Reason: _____

PER	Room	Teacher Approval
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
Adv.	_____	_____
5.	_____	_____
6.	_____	_____

Office Approval

Date

LINCOLN HIGH SCHOOL

EXCUSE FROM CLASS

Student: _____

Date of Absence: _____

Reason: _____

PER	Room	Teacher Approval
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
Adv.	_____	_____
5.	_____	_____
6.	_____	_____

Office Approval

Date

LINCOLN HIGH SCHOOL

EXCUSE FROM CLASS

Student: _____

Date of Absence: _____

Reason: _____

PER	Room	Teacher Approval
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
Adv.	_____	_____
5.	_____	_____
6.	_____	_____

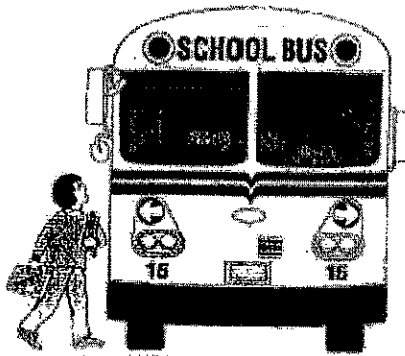
Office Approval

Date

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

FIELD TRIP PLANNING PACKET
SINGLE DAY

SINGLE - DAY



FIELD TRIP PACKET

District Procedure No. 4585

Contents of packet

1. Site-Approval Checklist for Single-Day Field Trips
2. Statement of Acknowledgment and Consent to Conditions of Trip
(Adult not an employee of or student in the San Diego Unified School District)
3. Statement of Acknowledgment and Consent to Conditions of Trip
(Employee of the San Diego Unified School District)
4. Field Trip Conflict of Interest Disclosure Form
5. School must also keep on file a copy of the parent permission form that was sent home.
6. Volunteer Code of Conduct
7. School Volunteer Application (3 part NCR form) for additional forms contact Community Relations Department

Related Procedures

Approved carriers, instructions, and rates/ordering transportation No. 4586

Community Concourse tours No. 4588

Employee liability No. 7180

Field trips, domestic (multi-day) and foreign (single & multi-day) No. 4587

Fundraising No. 2265 and No. 9325

School Volunteer Programs No. 4595

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

SITE APPROVAL CHECKLIST FOR SINGLE-DAY FIELD TRIPS

School: _____ Dates of Trip: _____

Trip Destination: _____

Approval of Site Administrator: _____
(Signature) (Date)

To be completed by certificated staff member in charge of the field trip.

Date
Completed

Initials

AT LEAST EIGHT WEEKS PRIOR TO TRIP (THREE MONTHS or more *if fundraising is involved*)

1. Secure principal's tentative approval to conduct field trip (and approval to conduct fundraising, if applicable).

2. Contact place(s) being visited to make preliminary arrangements, as needed.

3. Review procedure for fund-raising and develop a plan including fund-raising activities, a plan for assisting students who are unable to pay their own expenses, and a method for return of funds if not used for the trip.

AT LEAST SIX WEEKS PRIOR TO TRIP

4. As far in advance as possible, arrange preliminary trip booking (Procedure No. 4586).

5. Obtain "Field Trip Order/Report Form" (T-Form) from secretary or principal's designee; complete according to instructions on form and in Procedure No. 4586; submit to secretary or principal's designee for final scheduling and processing.

FOUR WEEKS PRIOR TO TRIP

6. If substitute is required, complete "Request for Absence on District Business," and submit to principal for approval.

TWO WEEKS PRIOR TO TRIP

7. Place meal order count with school cafeteria.

ONE TO TWO WEEKS PRIOR TO TRIP

8. If academic competition is involved, submit to principal for approval: a) Written criteria and guidelines used to select participants in academic competitions, and b) Copies of written communications used to inform parents and students of the

academic competition and of the governing guidelines.

9. Send home request for parental approval of student participation. If parent does not sign student cannot go. Phone approval is not acceptable.

10. Verify that attempts were made to recruit students from all ethnic groups to participate.

11. Make final arrangements with place(s) to be visited.

12. Secure certificated supervisors for trip.

13. Provide written statements verifying that instructors and voluntary supervisors will contribute their time without pay or reimbursement during the trip and will waive all claims against the district by securing their signatures on appropriate forms. File waivers in school office.

14. Secure parent chaperones, if appropriate. Provide Volunteer Forms to principal and secure his/her approval.

15. Verify that permission forms and waivers are returned for **all** students participating in field trip. Verify alternate arrangements at school for those students not participating.

16. Arrange for participating students to be excused from the classes. **Notify Cafeteria** number of students going on field trip.

PRIOR TO DEPARTURE

17. Instruct students on safety prior to trip.

18. Arrange for first-aid kit and/or snake-bite kit, and ensure they are taken on trip.

19. If private vehicles are to be used, provide required instruction for their use and ensure that safety checks are done. (See District Procedure No. 4586)

20. Report to secretary or principal's designee the names of all persons (**adults and students**) who will actually go on the trip. Provide list of students to verify those actually participating prior to departure.

21. **TO CANCEL TRIP:** To avoid cancellation charges, notify secretary or principal's designee of cancellation **at least 48 hours in advance** of trip so Transportation Services Department can be notified to cancel bus service.

22. If circumstances change before the trip, notify secretary or principal's designee of any changes that must be coordinated with carrier, such as change in pickup time, number of passengers, etc. (Carrier may not accept major changes in trip details unless there is prior coordination/notification of **at least three (3) workdays.**)

_____ 23. Leave a copy of the participation roster in the school office.

UPON COMPLETION OF FIELD TRIP

_____ 24. Teacher completes section "C" on T-Form according to directions on form, signs form and submits to secretary or principal's designee. Notifies secretary or principal's designee of any changes that might be required on form.

_____ 25. If appropriate, teacher conducts evaluation of field trip and shares with principal.

_____ 26. Files this form with other required papers in school office.
(Records must be kept for three years.)

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SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

STATEMENT OF ACKNOWLEDGMENT AND CONSENT
TO CONDITIONS OF TRIP

(Adult, not an Employee or Student in the District)

I, _____, am the _____
(name of adult) (indicate relationship to student, e.g., parent or other relative)
of _____, a student enrolled at _____
(name of student) (name of school)

a public school operated by the San Diego Unified School District.

I understand that a group identified as _____
(describe group)

enrolled at the following school(s): _____

has been offered the opportunity to participate in a field trip to _____,

and that I have been asked to accompany these students on their trip during the period from

_____ to _____.

I understand that my participation in the aforementioned program, including the field trip, is voluntary. I agree to pay all expenses for my participation in the field trip including, but not limited to, the cost of airfare and such insurance as may be required by the San Diego Unified School District.

I am aware of the provisions of Education Code Section 35330, which states in part that "... 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..."

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Diego, County of San Diego, State of California, on

(date and year)

(Signature)

(Print or Type Name)

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP

(Employee of the San Diego Unified School District)

I, _____, am an Employee of the San Diego Unified School District,
(name of employee)

assigned to _____, a public school operated by
(name of school)

the San Diego Unified School District.

I understand that a group identified as _____
(describe group)

enrolled at the following school(s): _____

will participate in a field trip to _____,

and that I have been asked to accompany these students on their trip during the period from

_____ to _____.

Except as may have been agreed between my supervisor and me, or as may be set forth in documents governing my terms and conditions of employment, I agree to pay all expenses for my participation in the field trip, including but not limited to, the cost of airfare. I further agree to donate as much of my time beyond my normal workday as may be required while on the field trip. I understand that I will suffer no loss of pay by reason of participating in the field trip. I further understand that, except as set forth above, I will receive no additional compensation for any such time or services donated by me, or for any other reason, in connection with the trip.

I am aware of the provisions of Education Code Section 35330, which states in part that "... 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..."

My acknowledgment of the foregoing paragraph is subject to the proviso that I retain any and all of my employment rights including, but not limited to, district liability insurance, workers compensation insurance, and district health insurance.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Diego, County of San Diego, State of California, on

(date and year)

(Signature)

(Print or Type Name)

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

CONFLICT OF INTEREST DISCLOSURE FORM

Each principal, ASB advisor or teacher sponsoring or participating in a tour or trip paid by students is required to complete this form.

Field Trip and Date _____

Name _____

Position _____

Location _____

Indicate below whether you or a member of your family is currently receiving (or has received during the last five years) any gratuity, commission, rebate, or thing of value from any travel agency or travel promoter. Plane fares, hotel accommodations, etc., provided in return for chaperoning should be listed and would be considered reasonable and acceptable.

Self	Relative	Company Name	Year of Gratuity	Type of Gratuity	Value of Gratuity

(Signature) _____

(Date) _____

SAN DIEGO UNIFIED SCHOOL DISTRICT

**AUTHORIZATION FOR STUDENT PARTICIPATION
ONE-DAY OR SEASONAL ACTIVITY**

_____ wishes to participate in
(Student's name)

_____ (Activity)
on _____ from _____ a.m. _____ a.m.
(Date) p.m. to _____ p.m. or

during _____ from _____ to _____
(Semester or Season) (Date) (Date)

Transportation will be by _____
(Chartered bus, private car driven by school employees, parents, or students)

It is necessary that the parents specifically authorize that their child be included in the activity. Supervision for this event will be furnished by the school, but parents should understand that supervision will end at the time slated above. The school will take every precaution to assure the welfare and safety of your son/daughter participating in this activity. However, it is important that you understand that the school cannot assume financial or legal liability in case of injury or accident. Low cost student accident insurance is available; also, additional low cost insurance is available for students participating in interscholastic athletics. Please call or write the school office for information.

Cold sack lunches are available from the school cafeteria. Students who qualify may receive meals free or at reduced price.

If you wish your son/daughter to participate in the above described activity, please complete the request for participation form below, and return it to the school immediately.

Activity Sponsor _____ Principal _____

(Tear on dotted line and return lower portion.)

PARENT AUTHORIZATION FOR PARTICIPATION

I, the undersigned, authorize my son/daughter _____
(Name of student)

to participate in _____
(Name of activity)

scheduled for _____ from _____ a.m. _____ a.m.
(Semester) (Date) p.m. to _____ p.m., or
(Date)

during _____ from _____ to _____
(Semester or Season) (Date) (Date)

California law (Education Code Section 35330) provides that any person making a field trip or excursion waives all claims against the school district and the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

Date Signed

Signatures of Parent(s) or Guardian(s)

DISTRITO ESCOLAR UNIFICADO DE SAN DIEGO

**AUTORIZACIÓN PARA LA PARTICIPACIÓN DEL ESTUDIANTE EN UNA
ACTIVIDAD DE TEMPORADA O DE UN DÍA**

_____ desea participar en
(Nombre del estudiante)

(Nombre de la actividad)
del _____ de las _____ a.m. a.m.
p.m. a las _____ p.m.
(Fecha)

o durante _____ del _____ a _____
(Semestre o Temporada) (Fecha) (Fecha)

El medio de transportación será por _____
(Autobús alquilado, automóvil particular manejado por algún empleado escolar, padre de familia o estudiante.)

Es necesario que los padres de familia o tutores específicamente autoricen la inclusión de su hijo/a en esta actividad. La escuela supervisará este evento pero deben estar enterados los padres que dicha supervisión terminará en la fecha y hora indicada. La escuela tomará las precauciones necesarias para garantizar el bienestar y la seguridad de su hijo/a durante esta actividad. Sin embargo, es muy importante aclarar que la escuela no tendrá responsabilidad legal o financiera en caso de lesiones o accidentes. Si los padres desean pagar por un seguro escolar económico que cubre accidentes, está a su disposición, lo mismo que un seguro económico para los estudiantes que participan en deportes interescolares. Favor de llamar o escribir a la oficina de la escuela si desea información.

Los alumnos pueden comprar cajitas con almuerzos en la cafetería. Los alumnos elegibles podrán recibir almuerzo gratuito o a precio reducido.

Si desea que su hijo/a participe en la actividad descrita arriba, llene la solicitud de participación de abajo y envíela a la escuela inmediatamente.

Patrocinador de la actividad

Director

AUTORIZACIÓN FAMILIAR PARA PARTICIPACIÓN DEL ESTUDIANTE EN UNA ACTIVIDAD ESCOLAR

Por este medio autorizo que mi hijo/hija _____ participe
(Nombre del estudiante)

En _____
(Descripción de la actividad)

programada para _____ de las _____ a.m. a.m.
(Semestre) (Fecha) p.m. a las _____ p.m.,
(Fecha)

o durante _____ de _____ a _____
(Semestre o Temporada) (Fecha) (Fecha)

La ley de California estipula (Código de Educación 35330) que cualquier persona que participe en un viaje de estudios o excursión se desista de todas las demandas o quejas en contra el distrito escolar o el estado de California como consecuencia de cualquier lesión, accidente, enfermedad o muerte que pudiera ocurrir durante o por la actividad.

Fecha de la firma(s)

Firma(s) del padre(s) de familia o tutor(s)



San Diego Unified School District
Community Relations Department



VOLUNTEER CODE OF CONDUCT

(This document defines the district's expectations for all school volunteers.)

As a volunteer, I agree to abide by the following code of volunteer conduct:

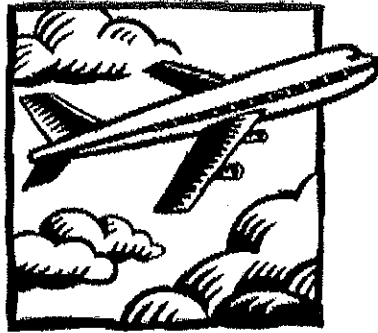
1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators **any** concerns that I may have related to student welfare and/or safety.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district and will abide by District Administrative Procedure # 4586 when transporting students.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately.

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

FIELD TRIP PLANNING PACKET
MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY

FIELD TRIP PLANNING PACKET



MULTI-DAY

District Procedure No. 4587

The following forms may be found on the district web site under district staff, form, field trip forms and must be submitted to obtain approval:

1. Directions for Completing Field Trip Packet, Multi-Day and/or Out-of-State/Country Field Trip
2. Application for Approval to Conduct Multi-Day and/or Out-of-State/Country Field Trip
3. Compliance Form For Sellers of Educational Travel
4. Site-Approval Checklist: Multi-Day and/or Out-of-State/Country Field Trips
5. Principal's Checklist: Multi-Day and/or Out-of-State/Country Field Trips
6. Statement of Acknowledgment and Consent to Conditions of Trip
(Adult not an employee of or student in the San Diego Unified School District)

7. Statement of Acknowledgment and Consent to Conditions of Trip
(Employee of the San Diego Unified School District)
8. Field Trip Conflict of Interest Disclosure Form
9. Authorization for Student Participation: Multi-Day Field Trip or Activity
10. Sample Medical Form
11. Volunteer Code of Conduct
12. School Volunteer Application (3 part NCR form) for additional forms contact
Community Relations Department

Related Procedures

Approved carriers, instructions, and rates/ordering transportation No. 4586

Community Concourse tours No. 4588

Employee liability No. 7180

Field trips, single-day within state No. 4585

Fundraising No. 2265 and No. 9325

School Volunteer Programs No. 4595

DIRECTIONS FOR COMPLETING FIELD TRIP PACKET MULTI-DAY AND/OR OUT-OF STATE/COUNTRY*

1. Field trip coordinator completes and signs "Application for Approval to Conduct Multi-Day and/or Out-of-State/Country Field Trip" and submits to the principal for approval at least three months before departure date. Please note that trip may not take place during testing.
2. Principal approves and signs "Application for Approval to Conduct Multi-Day and/or Out-of-State/Country Field Trip" and submits along with Compliance Form (if using a travel agency) and Principal's Checklist (**when submitting packet for district or board approval**) to your Area Superintendent (Elementary and Middle Schools) located at various school sites. For High Schools please submit to Assistant Superintendent or Office of Secondary School Innovation depending on your school site located at the Eugene Brucker Education Center at least three months before departure date with required attachments. The multi-day field trips within California are submitted to and

approved by the Area Superintendents, Assistant Superintendent and Office of Secondary School Innovation depending on your school site. All other Multi-Day out of State/Country Field Trips need Board Approval. After the packet has been approved by your Area Superintendents, Assistant Superintendent and Office of Secondary School Innovation, depending on your school site, the copies of the prepared Board packets remain with your Area Superintendents, Assistant Superintendent and Office of Secondary School Innovation, depending on your school site and the originals stay with the school sites for (3) years, plus current year. Please make (1) copy of the approved application and a copy of the compliance form and send to the Office of the Superintendent for Board submittal.

3. Field trip sponsor coordinator completes "Site Approval Checklist" for multi-day and/or out-of-state/country field trip.
 4. Principal completes "Principal's Checklist".
 5. All district employees going on the field trip complete "Statement of Acknowledgment and Consent to Conditions of Trip (District Employee)".
 6. All adults who are not employees of the district complete "Statement of Acknowledgment and Consent to Conditions of Trip (Adult, Not District Employee)".
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7. All district employees complete "Field Trip Conflict of Interest Disclosure Form," if applicable.
 8. Field trip coordinator includes a copy of the authorization for student participation form that is sent home for parent signature (sample included in the packet).
 9. Within two weeks of trip completion send copy of Consent to Conditions of Trip (Adult & Employee, Conflict of Interest (if applicable), a sample copy of one Student Participation Form, a sample copy of one Student Medical Form and copy of All Volunteer Applications (marked with Board Approval Date) to your Area Superintendents, Assistant Superintendent and Office of Secondary School Innovation, depending on your school site.

* For specific details, see District Procedure No. 4587.

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

APPLICATION FOR APPROVAL TO CONDUCT
MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP
(AT LEAST THREE MONTHS BEFORE DEPARTURE DATE)

To: Board of Education

Date: _____

The undersigned for _____ School hereby apply for
approval to conduct a field trip to _____

1. Inclusive dates of trip: NOT DURING TESTING () Itinerary attached _____ Principal's Initials _____	2. Purpose of trip: () Paragraph attached describing educational value and specific activities students will be required to complete
3. a. Membership of Group: (e.g., U.S. History class, choral group)	3. b. Number of Students Attending: _____ Boys: _____ Girls: _____ Ethnicity: _____
4. a. Cost of trip financed by:	4. c. Describe fund-raising activities, if any:
4. b. Name of travel agency contracted for trip: () Compliance form attached.	Attachment, if any
5. a. Name of certificated employee(s) in charge of trip: (Responsible for coordinating fundraising and organization of the trip and its conduct while students are outside of the limits of the SDUSD.)	5. b. *Names of certificated staff members who will provide supervision of students: (*) Travel expensed will be paid by themselves.

This application, together with the necessary documents, must be sent to the Area Superintendent, Assistant Superintendent, or Executive Director for your location.

The undersigned applying for approval of the field trip will make every effort to ensure conformance with all requirements of the San Diego Unified School District procedure for the conduct of field trips out-of-state, to foreign countries and/or involving multiple days.

(Trip Coordinator's Signature)

(Date)

Send Notify of Approval to: Name and E-mail, Phone# or Fax #

Endorsed with Approval:

(Principal's Signature)

(Date)

Endorsed with Approval:

(Office of the Superintendent)

(Date)

BOARD APPROVAL DATE: _____

**SAN DIEGO UNIFIED SCHOOL DISTRICT
COMPLIANCE FORM FOR SELLERS OF EDUCATIONAL TRAVEL**

Information required by SB 142 is to be completed by travel organizations which offer educational travel programs to California students.

REQUIRED SECTIONS REFER TO THE BUSINESS AND PROFESSIONAL CODE

SCHOOL: _____

DESTINATION: _____ DATES: _____

Compliance 1. Is the proposed student trip educational in nature? Yes/No _____
17552(c)

Compliance 2. Company Name: _____

Address: _____

Phone Number: _____

24-Hour Emergency Phone Number: _____
17554(a)

Compliance 3. List Services:
17554(b)
(Fill in or attach detailed application form)

Total cost per student for services listed below \$ _____

Transportation: _____

Lodging: _____

Meals (which meals are offered) _____

Educational leader (Yes/ No) Hours per day: _____

Travel organization's office nearest tour site: _____

Compliance 4. Insurance Resume:
17554(b)1

Type	Coverage \$ Per Incident	\$ Total
Insurer	Policy #	Verify Name/Phone
Type	Coverage \$ Per Incident	Coverage \$ Total
Insurer	Policy #	Verify Name/Phone
Type	Coverage \$ Per Incident	Coverage \$ Total

Insurer	Policy #	Verify Name/Phone
_____	_____	_____
Type	Coverage \$ Per Incident	Coverage \$ Total
_____	_____	_____
Consumer Protection Deposit Plan		

Insurer	Policy #	Verify Name/Phone
_____	_____	_____

Optional extra cost insurance: _____

Optional insurance cost per student \$: _____

Compliance 5. Describe any additional or optional trip costs: _____
17554(b)2

Compliance 6. Tour leader qualifications and training: _____
17554(b)3

Compliance 7. Describe educational components of travel program including projected outcomes: (Measurable objectives, hands-on activities, skill development, etc.)
17554(c)

Attach copy of relevant educational materials. (program specific curriculum correlation with state framework. classroom supplements, etc.

Compliance 8. How many times has the travel organization conducted this (or substantially similar) educational compliance programs?
17554(d)

Trip Name	Annual # of Groups	Annual # of Students	Annual # of Travel Days	Number of years offered
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Compliance 9. Length of time organization has conducted educational travel programs: _____
17554(e)

Compliance 10. Name(s) of owner(s) and principals of student travel organization:

Name	Position
_____	_____
_____	_____

Compliance

11. Has any owner or principal of the organization had entered against him or her any judgment, including stipulated judgment, order, lien, has entered a plea of nolo contendere, or been convicted of any criminal violation, in connection with the sale of any travel services from a period of 10 years predating the contract. 17555(g)

For purposes of this section owner means a person or organization who owns or controls 10 percent or more of the quality of, or otherwise has claim to 10 percent or more of the net income of the educational travel organization; and "principal" means an owner, an officer of a corporation, a general partner of a partnership, or a sole proprietor of a proprietorship. 17554(g)

Name of defendant: _____

Court or administrative agency rendering judgment order: _____

Docket Number: _____ Date of judgment order: _____

Nature of judgment, order, or plea:

12. How many full time employees does the organization have? _____

13. How many office locations does the organization have? _____

Where are the locations? _____

14. Does the organization provide classroom support materials? _____

Describe: _____

15. Does the organization provide a format for post trip evaluation?: _____

16. Are any of the principals of the organization credential and/or experienced teachers? Explain.

17. Financial stability:

A. List bank(s), references, including persons name and phone number:

B. Dunn and Bradstreet file number: _____

C. Has the organization or any principal filed corporate or personal bankruptcy during the preceding 10 year? If yes, please explain on a separate sheet. Yes / No _____

18. List of 10 references (with phone numbers) of educators who have experienced the organization's services.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

19. Travel associations to which organization currently belongs:

20. Educational associations to which organization currently belongs:

21. Does travel organization currently hold an appointment from ARC? Yes / No _____

ARC/IATAN No. _____

If no, which agency will provide travel agency?

Agency name: _____

Owner: _____ ARC/IATAN No. _____

Phone No. _____

22. Has the travel organization complied with the consumer protection requirements of California's Seller of Travel law? Yes / No _____

23. **FULL DISCLOSURE: 17555** In addition to other requirements and prohibitions of this article, it is a violation of this article for an educational travel organization to place or use any misleading or untruthful advertising or statement or make a substantial misrepresentation in

conducting an educational travel program.

24. PENALTIES: 17556.5 Except as otherwise provided, a person who violates a provision of this article is guilty of a misdemeanor, which offense is punishable by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both that fine and imprisonment. In addition, upon a conviction of a violation of this article, the court may issue an injunction and prohibit the convicted person from acting as an educational travel organization in this state, in which case the Court shall inform the Attorney General of that action.

Reference: California Business And Professions Code Chapter 1

VERIFICATION

A duly authorized officer of the owning corporation, partnership, or trust must sign and date this verification, and fill in the city and state where signed.

I declare that all of the information provided herein, including attachments to this Application to provide Travel Services, is true and correct.

Signature: _____ Date: _____

Position: _____ Signed at: _____

City and State

(

(

(

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

SITE APPROVAL CHECKLIST FOR MULTI-DAY
AND/OR OUT-OF-STATE/COUNTRY FIELD TRIPS

School: _____ Dates of Trip: _____

Trip Destination: _____

To be completed by certificated staff member in charge of the field trip.

Date Completed	Initials	
		AT LEAST THREE MONTHS PRIOR TO TRIP (SIX MONTHS or more if fundraising is involved)
_____	_____	1. Secure principal's tentative approval to conduct field trip (and approval to conduct fundraising, if applicable). Send form "Application for Approval to Conduct Multi-Day and/or Out-of-State/Country Field Trip" to your Area Superintendent (Elementary and Middle Schools) located at various school sites. For High Schools please submit to Assistant Superintendent or Office of Secondary School Innovation depending on your school site located at the Eugene Brucker Education Center requesting permission to conduct field trip. (Sign off Nos. 1 and 2 on principal's checklist.)
_____	_____	2. Review procedure for fund raising and develop plan to include: a) description of fundraising activities, b) plans to assist students who are unable to pay their own expenses, and c) a written statement that no student will be excluded from a required trip due to lack of funds, and that d) funds will be returned if not used for the trip. (See Procedure Nos. 2265 and 9325). Attach list of fund-raising activities as <u>Attachment 1</u>. Complete Nos. 3 and 4 on principal's checklist.
_____	_____	3. Select the travel agency to be used (if appropriate). Have travel agency complete "Compliant Form for Sellers of Educational Travel" and forward to your Area Superintendent (Elementary and Middle Schools) located at various school sites. For High Schools please submit to Assistant Superintendent or Office of Secondary School Innovation depending on your school site located at the Eugene Brucker Education Center (<i>Needed for Board approval</i>)
_____	_____	4. Obtain and submit copy of itinerary. This itinerary shall include a) dates (<i>not during testing</i>), b) locations (city, state, country) and c) accommodations. Attach itinerary as <u>Attachment 2</u>. (<i>Needed for board approval</i>)
		<u>FOUR TO SIX WEEKS PRIOR TO TRIP</u>
_____	_____	5. Arrange for certificated supervisors. If substitute is required, complete "Request for Absence on District Business," and submit to principal for approval and submission to funding office for approval.
_____	_____	6. Arrange for parent chaperones, if appropriate. Have chaperones/volunteer's complete volunteer application. Provide list to principal and secure his/her approval. (Sign off No. 5 on principal's checklist.)
		<u>TWO TO FOUR WEEKS PRIOR TO TRIP</u>
_____	_____	7. If academic competition is involved, submit to principal for approval: a) Written criteria and guidelines used to select participants in academic competitions, and b) Copies of written communications used to inform parents and students of the academic competition and of the governing guidelines. (Sign off No. 6 on principal's checklist.)

8. Send home request for parental approval of student participation. If parent does not sign student cannot go. **Attach copy of form as Attachment 3.**

9. Verify that attempts were made to recruit students from all ethnic groups to participate. *(Sign off No. 7 on principal's checklist.)*

10. Verify insurance coverage to provide personal accident insurance for participating students where required. **Attach evidence of coverage as Attachment 4.** *(Sign off No. 8 on principal's checklist.)*

11. Secure trip cancellation insurance from travel agency where required. **Attach evidence of coverage as Attachment 5.** *(Sign off No. 8 on principal's checklist.)*

12. Notify parents of other insurance coverage available as an option.

13. Provide written evidence of financial ability to cover travel and living expenses for all participants while outside of San Diego. *(Sign off No. 9 on principal's checklist.)*

14. Develop orientation plan for students, parents, and chaperones.

15. Verify that instructors and voluntary supervisors will contribute their time without pay or reimbursement during the trip and will waive all claims against the district by securing their signatures on appropriate forms. Complete form(s). *(Sign off No. 10 on principal's checklist.)*

ONE TO TWO WEEKS PRIOR TO FIELD TRIP

16. Verify that permission forms and waivers are returned for all students participating in field trip. Verify alternate arrangements at school for those students not participating. *(Sign off No. 11 on principal's checklist.)*

17. Arrange for participating students to be excused from other classes.

18. Arrange for first-aid kit and/or snake-bite kit, and ensure they are taken on trip.

19. Spot check reservations to verify that arrangements are in order.

20. Principal, vice principal, ASB advisor, and teachers sponsoring or participating in tours or trips paid by students complete the "Field Trip Conflict of Interest Disclosure Form" enclosed in packet. *(Sign off No. 12 on principal's checklist.)*

ONE WEEK PRIOR TO FIELD TRIP

21. Report to secretary or principal's designee the names of all persons (adults and students) who will actually go on the trip. Provide list of students to verify those actually participating prior to departure.

22. File this form with other required papers in school office. (Records must be kept for three years.)

WITHIN TWO WEEKS FOLLOWING TRIP COMPLETION

23. Conduct evaluation of field trip and share results with principal.

24. Forward all backup paperwork, (all remaining documents not required at time of Board Approval) to your Area Superintendent (Elementary and Middle Schools) located at various school sites. For High Schools please submit to Assistant Superintendent or Office of Secondary School Innovation depending on your school site located at the Eugene Brucker Education Center.

1. Approval for Field Trip: I have reviewed the plan for the field trip to _____ on _____ (not during testing) and I give tentative approval for the students to participate.	Principal's Signature _____	Date _____
2. Approval for Field Trip Fund-Raising: I have reviewed the plan for fund-raising for this field trip and give my approval for fund-raising activities to begin.	Principal's Signature _____	Date _____
3. Lack of Funds: To help students in need of funds, the following actions are being taken: _____ _____	Principal's Signature _____	Date _____
4. Return of Funds: Any funds not used for the trip will be returned in the following way: _____ _____	Principal's Signature _____	Date _____
5. Chaperones: An approved list of chaperones is on file in the main office of the school.	Coordinator's Signature _____	Date _____
6. Academic Competition Trips Only: I certify that written criteria and guidelines for selecting participants along with copies of all written communication to parents and students related to the competition are on file in the main office of the school.	Principal's Signature _____	Date _____
7. Representation: I certify that under my leadership, the school has made a concerted effort to include representation from all ethnic groups of students.	Principal's Signature _____	Date _____
8. Insurance: I certify that each and every student participating in the field trip has personal accident insurance and trip cancellation insurance where required by Procedure No. 4587, C.4.e.(4) and C.6.a. and b.	Principal's Signature _____	Date _____
9. Travel and Living Expenses: Provision has been made for coverage of all expenses while outside of San Diego. This includes plane fares, ground transportation, hotels, tours, and meals. Written evidence of this coverage is on file in the main office of the school.	Principal's Signature _____	Date _____
10. Contribution of Services: the following written agreement between the principal and certificated personnel, classified personnel, and voluntary supervisors stipulates that they will contribute their services and time outside of the regular school day without pay or reimbursement of expenses except for regular salary when supervising participating students and will waive all claims against the district. Executed this date by:	Principal's Signature _____	Date _____
<i>Statement of Acknowledgment and Consent to Conditions of Trip</i> are on file at the following location at the school site:	Staff Member's Signature _____	Date _____
File title, if appropriate: _____		

11. Releases: I certify that for each and every student participating in the field trip there is a <i>Permission to Participate, Notification of Insurance, Walver of Claims, and other Release Forms</i> on file in the main office of the school.	_____ Coordinator's Signature	_____ Date
File title, if appropriate: _____	_____ Principal's Signature	_____ Date
12. Disclosure Statement: Principal, vice principal, ASB advisor, and teachers participating in tours for field trips paid by students have completed a <i>Field Trip Conflict of Interest Disclosure</i> form.	_____ Principal's Signature	_____ Date
13. Forward this form with other necessary papers to your Area Superintendent (Elementary and Middle Schools) located at various school sites. For High Schools please submit to Assistant Superintendent or Office of Secondary School Innovation depending on your school site located at the Eugene Brucker Education Center.	_____ Principal's Signature	_____ Date

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

STATEMENT OF ACKNOWLEDGMENT AND CONSENT
TO CONDITIONS OF TRIP

(Adult, not an Employee or Student in the District)

I, _____, am the _____
(name of adult) (indicate relationship to student, e.g., parent or other relative)

of _____, a student enrolled at _____
(name of student) (name of school)

a public school operated by the San Diego Unified School District.

I understand that a group identified as _____
(describe group)

enrolled at the following school(s): _____

has been offered the opportunity to participate in a field trip to _____,

and that I have been asked to accompany these students on their trip during the period from

_____ to _____.

I understand that my participation in the aforementioned program, including the field trip, is voluntary. I agree to pay all expenses for my participation in the field trip including, but not limited to, the cost of airfare and such insurance as may be required by the San Diego Unified School District.

I am aware of the provisions of Education Code Section 35330, which states in part that "... 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..."

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Diego, County of San Diego, State of California, on

(date and year)

(Signature)

(Print or Type Name)

DISTRITO ESCOLAR UNIFICADO DE SAN DIEGO
Oficina del Superintendente

DECLARACION DE CONOCIMIENTO Y CONSENTIMIENTO
A LAS CONDICIONES DEL VIAJE

(Adulto, que no sen Empleado o Alumno del Distrito)

Yo, _____, soy el/a _____
(nombre del adulto) (anotar parentesco al alumno/a, ejemplo padre u otro pariente)

de _____, alumno/a inscrito/a en _____
(nombre del/a alumno/a) (nombre de la escuela)

Escuela pública bajo la jurisdicción y administrada por el Distrito Escolar Unificado de San Diego.

Estoy enterado/a que un grupo identificado como _____
(describa el grupo)

inscrito en las siguiente(s) escuela(s): _____

se le ha ofrecido la oportunidad de participar en un viaje de estudios (excursión) a _____

y que me han solicitado que acompañe a estos alumnos en su viaje durante el período de

_____ a _____

Estoy enterado/a que mi participación en el programa arriba mencionado, incluyendo el viaje de estudios, es voluntario. Estoy de acuerdo en pagar todos mis gastos por mi participación en el viaje de estudios incluyendo pero no limitado al costo de aerolínea y el seguro que requiera el Distrito Escolar Unificado de San Diego.

Estoy consciente de las disposiciones del Código de Educación de California Sección 35330, que manifiestan, en parte que "...Todas la personas que realicen viajes de estudio o excursiones renunciarán a todas las demandas en contra del distrito o del Estado de California, por lesiones, accidente, enfermedad, o muerte que ocurran durante o por razones del viaje de estudios o excursión..."

Leído que fue y enterado de las declaraciones anteriores lo firmo de conformidad.

Cumplidas las formalidades del caso se firma en la ciudad de San Diego, Condado de San Diego, Estado de California

(fecha y año)

(Firma)

Nombre en Letra Imprenta o a Máquina

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP

(Employee of the San Diego Unified School District)

I, _____, am an Employee of the San Diego Unified School District,
(name of employee)

assigned to _____, a public school operated by
(name of school)

the San Diego Unified School District.

I understand that a group identified as _____
(describe group)

enrolled at the following school(s): _____

will participate in a field trip to _____,

and that I have been asked to accompany these students on their trip during the period from

_____ to _____.

Except as may have been agreed between my supervisor and me, or as may be set forth in documents governing my terms and conditions of employment, I agree to pay all expenses for my participation in the field trip, including but not limited to, the cost of airfare. I further agree to donate as much of my time beyond my normal workday as may be required while on the field trip. I understand that I will suffer no loss of pay by reason of participating in the field trip. I further understand that, except as set forth above, I will receive no additional compensation for any such time or services donated by me, or for any other reason, in connection with the trip.

I am aware of the provisions of Education Code Section 35330, which states in part that "... 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..."

My acknowledgment of the foregoing paragraph is subject to the proviso that I retain any and all of my employment rights including, but not limited to, district liability insurance, workers compensation insurance, and district health insurance.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Diego, County of San Diego, State of California, on

(date and year)

(Signature)

(Print or Type Name)

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Superintendent

CONFLICT OF INTEREST DISCLOSURE FORM

Each principal, ASB advisor or teacher sponsoring or participating in a tour or trip paid by students is required to complete this form.

Field Trip and Date _____

Name _____

Position _____

Location _____

Indicate below whether you or a member of your family is currently receiving (or has received during the last five years) any gratuity, commission, rebate, or thing of value from any travel agency or travel promoter. Plane fares, hotel accommodations, etc., provided in return for chaperoning should be listed and would be considered reasonable and acceptable.

Self	Relative	Company Name	Year of Gratuity	Type of Gratuity	Value of Gratuity

(Signature)

(Date)

SAN DIEGO UNIFIED SCHOOL DISTRICT

Office of the Superintendent

AUTHORIZATION FOR STUDENT PARTICIPATION
MULTIPLE-DAY FIELD TRIP OR ACTIVITY

I, the undersigned, am the parent/guardian of: _____

a student enrolled in San Diego Unified School District, request and give permission to have my son/daughter, named above, participate in a field trip to:

(Destination) _____

(Dates) From _____ To _____

I understand that participation in this field trip is entirely voluntary. I voluntarily agree to pay all expenses necessary for the above-named student to participate in the field trip, including, but not limited to, the cost of transportation, food, lodging, and such insurance as may be required by the San Diego Unified School District.

I understand that any travel arrangements made through a travel agency are the responsibility of that agency alone.

I am aware of the provisions of the California Education Code Section 35330, which states, in part, that "...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...."

I further agree that in the event, in the opinion of a duly authorized representative of the San Diego Unified School District, it becomes necessary to procure emergency medical care for the above-named student due to accident or illness, such care may be procured without my further consent. I personally assume responsibility for any costs of such care not covered by insurance.

Executed in the city of San Diego, County of San Diego, State of California, on

Date

Parent/Guardian

Address:

Telephone: _____

DISTRITO ESCOLAR UNIFICADO DE SAN DIEGO

Oficina del Superintendente

AUTORIZACIÓN PARA LA PARTICIPACIÓN DEL ALUMNO EN
ACTIVIDADES, EXCURSIONES O VIAJES DE ESTUDIO DE DÍAS MÚLTIPLES

El/a suscrito/a, soy padre/madre/tutor de: _____

Alumno/a inscrito en el Distrito Escolar Unificado de San Diego, solicito y otorgo mi autorización para que mi hijo/a, mencionado/a arriba, participe en un viaje de estudios a:

(Destino) _____

(Fechas) De _____ A _____

Estoy enterado/a que la participación en este viaje de estudios (excursión) es totalmente voluntario. Estoy de acuerdo en pagar todos los gastos necesarios por voluntad propia, del/a alumno/a arriba mencionado/a para que participe en el viaje de estudios, incluyendo pero no limitado a, costos de traslados, alimentos, hospedaje y los seguros que sean requeridos por el Distrito Escolar Unificado de San Diego.

Estoy enterado/a además, que los arreglos e itinerario de viajes realizados por una agencia de viajes es responsabilidad de la agencia de viajes únicamente.

Estoy consciente de las disposiciones del Código de Educación de California Sección 35330, que manifiestan, en parte que " ...Todas la personas que realicen viajes de estudio o excursiones renunciarán a todas las demandas en contra del distrito o del Estado de California, por lesiones, accidente, enfermedad, o muerte que ocurran durante o por razones del viaje de estudios o excursión...."

Estoy de acuerdo, asimismo, que en caso, de que a juicio de un representante debidamente autorizado por el Distrito Escolar Unificado de San Diego, sea necesaria la procuración de servicios médicos de emergencia para el/a alumno/a arriba mencionado/a debido a accidente o enfermedad, que tales servicios se lleven a cabo sin mi autorización adicional. Personalmente me haré cargo de los costos de tales servicios que no estén cubiertos por el seguro.

Cumplidas las formalidades del caso se firma en la ciudad de San Diego, Condado de San Diego, Estado de California.

Fecha

Padre/Madre/Tutor

Domicilio

Teléfono: _____

(SAMPLE)

MEDICAL FORM

Student's Name _____ Date of Birth _____

Address _____ Telephone _____

Parent/Legal Guardian _____

Parent's Employer _____ Telephone _____

EMERGENCY PHONE NUMBERS

Day Phone _____

Father _____ Mother _____ Friend _____

Evening Phone (other than home) _____

MEDICAL INFORMATION

Medicines in student's possession _____

List any allergies to medications _____

Date of last tetanus shot _____

List any pertinent medical history or chronic medical problems _____

Medical Insurance

(Insurance company)

(Name of Insured)

(Policy Number)

Signature _____
(Parent/Legal Guardian)

Date _____



San Diego Unified School District
Community Relations Department



VOLUNTEER CODE OF CONDUCT

(This document defines the district's expectations for all school volunteers.)

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district and will abide by District Administrative Procedure # 4586 when transporting students.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately.



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Community Resources**

EFFECTIVE: 1-29-62

SUBJECT: **Field Trips, Domestic Single-Day**

REVISED: 5-18-12

A. PURPOSE AND SCOPE

1. To outline administrative procedures for planning, organizing, and administering single-day field trips within state. This procedure includes field trips to events not necessarily financed by the district (e.g., athletics, drama, music, academic competitions, etc.).
2. **Related Procedures:**

Student body fund raising	2265
Instructions for obtaining transportation for school-related activities	4586
Field trips, domestic (multi-day) and foreign (single and multi-day)	4587
City council tours	4588
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, D-6000, F-1500, F-2000, F-2110, F-2350, F-3050, F-3800, F-7100, H-7920, H-8800, I-1210, I-1350, I-1900, K-6500; Education Code Sections 32040-32044, 35208, 35330, 39830 *et seq.*, 39860; 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 making 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 will 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 educational field trips 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.

SUBJECT: **Field Trips, Domestic Single-Day**

NO: **4585**

PAGE: **2 OF 12**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

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. **Nonschool-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.

3. Limitations

- a. **General** (Applicable to all field trips)
 - (1) Field trips must serve educational purposes or be a school-related social, educational, cultural, athletic, or school band 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 that reflects the racial/ethnic composition of the school district.
 - (4) Schools should provide direction for students who need to obtain portions of their cost through fund-raising. 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 that encourages all interested students, regardless of ability to pay. No trip will be authorized where a member of the group will be excluded because of lack of sufficient funds.
 - (5) Trips shall not be scheduled during district testing periods.

SUBJECT: **Field Trips, Domestic Single-Day**

NO: **4585**

PAGE: **3 OF 12**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

- (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) No fees may be charged for trips within the state that are part of the educational program. This includes admission charges and transportation charges.
- b. **School-sponsored trips.** Field trips are not authorized for participation in promotion of commercial establishments primarily for entertainment. Types of field trips thus *prohibited during school hours* include:
 - (1) Attendance at a preview of a motion picture, play, or other form of commercial entertainment, even though an admission is charged, when the purpose is to promote advertising and future public attendance.
 - (2) Field trips to amusement parks (e.g., Disneyland, Knott's Berry Farm, and Magic Mountain) unless such field trips are specifically planned to contribute to the educational program.
 - (3) Unsupervised field trips that are primarily recreational or social in nature in which all members of a class or grade level are invited to participate are considered "ditch days."
- c. **Single-day field trips to Baja California, Mexico, are covered under Administrative Procedure 4587.**
- d. **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 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).
- e. **High-risk activities** such as skiing, surfing, snowboarding, mountaineering, rafting, snorkeling, scuba diving, flight training, off-road vehicle trips, bungee cord jumping, and similar types of 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.

4. **Required Approval.** The principal/site administrator empowered by the Board of Education to approve a field trip or transportation 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. **Athletic playoffs or other invitational competitions.** As soon as an invitation is received, the principal/site administrator notifies the appropriate Area Superintendent by telephone, follows up with a memo outlining details of the trip, and completes checklist (see sample "Single-Day Field Trip Packet" [E.3.a.]), realizing that stated timelines cannot be met. Observing items on the checklist helps minimize oversights.
- b. **Request shall comply with, 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 ("Single-Day Field Trip Packet" [E.3.] available from the appropriate Area Superintendent).
 - (2) Written assurance that all adults, and parents/guardians of all minors participating in the field trip, have or will execute written acknowledgment of notice of waiver of liability in a form acceptable to the General Counsel ("Single-Day Field Trip Packet" [E.3.] available from the appropriate Area Superintendent).
 - (3) A written statement 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 and waive all claims against the district (Education Code Section 35330; completion of "Request for Absence on District Business" [E.6.]).
 - (4) 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.
 - (5) 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.
 - (6) A written plan for:

SUBJECT: **Field Trips, Domestic Single-Day**

NO: **4585**

PAGE: **5 OF 12**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

- a. fund-raising activities when appropriate,
- b. accounting of funds,
- c. return of funds not used for the purpose(s) specified by contributors, and
- d. use of surplus funds as defined by the students.

5. **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. 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.

6. **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 excursion 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.

7. **Supervision**

- a. **School-sponsored field trips.** Every 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

SUBJECT: **Field Trips, Domestic Single-Day**

NO: **4585**

PAGE: **6 OF 12**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

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.

8. **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.
9. **School Site Procedures.** Each school shall have available a set of site instructions to be used by teachers when requesting a field trip and a form for securing administrative site approval. The site approval form shall include a checklist of required steps to complete and should provide space for initials or signature and dates where appropriate. (See "Single-Day Field Trip Packet" [E.3.] available from the appropriate Area Superintendent.) Instructions and approval forms should include, but not be limited to:
 - a. Responsibilities of the supervising teacher or sponsor.
 - b. Approval requirements for all types of field trips including academic competitions.
 - c. Descriptions of field trips and procedures for making preliminary arrangements.
 - d. Required forms and instructions for completing and processing, including:
 - (1) Field trip transportation request (T-form) (Administrative Procedure 4586).
 - (2) Parent authorization of student participation.
 - (3) "Request for Absence on District Business."
 - (4) Substitute request.
 - (5) Student excuses from classes.
 - (6) Written signature of principal approving field trip.
 - e. Specific instructions for processing transportation request forms are included in Administrative Procedure 4586.
 - f. Restrictions and instructions on use of private vehicles (Administrative Procedure 4586).

SUBJECT: **Field Trips, Domestic Single-Day**

NO: **4585**

PAGE: **7 OF 12**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

- g. Requirements for supervision by certificated personnel, aides, and volunteers.
 - h. Student attendance accounting requirements before departure, during a trip, and after return to school.
 - i. Safety and first aid requirements and instructions.
10. **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 of the first aid kit, "First Aid, How to Proceed in Case of Injury to Student" [E.5]) is available from the Nursing and Wellness Department or online 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 snake bites. (Education Code Section 32043) Information on the treatment of snakebites is included in the first aid kit.
11. **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 "Single-Day Field Trip Packet" [E.3.] available from the appropriate Area Superintendent.)
12. **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

SUBJECT: **Field Trips, Domestic Single-Day**

NO: **4585**

PAGE: **8 OF 12**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

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.

13. **Permission for Substitutes.** If school hours are included, substitutes may be made available for teachers supervising approved field trips. Site planning shall include funding of substitutes within available site funds or school/community funding. ASB funds cannot be used for substitutes.
14. **Contribution of Services.** Teachers, management employees, and other personnel, if desired, 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 school day, salaries of employees may be paid for that portion of the trip; incidental expenses may also be paid from school district funds, including expenses for use of school district equipment during a field trip. Employees should complete "Request for Absence on District Business" form (E.6).
15. **Evaluation of Field Trips.** Teachers should follow up on field trips with an evaluation by the students and chaperones. The results should be shared with the principal.
16. **Nonschool-sponsored Trips.** Trips that are funded by individuals, students 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.
17. **Litigation.** In the event of possible litigation, Legal Services shall be notified immediately.
18. **Insurance.** The district has procured blanket accident insurance for students participating in single-day, *school-sponsored* field trips. Coverage is not in effect for any other category of field trips. The accident insurance policy provides *limited* accident benefits, is not a substitute for personal insurance, and pays benefits only after reimbursement is received from all other valid insurance or health plans.

D. IMPLEMENTATION

1. **Teacher or other certificated trip sponsor** complies with site-developed set of instructions, obtaining approved checklist from secretary or administrative assistant,

SUBJECT: **Field Trips, Domestic Single-Day**

NO: **4585**

PAGE: **9 OF 12**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

and follows required steps to complete (see sample checklist in "Single-Day Field Trip Packet" [E.3.a.] available from the appropriate Area Superintendent).

- a. Secures site principal's approval, as needed, including final approval signature prior to departure.
- b. Refers to Administrative Procedure 4586 for instructions governing requests for transportation and processing of forms.
- c. Complies with all requirements for written statements related to academic competitions, waivers, contribution of services, and accounting of funds.
- d. Develops a written plan for fund-raising, if applicable.
- e. Arranges for bus transportation, if applicable.
- f. Arranges for student meals from the school cafeteria, if applicable.
- g. Secures first aid kit.
- h. If applicable, files a "Field Trip Conflict of Interest Disclosure Form."
- i. Submits roster of participating students and chaperones before departure.

2. 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. Gives approval for fund-raising, if applicable.
- d. 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.
- e. 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.
- f. Approves chaperones by name.

SUBJECT: **Field Trips, Domestic Single-Day**

NO: **4585**

PAGE: **10 OF 12**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

- g. Upon receipt of finalized forms, gives *final* approval or disapproval based on desirability of trip and/or budget available if district funds are involved. Further district approval is *not* necessary.
 - h. 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.
 - i. 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 for single-day trips 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.
 - j. If applicable, files a "Field Trip Conflict of Interest Disclosure Form."
 - k. Ensures that required forms are kept on file at school site for three years.
3. **Risk Management Department** provides blanket student accident insurance automatically. No contact from school is necessary unless there is an accident or a claim by a parent.
4. **Deputy Superintendent of Business**
- a. **Food Services Department** provides meals for students who request them. Meals are available free or at reduced price for those who qualify.
 - b. **Transportation Services Department** arranges for bus transportation by district if requested and processes necessary paperwork.
5. **PE, Health and Athletics Department, Instructional Support Services.** Reviews participation in a single-day athletic playoffs or other invitational competition.
6. **Other** (Secretary, Financial Clerk, Principal's Designee)
- a. Processes required forms and performs other duties as assigned.

SUBJECT: **Field Trips, Domestic Single-Day**

NO: **4585**

PAGE: **11 OF 12**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

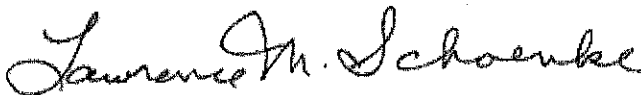
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- b. If bus transportation is required, follows instructions in Administrative Procedure 4586 and on "Educational Field Trip Order/Report Form" (E.2.) to arrange for bus transportation.

E. FORMS AND AUXILIARY REFERENCES

1. Request for Student Participation, One-Day or Seasonal Activity
<http://www.sandi.net/domain/400> .
2. Educational Field Trip Order/Report Form
3. Single-Day Field Trip Packet, available from the appropriate Area Superintendent.
 - a. Sample site-approval checklist form
 - b. Statement of Acknowledgement and Consent to Conditions of Trip (Adult Not an Employee of or Student in the District)
 - c. Statement of Acknowledgment and Consent to Conditions of Trip (District Employee)
 - d. Conflict of Interest Disclosure Form
4. Schedule of current rates and carriers, circular/bulletin issued each year by the Transportation Services Department
5. First Aid: How to Proceed in Case of Injury to Student, available from the Nursing and Wellness program
6. Request for Absence on District Business, <http://www.sandi.net/Page/1739> .

F. REPORTS AND RECORDS

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

SUBJECT: Field Trips, Domestic Single-Day

NO: 4585

PAGE: 12 OF 12

EFFECTIVE: 1-29-62

REVISED: 5-18-12

H. ISSUED BY

A handwritten signature in cursive script, appearing to read "Bernard Thorne".

Chief of Staff



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

SUBJECT: **Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)**

NO: **4587**

PAGE: **2 OF 16**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

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**

SUBJECT: **Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)**

NO: **4587**

PAGE: **3 OF 16**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

- (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 as 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

SUBJECT: **Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)**

NO: **4587**

PAGE: **4 OF 16**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

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-cord jumping 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.

SUBJECT: **Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)**

NO: **4587**

PAGE: **5 OF 16**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

- (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:

SUBJECT: **Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)**

NO: **4587**

PAGE: **6 OF 16**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

- (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

SUBJECT: **Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)**

NO: **4587**

PAGE: **7 OF 16**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

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.

SUBJECT: **Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)**

NO: **4587**

PAGE: **8 OF 16**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

- 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.

SUBJECT: **Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)**

NO: **4587**

PAGE: **9 OF 16**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

- 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)

SUBJECT: **Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)**

NO: **4587**

PAGE: **10 OF 16**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

- 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.

SUBJECT: **Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)**

NO: **4587**

PAGE: **11 OF 16**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

- 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:

SUBJECT: **Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)**

NO: **4587**

PAGE: **12 OF 16**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

- 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.

SUBJECT: **Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)**

NO: **4587**
PAGE: **13 OF 16**
EFFECTIVE: **1-29-62**
REVISED: **5-18-12**

- 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.

SUBJECT: **Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)**

NO: **4587**

PAGE: **14 OF 16**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

- 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.

SUBJECT: **Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)**

NO: **4587**

PAGE: **15 OF 16**

EFFECTIVE: **1-29-62**

REVISED: **5-18-12**

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.

SUBJECT: Field Trips, Domestic (Multi-Day)
and Foreign (Single and Multi-Day)

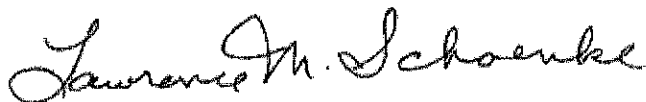
NO: 4587
PAGE: 16 OF 16
EFFECTIVE: 1-29-62
REVISED: 5-18-12

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