

**FIELD TRIPS, COMPETITIVE EVENTS, ATHLETICS**

Field trips, competitive events, AND/OR athletics may be arranged with the approval of the campus administrator. Events involving participation by more than one campus require approval by the campus administrator of each participating campus. Curriculum committees may forward districtwide proposals to the Assistant Superintendent, Education and Assessment Services, to expedite the consideration and approval process.

Prior to a request for approval by the campus administrator, the sponsoring faculty member(s) shall verify that the following conditions will be met:

1. Events and trips are to be arranged at the closest possible site appropriate for the activity as determined by the campus administrator. The following guidelines will be used:
  - a. Field trips and non-athletic competitive events are restricted to a 25-mile radius of the District Transportation Center. (Reference Procedure 6560).
  - b. Athletic (league and non-league) events whenever possible are restricted (except in the case of CIF playoffs) to a 15-mile radius of the District Transportation Center. Other sites within Orange County may be used if required to schedule events. (Reference Procedure 6560).
  - c. Events or field trips beyond the designated radius or at a site other than the closest possible location may be approved by the principal only when the circumstances are clearly exceptional. Such exceptions may include progressive extension of local competition (e.g., Junior Statesmen, FBLA, FFA, etc.), CIF playoffs, or special invitational activities.
2. Adequate adult supervision shall be provided, including a minimum of one pre-approved District employee per trip. Non-employee adults who volunteer to chaperone/supervise may be transported in District vehicles.
3. Adequate provision for trip-related expenses shall be specified. Students shall not be denied the opportunity to participate because of financial hardship. Related expenses shall be covered as required under Administrative Regulation 5880.
4. Adequate provision for transportation shall be arranged as follows:
  - a. District transportation, if utilized, shall be reserved and budgeted as provided by Board Policy 3500. Items to be carried on District equipment shall follow Administrative Regulation 3530.1.

*NOTE: When arranging use of District equipment, timing must be carefully verified to assure proper coordination with this basic responsibility.*

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- b. Private transportation, if utilized, shall include liability release forms and parent notice/liability assumption forms.

Private drivers shall provide evidence of personal and medical liability insurance and a current driver's license.

Students may ride with non-adult student drivers if all regulations for private transportation are fulfilled and parents have approved as verified on permission slips.

- 5. Transfer lists will be developed according to campus procedures by the sponsoring faculty member.
- 6. Arrangements will be developed by the faculty member for coverage of non-participating classes. (Reference Administrative Regulation 4191.1).
- 7. All students participating in such events shall return with the group unless released by the certificated employee to the custody of the student's parent(s) or legal guardian.
- 8. Sunday events require approval by the Superintendent.
- 9. Overnight or out-of-state events require prior approval of the Board of Trustees as provided by Administrative Regulation 6561.2.

Reference: Education Code Sections 8760-8762, 10902, 10913, 35212, 35330, 35331, 39837.5, 39860

Regulation Approved: April 16, 1968; January 22, 1974; July 22, 1975; December 7, 1976; July 10, 1979; June 21, 1983; August 9, 1999; September 12, 2000; February 20, 2007