

**EXTENDED FIELD TRIPS**

Extended field trips must be of educational value and directly related to class activities. Only a trip involving overnight accommodation of students is considered an extended field trip.

Extended field trips shall have the advance approval of the principal and the Assistant Superintendent, Education and Assessment Services, before any preliminary planning may be initiated. Approval by the Board of Trustees is required prior to advertising the extended field trip to students, parents, or the community and prior to initiating a fund-raising program. The sponsoring faculty member shall complete the application (Procedure 6561.2) and provide appropriate supporting information. If approved by the principal, the application will be submitted to the Assistant Superintendent, Education and Assessment Services, at least 45 days before the departure date.

If out-of-state travel is proposed, the application shall be submitted at least 90 days before the departure date.

Exceptions to the required 45-day notification (or 90-day notification when out of State) may be authorized by the Superintendent when trips that result from competition advancement preclude meeting that requirement.

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. It is essential that the amount of time an individual spends out of class be minimized. Every effort shall be made to determine that educational experience obtained via a field trip is at the nearest possible site.

All applications for extended field trips shall include detailed plans for the following provisions. Evidence of compliance with all requirements will be approved by the Education and Assessment Services Division and on file in the District office at least ten days prior to departure.

1. Instructional Plan. An outline of the basic instructional plan, objectives, units of credit, and evaluation shall be attached to the initial application. All instruction shall conform to an approved course outline and may utilize one of the alternative modes of instruction authorized by Board Policy 6440.

Credit may be earned as provided by Administrative Regulation 5331.

2. Supervision. Adequate adult supervision shall be provided,
  - a. A minimum of one certificated employee per trip.
  - b. District-approved parents and other non-employee adults, age 25 or older, may assist in supervision at a minimum ratio of one adult for every ten students of the same gender, with a minimum of two adults per trip.

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**AR 6560.2(b)**

- c. On all overnight field trips involving students of both genders, the presence of adult supervision of both genders is required.
- d. On all overnight extended field trips, adult supervision will consist of the following required actions:
  - 1. Specific room assignments must be established for students. No guests will be allowed into any student-occupied accommodations.
  - 2. The itinerary of the field trip must include hourly blocks of time including a notation as to who the adult supervisors are for each hour.
  - 3. Two hours after the completion of the event(s) for any day or 10:00 p.m. or at the end of the scheduled student activities, whichever is later, all students will return to their respective rooms.
  - 4. All students rooms will be checked at 10:00 p.m. and then again at 11:00 p.m., and periodically throughout the night.
- 3. Funding. A statement is to be made specifying the source of funds to support the costs of the trip. District funds may not be used for out-of-state trips. District funds, if available, may be used for trips within California.

Adequate funds must be available to provide participation by all students in the class or program. Students shall not be denied the opportunity to participate because of financial hardship.

If fund-raising is deemed necessary, a written plan which accounts for funds and for the disposition of any funds not used for the purpose specified in the fundraising campaign will be submitted to the Assistant Superintendent, Education and Assessment Services, for approval at least 90 days in advance of the proposed departure date.

- 4. Transportation. Adequate provisions for transportation shall be arranged as follows:
  - a. District and private transportation as provided by Administrative Regulation 6560.
  - b. Public and commercial transportation shall be specified. Air travel shall meet requirements of Education Code Section 35332.
  - c. A detailed itinerary will be submitted ten days before departure.
  - d. Student drivers will not be utilized.
  - e. Any/all licensed drivers for District-sanctioned events must be certificated District employees or at least twenty-five (25) years of age and be authorized through the California Department of Motor Vehicles pull-notice program.
- 5. Meals and Accommodations. Plans for meals and accommodations will be included in the application. A detailed itinerary will be submitted ten days before departure.

6. Insurance and Liability

- a. Submission by all adults and the parent or guardian of participating students of signed waivers of all claims against the District, staff members, and the Board of Trustees for injury, accident, illness, or death occurring from the time of departure from home to return. Such waiver shall include the state of California, if out-of-state travel is proposed.
- b. Evidence of insurance protecting the District and the Board from suit due to acts of persons participating in the field trip which result in damage to property or injury to persons not participating in the field trip.
- c. Evidence of insurance which protects the students in case of illness and/or accident. An authorization permit, including a medical treatment release, shall be provided by parents or guardians of minor students when the trip is overnight and shall accompany the field trip in the possession of the advisor.
- d. Evidence of insurance covering the value of District equipment to be used by the group.
- e. Evidence of financial assurance in the form of a bond to cover traveling and living expenses for all participants while outside the District will be required when arrangements for travel and accommodations are handled by an agency or by a non-District employee. The Assistant Superintendent, Business Services, will assist the sponsoring faculty member in obtaining the necessary insurance and/or bond coverage.

7. Staff Members

Staff members participating in an extended field trip may be paid their regular salary for the normal working hours and normal workdays. Such payment shall be equal to that which they would have received if they had not participated in the extended field trip. Compensation for services rendered beyond the regular salary period or for days when school is not in session is not authorized. For example, an extended trip may be planned for the spring recess and the preceding Thursday and Friday. In this case the staff member could be paid his/her salary for only the preceding Thursday and Friday. All other days are not regular schools days for attendance and salary purposes.

Each staff member shall provide a signed statement of understanding outlining the limits of compensation and the voluntary assumption of responsibility for supervision for the duration of the trip.

Staff members shall observe the Code of Ethics of the teaching profession (Board Policy 4222) which states that "...neither solicits nor involves them (students) or their parents in schemes for commercial gain thereby insuring that professional relationships with students shall not be used for private advantage."

8. Student Attendance

Student attendance during extended field trips shall be credited for purposes of State apportionment only to the extent that it would have accrued had the students been attending classes in the District. Credited attendance shall be calculated as provided by Education Code Section 35330.

Arrangements will be developed by the faculty member for coverage of non-participating classes.

Students shall make arrangements for makeup work in other classes missed.

All students participating in an extended field trip shall return with the group unless released by the certificated employee to the custody of the student's parent(s) or legal guardian. An exception may be made for emergency medical treatment.

9. Student Conduct

Student behavior is to be of the same high standards expected during regular school attendance. Prior to departing for the trip, all student participants and their parents/guardians will sign a document agreeing to the code of behavior expected on the trip and consequences for failure to adhere to the expectations.

Reference: Education Code Sections 8760-8762, 35212, 35330-35332

Regulation approved: April 16, 1968; January 22, 1974; July 22, 1975; December 7, 1976; August 10, 1979; December 3, 1984; August 9, 1999; September 12, 2000; September 6, 2005; April 21, 2009; April 2, 2012

**EXTENDED FIELD TRIP SUPERVISOR FORM**

Extended field trips require additional supervisory responsibilities that are not required by non-extended field trips. Extended field trips allow students to engage in activities that they cannot during the regular school day. As noted in Administrative Regulation 6560.2(a), extended field trips must be of educational value and non-employee chaperones must be 25 years of age or older. These trips are not part of the required school curriculum but instead should be viewed as a privilege. It is therefore expected that all school staff members participating in extended field trips be held to different standard of care and responsibility for the students than they would during the regular school day. This standard of care includes, but is not limited to, the following specific actions required of all District staff members and District-approved adult supervisors during an extended field trip:

1. Chaperones will review all student conduct rules and expected behaviors with students after arrival at the overnight accommodation.
2. The creation of specific room assignments for overnight accommodations. No guests will be allowed into any student-occupied accommodations. When and where possible, chaperone rooms will be at either end of student rooms and the group will be together on the same floor.
3. An hour-by-hour written itinerary of the field trip (submitted prior to approval) including an identification of who is responsible for supervising the students for that hour, including supervision responsibilities during the night.
4. Each supervisor will be responsible for supervising a specific group of students (no more than ten) throughout the entire trip.
5. An accounting of all students in their overnight accommodations no later than 10:00 p.m. each night (or at the end of scheduled student activities) of the extended field trip.
6. A check of each accommodation at least one other time prior to going to sleep.
7. Accommodations will be checked periodically throughout the night, as necessary.

Should any changes as indicated above be required as a result of emergencies or unforeseen circumstances, the identified "Extended Field Trip Person in Charge" will be consulted. In addition, I understand that I will not be compensated in addition to my regular salary for the normal working hours and normal workdays.

District-approved parents and other non-employee adults, age 25 or older, may assist in supervision. I have read, understand, agree to comply with, and have received a copy of the guidelines as noted in this letter.

_____ <b>Signature of Extended Field Trip Supervisor</b>	Certificated Employee:	<input type="checkbox"/>
_____ <b>Printed Name of Extended Field Trip Supervisor</b>	Classified Employee:	<input type="checkbox"/>
	Parent Chaperone:	<input type="checkbox"/>
	Other (please list):	

\_\_\_\_\_  
**Date**  
04/2/12

Fullerton Joint Union High School District  
**AR 6560.2(f)**

Extended Field Trip  
Code of Expected Student Behavior

As a condition of participation of your student in this Extended Field Trip, the student and parent/guardian must acknowledge that they have reviewed and understand the rules and regulations governing student behavior while participating in an Extended Field Trip. The rules noted below are similar to those already made known to the student and parent through the Student Behavior Expectations distributed to all students at the beginning of each school year. It is especially important to note that students whose conduct violates one or more of the following offenses face possible consequences that could include expulsion from all of the schools in the Fullerton Joint Union High School District:

1. Caused, attempted to cause, or threatened to cause physical injury to another person
2. Willfully used force or violence upon the person of another, except in self-defense
3. Possessed or sold any firearm, weapon, knife, explosive, or other dangerous objects (including replica firearms)
4. Unlawfully possessed, used, sold, or otherwise furnished any controlled substance, drugs, alcoholic beverages, or intoxicants
5. Unlawfully offered, arranged, or negotiated to sell a controlled substance, alcoholic beverage, or intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person an imitation
6. Committed or attempted robbery or extortion
7. Caused or attempted to cause damage to school or private property
8. Stole or attempted to steal school or private property
9. Possessed or used tobacco, or products containing tobacco or nicotine products
10. Committed an obscene act or engaged in habitual profanity or vulgarity
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia
12. Disruption of school activities or otherwise willfully defied the valid authority of school personnel
13. Knowingly received stolen school property or private property
14. Possessed an imitation firearm
15. Committed or attempted to commit a sexual assault or committed sexual battery
16. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
18. Engaged in or attempted to engage in hazing
19. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act
20. Aided or abetted the infliction of physical injury to another person
21. Committed sexual harassment
22. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
23. Intentionally harassed, threatened, or intimidated, creating a hostile educational environment
24. Made terroristic threats against school officials or school property
25. Committed acts of dishonesty or promoted dishonest behavior among others

**Students will comply with all time restrictions, curfews, and any expectations articulated by the chaperones in charge of the extended field trip. Students who violate the required time restrictions or behavior expectations will be returned home at the parent/guardian's expense.**

We have read and understand the student behavior expectations for students on this Extended Field Trip to \_\_\_\_\_ on the following dates \_\_\_\_\_ and any other Extended Field Trip. We understand that students are subject to disciplinary actions, up to and including expulsion, for violation of these rules. This could include, but is not limited to, suspension from school, removal from an athletic team, and removal from a co-curricular and/or extra-curricular club or group.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

School: \_\_\_\_\_

\_\_\_\_\_  
Date