

Administrative Regulation

Extended Trips; Intermediate and High School Students

Extended Trips During the Regular School Attendance Period

The following guidelines for extended trips have been developed to stress the importance and availability of nearby performances and competition. The first consideration for selecting any performance, competition, or educational venue should be one that does not require an overnight stay. At the same time, these guidelines recognize the importance of highly qualified individuals or groups, as a result of progressive extension of local competition, representing themselves, their schools, and the entire district on a regional, state, or national level.

- A. Trips that do not require an overnight stay, must be approved by the administrator of elementary or secondary education. The Notice of Planned Field Trips form must be submitted at least two weeks prior to the event.
- B. Any overnight events must be approved by the Board of Education. The following are examples of trips that fall within the intended guideline.
 - 1. An area speech/debate award winner should be permitted to travel to the regional or state contest.
 - 2. A Garden Grove league CIF champion or qualified runner-up should be permitted to travel to the CIF division, regional, or state contest.
 - 3. A performance group should be permitted to travel to regional or state contests as a result of progressive extension of local competitions.
- C. Educational trips requiring an overnight stay will be approved by the Board only when the circumstances are clearly exceptional; the venue cannot be replicated locally. For additional information, see Administrative Regulation 6155.4.
- D. District Form 9802.95* is to be used in requesting prior approval from the Board for overnight trips.
- E. A Sunday-only trip does not require Board approval. Approval must still be obtained from the administrator of elementary or secondary education.
- F. Students will not remain overnight except when deemed necessary at an appropriately approved function and upon approval of the Board.

- G. Student attendance shall be voluntary.
- H. The transportation of participants must be in accordance with all district transportation policies and regulations.
- I. When a group of students participates in a Board approved educational trip, the certificated chaperone shall receive from each participating student:
1. Medical Authorization, which grants permission for the designated certificated chaperone to secure medical assistance as may be required for the student.
 2. Adult Waiver Consent, which states that the adult participant recognizes that the trip or excursion is not required.
 3. Parental Waiver Consent, which states that the parent or guardian recognizes that participation in the trip is not required.

The certificated chaperone shall take the original documents with him/her on the trip and copies of all documents will be kept on file in the school principal's office.

The certificated chaperone described above must be an employee of the school district.

- J. Only students currently enrolled in the district may participate in extended trips.

Ref: EC Sections 35161, 35291, 35330

Approved: January 2, 1970

Revised: November 28, 1979

Revised: March 4, 1986

Reviewed: July 1, 2000

Revised: October 1, 2001

Revised: September 2, 2003

GARDEN GROVE UNIFIED SCHOOL DISTRICT

MEDICAL AUTHORIZATION

THE UNDERSIGNED, who are the parents/legal guardian(s) of

_____, a minor, hereby authorize

_____, an adult person and

_____, an adult person, into whose care

_____ has been entrusted, to consent to any X-ray examination, anesthetic, medical or surgical diagnosis, or treatment and hospital care to be rendered to said minor under the general or special supervision and upon the advice of a physician and surgeon licensed by a state or the United States government; or to consent to an X-ray examination, anesthetic, dental or surgical diagnosis, or treatment and hospital care to be rendered to said minor by a dentist licensed by a state or the United States government; or to consent to any emergency treatment deemed necessary by the aforementioned adults.

Parent/Guardian

Parent/Guardian

Date: _____ 20__

GARDEN GROVE UNIFIED SCHOOL DISTRICT

FIELD TRIP - ADULT CONSENT

Education Code Section 35330 states in part: "The governing Board of any school district or the county superintendent of schools of any county may: (a) Conduct field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, any other state,...or a foreign country for pupils enrolled in elementary or secondary schools. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for such pupils.....

* * * * *

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. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving such claims."

I/we, the undersigned adults, will participate in the _____
_____ Field Trip on _____, 20____.

I/we recognize that this is not a school-sponsored or school-required trip, and the participation is not required.

Adult

Adult

Date: _____ 20____

GARDEN GROVE UNIFIED SCHOOL DISTRICT

FIELD TRIP - PARENTAL CONSENT

Education Code Section 35330 states in part: "The governing Board of any school district or the county superintendent of schools of any county may: (a) Conduct field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, any other state,...or a foreign country for pupils enrolled in elementary or secondary schools. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for such pupils.....

* * * * *

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. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving such claims."

I/we, the undersigned parent(s)/legal guardian(s) of _____, a minor, do hereby authorize and give consent for the above named minor to participate in the _____ Field Trip on _____, 20____. I/we recognize that this is not a school-sponsored or school-required trip, and the participation is not required.

Parent/Guardian

Parent/Guardian

Date: _____ 20____

REQUEST FOR BOARD APPROVAL

Out-of-District Event

SCHOOL _____

EVENT

Name of Event _____

Purpose of Trip _____

Place _____

Date(s) _____ Time of Departure: _____ ; Return: _____

Number of School Days Missed _____ (see reverse side).

STUDENTS

Group/Team _____ Number of Students _____

CHAPERONES

- **Certificated (credentialed) person (teacher, counselor, or administrator) required for overnight trip.**
- **Adult chaperones must be in a ratio of one for every ten students.**

Certificated Chaperone(s) _____

Other Chaperone(s) _____

TRANSPORTATION

Charter/district bus, car, etc. _____

To be paid for by: _____

- **All charter bus services must be cleared by the district Transportation Office. Call Transportation (6303) BEFORE ARRANGING CHARTER BUS SERVICE.**
- **If using private vehicles, complete and attach Private Vehicle Information Form and insurance verification.**

HOUSING

Where? _____ Addr./Phone# (if known) _____

COST

Total cost of trip per student: _____. Each student will pay _____, balance to be subsidized by Boosters, PTA, fund-raisers, etc. _____

- **Students are not to be charged for educational trips during school hours.**

CLASS COVERAGE

In house _____ Substitute required _____, to be paid for by _____

- Requests with incomplete information will be returned to the school.
- Please refer to deadlines for Board Requests.

* * * * *

The requested trip is in accordance with Board Policies and Administrative Regulations.

Principal's Signature: _____ Date: _____

**Guidelines for Educational/Co-Curricular Trips
(Administrative Regulations 5130.1-5130.3 and 6155.4)**

School-Related Activities**Board Policy 5130**

It shall be the intent of the district to encourage those school-related activities which are deemed appropriate and beneficial by the principal within the limitations set forth in approved Board policies and pertinent administrative regulations. Such school-related activities shall be confined to the school campus except for those **rare occasions** where off-campus facilities are deemed more appropriate to the particular function and approved by the authorized district administrator.

Definition:

Educational trip: Trips arranged by the school, undertaken for educational purposes, in which students go to the site where the materials of instruction may be observed and studied directly in their functional setting.

Co-curricular trip: All athletic trips which are in accordance with CIF regulations, including playoffs; performance co-curricular and competition trips which include speech/debate, drama, orchestra, band, drill team and/or winterguard performances, choral recitals, student government, mock trial and academic decathlon.

Summary of Key Administrative Regulations*:

1. Educational trips need to be scheduled so students do not miss more time than necessary from their school day, except in unique situations. **
2. Every attempt is to be made to schedule athletic and co-curricular events so students will not need to be released from their classes.**
3. All overnight trips, no matter the distance, must be approved by the Board of Education. All trips must be approved prior to any fundraising. The use of private housing for overnight stays is discouraged.
4. All overnight trips must be approved by the Board of Education.
5. All overnight competitions/tournaments need to be approved by the Board of Education prior to registration fees being paid.
6. Educational trips must have an educational value and serve as a supplement to the instructional program.
7. Educational trips should not take students away from home on school nights.
8. Students are not to be charged for educational trips which take place during school hours.
9. All charter bus services must be cleared through the district transportation office. The use of rental vans is restricted and clearance by the Office of Secondary Education is required.

* This is a summary only. Please see Board Policy Book for other regulations that may apply.

** A justification for those unique circumstances where students need to miss school must be attached and submitted with the Request for Board Approval.

