

Beverly Hills Unified School District
Field Trip Request Guidelines

Field trips supplement the classroom learning experience, lead to increased student achievement, and foster student engagement. It is expected that field trips are conducted in connection with the curriculum or school-related social, education, cultural, athletic, school band/**performing arts**, or other extracurricular or co-curricular activities. **The field trip must meet the standard of either a requirement of the course, enhancement of the course standards and student performance or for enrichment.** (BP/AR 6153)

Request for Field Trip

1. Only District-approved teachers, advisors, or coaches may submit a field trip request.
2. Requests for a one-day trip must be submitted to the principal at least 60 calendar days prior to the desired date of the trip. Requests for overnight trips must be submitted to the principal at least 90 calendar days prior to the desired date of the trip.
 - a. Only requests for field trips that are a requirement of the course will be considered for approval by the principal or superintendent (designee) when submitted within the 60- or 90-calendar day window.
3. Complete “*Field Trip Request Form*”with the following information:
 - a. Requestor’s Information
 - b. Name of the event
 - c. Start and end date (**with 2nd and 3rd Alternate Dates**)
 - d. Start and end time
 - e. Location
 - f. Educational purpose (**Explanation must include why/how the field trip is a Requirement, Enhancement or Enrichment of the course.**)
 - g. Specific activities (by date and estimated times, if appropriate)
 - h. Estimated number of participants (categorized by students, staff, and chaperones)
 - i. Method of transportation
 - j. Estimated cost, if any, and proposed funding source
 - k. Necessary supplies and equipment
 - l. Hazard assessment
 - m. Class coverage and funding source
4. Complete the *Proposed Field Trip with Itinerary* to submit with the *Field Trip Request Form*

Approval Process

1. Upon receipt of a request for a field trip, the principal shall review the information provided and approve or deny the request. Factors to consider in rendering a decision include, but are not limited to:
 - a. The proposed trip does not appear to have any connection with the district's course of study or school-related social, educational, cultural, athletic, school band/**performing arts**, or other extracurricular or co-curricular activities
 - b. The proposed activities for the trip would be inappropriate for the age and maturity of the student participants
 - c. The proposed activities for the trip could be considered inherently dangerous to students or pose unacceptable, unmitigated risks
 - d. The proposed date(s) for the trip conflict with school and/or district scheduled events
 - e. Excessive number of students taking trips on that particular day
 - f. Specific students would be excluded from participation because they lack sufficient funds, or other discriminatory-based reasons
 - g. Excessive cost and/or limited financial resources
 - h. Lack of availability of transportation
 - i. **Insufficient number of chaperones or inadequate supervision**
2. If the principal approves the request, he/she shall notify the individual who submitted the request. For overnight or out-of-state trips, only the Board may approve or deny a request. As such, if the principal recommends approval of the request, he/she shall forward that request to the Superintendent **or designee**, who shall review the information and make a recommendation to the Board for action. **Only the Board can approve or deny out-of-state, out-of-country or overnight travel.**
 - a. **Principal completes the *District Field Trip Checklist*, checks the appropriate boxes**
3. If the principal denies the request, he/she shall inform the individual who submitted the request the reasons for the denial **within 5 days of the date received**.
 - a. **Principal completes the *District Field Trip Checklist*, checks the appropriate boxes**
4. The principal may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
5. **Applicable fees/deposits for any field trip shall not be paid or committed (promised) until after all required approvals have been granted and the process is completed.**

Preparation for the Field Trip

Once a field trip request is approved, the following matters must be addressed:

1. Destination site
 - a. Confirm admission fees, hours, and travel directions
 - b. Obtain a confirmation letter from the destination site with a complete itinerary
 - c. Arrange for a guide from the destination site, if appropriate
 - d. Arrange payment of any deposits or fees
2. Parent/guardian permission
 - a. Obtain parent/guardian permission for all participating students
 - b. Obtain parent/guardian authorization for emergency medical treatment
 - c. Ensure all parent/guardian consent forms are taken on the trip
3. Participation by students with disabilities
 - a. Contact the destination site to ensure that students with disabilities have access, if appropriate
 - b. Consider how accommodations or related aids and services will be provided for the student with a disability to participate safely
 - c. A decision to exclude a student with a disability must be made on an individual basis, and the District has the burden of demonstrating that the student should not participate; particularly, if the student's participation may be unsafe or a risk to the student or others
4. Prior to leaving on the field trip, the teacher/organizer will provide the attendance office with copies of the parent signed permission slips and a list of the students who will be on the trip so that correct attendance can be taken.
5. Student supervision
 - a. Ensure there is an appropriate ratio of students to adult chaperones for the trip:
 - 10:1 for regular field trip within the school day
 - 7:1 for field trip involving water activities
 - 7:1 for overnight or out-of-state field trip
 - b. Plan how to track student, staff, and chaperone attendance throughout the trip
 - c. Chaperones must be 21 years of age or older and must undergo the appropriate screening process determined by the district
 - d. All adults attending the field trip/excursion are there as chaperones to supervise students and support the school staff. Adults or other guest can not attend the field trip/excursion as participates.
 - e. If there are student participants with disabilities or other health care needs, ensure they are supervised by trained staff that can meet their specific needs (*Note:*

parents/guardians of students with disabilities **cannot** be required to accompany their children on field trips as a condition of participation)

- f. If a trip is to be conducted in areas known to be infested with poisonous snakes, ensure that a staff member who has completed a first aid course certified by the American Red Cross that emphasized the treatment of snakebites will be on the trip
 - g. Prepare guidelines and instructions, including contact information, for chaperones
 - h. When possible, an school administrator, who attends the field trip/excursion, handles the disciplinary and medical issues that occur
 - i. If possible, the school administrator, should drive a separate vehicle

6. Mode of transportation

- a. Secure appropriate transportation and ensure that any student with a disability has access
- b. Plan for delays and transportation issues (*i.e.*, accidents, breakdowns, etc.)
- c. Obtain approval from principal or designee if a student or chaperone wants to arrange for his/her own transportation
- d. If students are transported in a private vehicle, a separate permission slip must be signed by the parent/guardian, and the driver must:
 - Meet the requirements established by district policy
 - Receive safety and emergency instructions to keep in the vehicle
 - Be given a copy of the permission slip of each student riding in his/her vehicle

7. Meals during the field trip

- a. Make arrangements with the food services department for to-go meals and allow for students to bring their own meals, when appropriate
- b. Determine where the food will be stored during the field trip
- c. Ensure there is a location that is suitable for eating as a group

8. Safety and Health

- a. Teacher/organizer (authorized school personnel) will take the First Aid kit (including a thermometer)with all the necessary items on the field trip/excursion
 - BHUSD red duffel bag First Aid kits
- b. If a trip is to be conducted in areas known to be infested with poisonous snakes, the First Aid kit taken on the trip must contain medically accepted snakebite remedies
- c. Be aware of and review public safety ground rules
- d. Make sure students know what to do if they get lost or are separated from their group
- e. Teacher/organizer will maintain a written log with student name, what went wrong, staff/chaperone observations, actions taken and resolution.
 - Upon return to school, teacher/organizer must prepare the appropriate forms for health, attendance and/or discipline referral for student records.

- f. Health emergency information cards (along with parent permission forms) for each student must be taken on each field trip or excursion by the teacher/organizer in charge.
 - g. Obtain information regarding available medical and/or hospital insurance provided through the district.
 - h. Should an emergency occur, the teacher/organizer is responsible for notifying the principal and the student's parent/guardian by telephone as soon as reasonably possible. An emergency constitute one or more of the following:
 - Student conduct/actions in violation of EC 48900
 - Violation of the law by the student, teacher, staff or chaperone that results in arrest, detainment or incarceration by law enforcement
 - Illness or injury (intentional or accidental) of staff, chaperone or student requiring care and attention of a medical/health care professional such as:
 1. *Temperature of 100° F or higher.*
 2. *Nasal discharge that cannot be controlled with tissue and proper hand washing.*
 3. *Non-allergy related sore throat and/or persistent cough.*
 4. *Continued symptoms within 24 hours of illness-related absence.*
 5. *Vomiting or persistent nausea.*
 6. *Diarrhea.*
 7. *Rash of unknown cause.*
 8. *Lice.*
 9. *Suspected contagious condition (i.e., impetigo, ringworm, scabies, pink eye, etc.).*
 10. *Asthma symptoms not relieved with medication.*
 11. *Allergic reaction. Student may return to school the next day if reaction has resolved.*
 - Transportation issues
 - Losses or injuries occur that are the result of the sole negligence or willful misconduct of the teacher, staff or chaperone
 - (These conditions/symptoms are consistent with the policy for when to keep students home for regular school attendance.)
 - i. Before isolating students, teacher/organizer must have approval from an administrator
 - j. Student medication must keep/secured and administered by the teacher/organizer, nurse or administrator
9. Specific considerations for overnight trips
- a. Secure lodging
 - b. If both male and female students participate, ensure there are enough male and female chaperones for supervision
 - c. Room assignments need to take into account:
 - Students with disabilities or other health care needs
 - LGBT students

- d. Curfew and room checks
 - e. Conduct student searches when reasonably suspicious of possession of contraband (illegal drugs and alcohol, weapons, explosives, etc.)
 - f. Overnight trips must allow for a scheduled homework/student time
 - g. All assignments assigned prior to the field will be due upon return
10. Work with administration to plan for an alternative (yet, equally academically-beneficial) educational experience for students whose parents/guardians do not wish for them to participate in the field trip