

## **SANTA ANA UNIFIED SCHOOL DISTRICT**

**AR 6153(a)**

### Instruction

#### School - Sponsored Trips

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to these regulations.

Students must have written parental permission in order to participate in trips requiring transportation. (Education Code 35350) The District shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All students must complete the Santa Ana Unified School District-Sponsored Voluntary Field Trip form in order to participate in any District-sponsored trip.

#### **Safety and First Aid**

1. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)
2. Whenever trips are conducted in areas known to be infested with poisonous snakes:
  - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
  - b. The trip shall be accompanied by a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross or American Heart Association and which emphasizes the treatment of snakebites. (Education Code 32043)
3. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians and students to discuss safety and the importance of safety-related rules for the trip.
4. Schools must have made available to parents the ability to purchase medical/hospital insurance for students who may be injured while on field trips. (Education Code 35331)

#### **Supervision**

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio will be revised as necessary.

## **AR 6153 (b)**

The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be one to eight. In grades K-3 this ratio shall be one to four.

1. Students on approved trips are under the jurisdiction of the Governing Board and subject to school rules and regulations.
2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

### **Funding**

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

### **Trip Approval**

1. Teachers planning a trip shall make a request in writing to the principal at least ten days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.
2. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
3. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

4. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risk.
5. All trips require prior approval from Education Services.

**Trips Which Include Swimming or Wading**

1. No swimming or wading shall be allowed on trips unless planned and approved in advanced.
2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
3. Swimming activities
  - a. Parents/guardians must provide written permission for the student to participate in the swimming activity. The principal or designee shall ensure that a certified lifeguard or trained swimming coach shall test the swimming ability of all students before a student is allowed in or near the water.
  - b. Swimming facilities must be inspected by the principal and teacher before the trip is scheduled.
  - c. Swimming facilities must provide a certificate of insurance, and an additional insured endorsement naming the District as an additional insured, for not less than \$1,000,000 in liability coverage.
  - d. Lifeguards are required for all swimming activities. If lifeguards are not present at the beach or are not provided by the facility operator, it is the responsibility of the principal to ensure their presence. Students are not to be allowed in the water or pool without a lifeguard present. Lifeguards must be Red Cross certified or equivalent and must be at least 18 years old. The lifeguard's sole responsibility is surveillance. Lifeguards are to have no teaching responsibilities or other duties.

**AR 6153(d)**

- e. For activities involving the ocean, lake or other large bodies of water, the ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be one to eight. In grades K-3 this ratio shall be one to four. For pool activities, lifeguards shall be provided at a ratio of one (1) lifeguard for each twenty-five (25) persons in the water.
- f. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
- g. Emergency procedures shall be included with written instructions to adult chaperones and staff.
- h. Staff and chaperones assigned to supervise students must know how to swim and be prepared to take action in an emergency.
- i. The principal or designee may require students to wear personal flotation devices, depending upon their age.
- j. A buddy system or other means of surveillance shall be arranged in advanced and strictly enforced during swimming activities.