

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 6153.2(a)

Instruction

School-sponsored Trips - Performing Groups

Tours by high school instrumental, choral or other performing groups may be offered under the following conditions:

1. The Board of Education may authorize one major tour per group per high school involving one instrumental and one choral organization. A major tour is considered to be an event which requires an overnight stay.
2. No preliminary planning may be initiated without the advance approval of the principal and/or the Division Superintendent.
3. Approval of Board of Education is required prior to publicizing an extended field trip or participating in a money-making event.
4. Plans must be submitted to the Superintendent for approval by the Board of Education four (4) months in advance of the tour. Those plans will include the following:
 - a. Definite and detailed itinerary
 - b. Mode of transportation
 - c. Method of housing and meals
 - d. Supervisory personnel
 - e. Financial budget
 - (1) Income
 - (2) Expenditures
 - f. Medical and liability release slips
 - g. Communication with parents, administrators, tour guides and travel services
 - h. Principal's written recommendation
5. All such tours will abide by rules set forth in AR 6152.1, Extended School-sponsored Trips.

Upon meeting the aforementioned conditions, an extended be school-sponsored trip may be considered one which is beyond neighboring counties or is over night. The trip shall be primarily educational in nature.

Overnight school-sponsored trips will generally be discouraged but, when allowed, the trip shall be under the supervision of certificated personnel, with one adult for every ten students. There shall be at least two certificated personnel regardless of the size of the group.

An authorization permit, including a medical treatment and liability release, shall be provided by parents or guardians of minor students when the trip is over night and shall be in the possession of the advisor throughout the trip. This permit will be witnessed by a school District employee.

The Santa Ana Unified School District does not provide accident or medical insurance.

Student cost associated with the trip will be earned by participating students through home or community service projects or from school affiliated organizations, e.g., booster groups, school-parent organizations. Sales of commercial products will be discouraged but may be approved under unusual circumstances by the Superintendent or designee.

No eligible student shall be prevented from making the trip or excursion because of lack of sufficient funds.

Adequate safeguards for all funds involved shall be provided. School personnel (student or faculty) responsible for the collection of funds from students involved in a fund-raising activity must maintain an accurate accounting of the funds received. A receipt shall be given to each student turning in funds from a pre-numbered receipt book. Receipts must be totaled and reconciled to the daily cash deposit. A faculty member shall be assigned to and supervise this function.

School-sponsored trip funds raised by and controlled by the Student Body shall be deposited daily into the appropriate Student Body account with the District Accounting Office. Funds awaiting deposit (collected after daily deposit) must be locked in the school safe.

All persons making the school-sponsored 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 trip or excursion. All adults taking out-of-state, school-sponsored trips or excursions and all parents or guardians of students taking out-of-state trips or excursions shall sign a statement waiving such claims. (E. C. 1081.5)

Information pertaining to an extended school-sponsored trip shall be provided to all parents either through group meetings or by individual conferencing. Parents should be notified the day the trip is to be presented to the Board for action. They should be provided the name(s) of chaperones and a phone number where they can be reached.

Approved: (4-77) 11-02 Santa Ana, CA