

REQUEST FOR APPROVAL OF OFF-CAMPUS ACTIVITY

This form must be TYPEWRITTEN.

School _____ Date of Request _____ Date of Board Meeting _____

_____ Date(s) of Activity _____ Date and Time of Departure _____ Date and Time of Return _____ # of Miles Round Trip _____

_____ Identifiable Group (club, team, grade level, class) _____ Type of Activity (if near the water/swimming, see below) _____

_____ # of Students _____ Total # chaperones (if near the water/swimming, see below) _____ Meets Requirement – Yes or No _____

_____ Destination (include site and name of city) _____ On Master List – Yes or No _____ Name of hotel/dorm (include city) _____

_____ Name of employee chaperone in charge (must be **certificated**) _____ Position/School (teacher, administrator) _____

_____ Name of additional employee chaperone in charge _____ Position/School (teacher, administrator, classified, etc.) _____

_____ # of non-employee chaperones _____ Names: _____
Board Approved: Yes or No _____

(If more room needed for any chaperone info, attach separate list, indicating position and/or non-employee)

Transportation: HUSD bus(es) Charter bus company: _____
 HUSD van(s) Private vehicle – attach copy of lic., ins. and school driver cert. form(s)

Est. Cost of Activity/Entry Fees: _____ Account/Organization/Students _____
Est. Cost of Transportation: _____ Account/Organization/Students _____

If activity on a school day, describe relationship/tie to curriculum: _____

If near the water/swimming: (Check below to indicate compliance.)

- Swimming permission slips will be signed by parent, indicating child's level of swimming ability.
- Lifeguards (Red Cross certified, at least 21 years old) provided by establishment or principal.
- Facilities have been inspected by principal and teacher prior to trip being scheduled.
- If private pool, certificate of insurance attached (minimum \$500,000 liability coverage).
- Ratio of adult chaperones to students meets requirements (K-3/1:4, 4-6/1:8, 7-12/1:10)
- Supervisory responsibilities (written – including emergency procedures) will be reviewed verbally before the trip.
- Supervising staff and chaperones will wear swim suits and know how to swim.

I certify that no student in the identifiable group has been excluded in violation of E.C. §35330. (see reverse)

_____ Signature of Advisor/Teacher _____ Date _____ Signature of Principal _____ Date _____

_____ Signature of Activities Director _____ Date _____ Signature of District Office _____ Date _____

CALIFORNIA EDUCATION CODE §35330 FIELD TRIPS

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, the District of Columbia, 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.
- (b) Engage such instructors, supervisors, and other personnel as desired to contribute their services over and above the normal period for which they are employed by the district, if necessary, and provide equipment and supplies for such field trip or excursion.
- (c) Transport by use of district equipment, contract to provide transportation, or arrange transportation by the use of other equipment, of pupils, instructors, supervisors or other personnel to and from places in the state, any other state, the District of Columbia, or a foreign country where such excursions and field trips are being conducted; provided that, when district equipment is used, the governing board shall secure liability insurance, and if travel is to and from a foreign country, such liability insurance shall be secured from a carrier licensed to transact insurance business in such foreign country.
- (d) Provide supervision of pupils involved in field trips or excursions by certificated employees of the district.

No pupil shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the governing board shall coordinate efforts of community service groups to supply funds for pupils in need of them.

No group shall be authorized to take a field trip or excursion authorized by this section if any pupil who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.

No expenses of pupils participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this section shall be paid with school district funds. Expenses of instructors, chaperones, and other personnel participating in a field trip or excursion authorized by this section may be paid from school district funds, and the school district may pay from school district funds all incidental expenses for the use of school district equipment during a field trip or excursion authorized by this section.

The attendance or participation of a pupil in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments from the State School Fund in the fiscal year. Credited attendance resulting from such a field trip or excursion shall be limited to the amount of attendance which would have accrued had the students not been engaged in the field trip or excursion.

Credited attendance shall not exceed 10 school days except in the case of pupils participating in a field trip or excursion in connection with courses of instruction, or school-related educational activities, and which are not social, cultural, athletic or school band activities.

All persons making the field trip or excursions 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 or excursion. 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.

No transportation allowances shall be made by the Superintendent of Public Instruction for expenses incurred with respect to field trips or excursions which have an out-of-state destination. Any school district which transports pupils, teachers or other employees of the district in school buses within the state and to destinations within the state, pursuant to the provisions of this section, shall report to the Superintendent of Public Instruction on forms prescribed by him the total mileage of school buses used in connection with such educational excursions. In computing the allowance to such school district for regular transportation there shall be deducted therefrom an amount equal to the depreciation of school buses used for such transportation in accordance with rules and regulations adopted by the Superintendent of Public Instruction.