

# **Santa Barbara School Districts**

## **Administrative Regulation**

**AR 5133**

### **Students**

#### **STUDENT FIELD TRIPS**

1. All field trip requests shall include:
  - 1.1 A statement of the educational value and objectives of the trip.
  - 1.2 Certification by the principal of full insurance coverage.
  - 1.3 A complete statement of the itinerary.
  - 1.4 A mechanism to raise funds in cases where an undue burden would be placed on the student and his/her family. This mechanism must assure that no student is denied participation in a trip due to lack of funds.
  - 1.5 A statement of the number of students involved, the approximate cost per student, and the proposed method and timetable for funding.
  - 1.6 A statement of how the students are to be selected.
  - 1.7 A statement of how each school will handle qualified students wishing to participate, but whose parents or guardians are not financially able to pay for the entire cost of the trip.
  - 1.8 A statement of provisions for adequate chaperoning.
  - 1.9 The mode of transportation to be used.
  - 1.10 A statement of procedures for handling emergencies.
2. Signed parent release forms should be obtained in advance and kept on file for all students going on a trip.
3. Category III field trip requests for each school year shall generally be made no later than October 15, and shall be coordinated by the school principals under the chairmanship of the Deputy Superintendent to assure that excessive demands are not made on students, family, or community.

4. Each school will establish a review procedure whereby faculty and student representatives are consulted in the planning of Category III field trips for a given school year.
5. Category IV field trip requests shall generally be submitted no later than October 15, to the Principals' Council, and shall be coordinated by the Deputy Superintendent.
6. Field trips involving more than three nights away from home shall generally utilize vacation time for the excess days.
7. All group fund-raising activities in the schools shall be reviewed and coordinated by the principals before any commitments are made to assure that excessive demands are not made on students, family, or community.
8. A master calendar of Category II, III, and IV trips and fund-raising activities will be maintained in the office of the Deputy Superintendent.
9. Students shall not be allowed to be absent from school as a result of participating in field trips more than ten full school days per year.
10. Category III and IV trips shall include instruction and learning. Students, in addition to the requirements of the trip, shall be responsible for missed assignments and classroom work and must be subject to the established attendance guidelines.
11. Independent study may be required to be completed by students participating in Category III and IV trips that do not include a rigorous curriculum.

Regulation: SANTA BARBARA ELEMENTARY/HIGH SCHOOL DISTRICTS

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