

Division of Risk Management and Insurance Services

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ROUTINE FIELD TRIPS

The School site principal is authorized to approve all routine field trips. These routine requests do not need to be processed through the Local Education Service Centers. However, the Principal has the responsibility to maintain the records, to ensure the safety of students, including appropriate transportation for special needs students, and to certify the educational value of each field trip.

NON-ROUTINE FIELD TRIPS

Authorization for trips to overnight and/or out-of-state and other sites not previously approved by the Board of Education requires the prior approval of the ***Principal*** and the ***Local Education Service Center Superintendent*** as well as processing through the ***Division of Risk Management***. Remember to process your application early for these trips.

OVERNIGHT FIELD TRIPS

Overnight trips on the approved and not approved list must be authorized by both the ***Principal*** and the ***Local Education Service Center Superintendent*** for educational value. The ***Division of Risk Management*** will then review for safety and insurance. Group Travel accident/illness insurance must be purchased for the students. Please allow up to **45 days** for processing.

FIELD TRIPS OUT OF THE USA

All field trips to a foreign country must have Board of Education approval at least 45 days prior to scheduling the trip. Trips to a foreign country sponsored by non LAUSD organizations are handled in the same manner as "Non Sponsored" field trips.

The Organization/Agency sponsoring the trip is responsible for obtaining all pertinent documents from students, parents/guardians, chaperones and travel agencies.

REQUEST OF APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

(Form 34-EH-57)

It is imperative that Questions 1-17 are completed. Please do not skip any of these questions in order to ensure speedy processing of the form. Refer to Reference Guide: Field Trip Handbook and Revised Procedures for guidelines (REF 2111.0).

*****SEE LAST PAGE FOR CHECK LIST*****

HELPFUL REMINDERS CHECK LIST

- ☐ Number of Adults: (10 to 1 Ratio, 1 Adult Certificated Employee for every 10 students)
- ☐ List the names and employee numbers of all employees attending.
- ☐ Method of Transportation:
School Bus (78 per bus), including appropriate transportation for Special Needs students.
Please contact the Transportation Services Division for more information: 800-522-8737
Private Bus (approved charter bus companies only); Airplane (indicate airline)
- ☐ Include Itinerary: (Specify hotel accommodations ... name of hotel)
- ☐ Have each student return a completed “**Parent’s or Guardian’s Permission for a Field Trip and Authorization for Medical Care – IV.D.** (Trip Slip)” (Rev. 7/24/06)
- ☐ Complete a “**Request for Approval of School Organized Trip for Students**” (Rev. 4/09).
- ☐ Make sure the request is signed by the **PRINCIPAL**.
 - ☐ Neither students nor their parents may be charged a fee or other charge for a field trip not specifically authorized by law.
 - ☐ No child shall be excluded from a field trip because of a lack of sufficient funds or special needs.
 - ☐ Schools cannot require parents/guardians to accompany their disabled child on a field trip when a similar obligation is not imposed upon parents/guardians of nondisabled students.
 - ☐ Schools may not require a “mandatory donation” as a condition to participate in a District sponsored field trip.

FIELD TRIPS NOT SPONSORED BY LAUSD

The District assumes no responsibility whatsoever in connection with extracurricular trips unrelated to the instructional program or purely voluntary school club trips such as ski trips or other non-school activities. Parents of students planning to participate in such extracurricular trips must be informed in writing that the District assumes no liability in connection with the trip. The teacher who undertakes such an activity must be informed in writing that he/she does so strictly in his/her individual capacity and not in his/her capacity as a District employee. Pages 56-58 of the Field Trip Handbook are sample letters which may be adapted for this purpose.

References

- ❖ Handbook of School Journeys/Field Trip (yellow binder)
- ❖ REF-2111.0 - Field Trip Handbook and Revised Procedures
- ❖ Education Code 35330
- ❖ <http://fieldtrips.lausd.net>