

Instruction

School-Sponsored Trips

Study trips are considered to be instruction and should be planned as such with definite instructional objectives determined by the teacher in advance. Appropriate instruction shall precede and follow each study trip. Only students enrolled in the class planning the study trip shall be eligible to take the trip. Non-students (young children) will not be allowed on study trips.

The following regulations will apply to study trips:

1. A teacher planning to take a study trip shall make a request in writing to the principal at least twelve (12) 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 must be stated. If transportation is required for the trip, the Transportation Department should be contacted prior to making definite plans to ascertain the availability of buses and tentatively schedule the bus
2. The principal shall approve or disapprove the request and notify the teacher
3. No student shall be denied the opportunity to take part in a study trip which is related to classroom instruction because of an inability to pay for admission fees, lunches, or any other costs. (No student shall be required to pay the costs of transportation, admission fees, or any other costs related to study trips which are deemed a part of the instructional program.)
4. Written approval of parent or guardian is required for participation in field trips. This approval will include necessary medical information and provide parental agreement for the study trip supervisor to approve emergency medical treatment (Exhibit 6153A)
5. Study trips shall begin and end at the school. For school bus transportation, submit LUSD Transportation Department Trip Request (Exhibit 6153B)
6. Study trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of students to and from school
 - a. A study trip request form must be received by the Transportation Department ten (10) working days prior to the date desired for the trip.

- b. If Lodi Unified School District buses cannot accommodate a trip, the school requesting the trip will be given the opportunity of using a charter company for the trip; they will be responsible for the full amount charged by the charter company. The Transportation Department will make all arrangements with the charter companies to insure that all insurance and legal requirements are met. If they choose not to use the charter company, they may reschedule their trip on a date that the Transportation Department can accommodate.
7. Bus transportation may be provided for bands, orchestras, or other groups of students to participate in activities in communities outside the school district
8. The bus driver shall see that all rules and regulations are enforced in the use of school buses for field trips. Certificated personnel shall assist the bus driver in so doing
9. Teachers or other certificated personnel shall accompany students on all study trips and shall assume responsibility for their proper conduct. Students on approved study trips are under the jurisdiction of the Board and are subject to school rules and regulations
10. When a study trip is made to a place of business or industry, the teacher shall insist that an employee of the host company serve as conductor
11. The district shall provide a first aid kit whenever students are taken on study trips under the supervision of a teacher, employee or agent of the school
12. Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a study trip

Rule

approved: 01/20/90

revised: 12/08/98

revised: 07/23/15 (technical revision)