

## SANTA MONICA MALIBU UNIFIED SCHOOL DISTRICT

### GUIDELINES FOR SPECIAL FIELD TRIP, OVERNIGHT FIELD TRIP, OR OUT OF STATE AND/OR FOREIGN TRAVEL FIELD TRIP

#### DISTRICT SPONSORED ACTIVITIES ONLY

The Alliance of Schools for Cooperative Insurance Programs (ASCIP) recommends the following steps be taken for a District sponsored special field trip, overnight field trip, or out of state and/or foreign travel field trip:

1. The nature of the field trip, level of supervision, vendor selection, and a detailed itinerary of all activities related to the trip should be given to students and parents, and both parties should sign to acknowledge receipt of same. The description should state that reasonable efforts have been made to insure that proper airlines, accommodations, and ground transportation have been chosen, but that there is no assurance of same.
2. Lodging arrangements should be stated and acknowledge if there will not be certificated supervision.
3. Students and parents should be reminded of the District's policy on student behavior is the same on the trip as it is at school. Students who are caught in violation of the policy are subject to the regular disciplinary procedures including being sent home at the parent's expense.
4. All student and adult participation (if applicable) waivers must be signed and returned to the Site Administrator prior to the field trip. The *Special FT, Overnight, or Out of State FT Student Wavier* and the *Adult Participation in Special FT, Overnight, or Out of State FT Waiver* is in this guideline. Site Administrators are responsible to ensure all guidelines established for special, overnight, and out of state field trips are adhered to and that you are not providing assurances that are not met in every respect.
5. Copies of the completed and signed Field Trip forms, providing for emergency treatment of students, should be taken on the trip.

The most important factor is to insure that parents are informed of every step and that they acknowledge in writing and agree with planned protocol; and then, of course, it is important to see that the protocol is strictly followed.