

Field Trip Approval Process

SCHOOL SPONSORED TRIPS/ACTIVITIES

All school sponsored trips and off-campus activities MUST have approval prior to the event. The principal/designee shall preliminarily approve all trips and off-campus activities. Based on a four-tiered schedule, events of certain types or distance will require Lead Principal/Administrative Director, Risk Management, Cabinet and/or Board of Education approval. In an era of increased accountability for improving student achievement and strict budgetary reductions, Pomona Unified School District seeks to align school site expenditures, such as field trips, more closely with the student achievement goals established by the school site as part of its Academic Plan for Student Achievement (APSA). To that end, the following guidelines have been developed to assist schools in planning student field trips.

School sponsored events affected are:

Athletics
Associated Student Body,
Band
Cheer, Song, Tall Flag, Other performing groups
Clubs
College/University Field Trips
Educational Field Trips
JROTC
Leadership
Performing/Competing Groups (Academic Decathlon, Speech, etc)

The following four tiers or levels will serve as a guide for required approval(s). Each sequential tier requires approvals of the lower level tier(s) in addition to the tier level requirements stated. *Example: Tier III trips require approval by the Principal, Lead or Administrative Level, Risk Management and Cabinet.*

TIER I

PRINCIPAL/DESIGNEE

All trips or off-campus activities within the defined types below and within the Greater Los Angeles, San Gabriel or East San Gabriel Valley area that do not extend beyond the instructional day and do not include the need to provide over-night accommodations or commercial transportation.

Athletic Events
Band Reviews and Competitions
Cheer, Pageantry, Song, Tall Flag, Drill Team & other meets for Performing/Competing Groups
Local trips to: High Schools, Community/State & Private Colleges or Universities
Local Museums, Dramatic Theatre Productions, Civic Auditorium Performances, Arboretum's, Botanical Gardens.
Historically significant sites/locations: Adobe de Palomares, La Brea Tar Pits, etc.
Local Educational Attractions: Long Beach Aquarium, Los Angeles Zoo, etc.
Local Leadership Conferences
Local Academic competitions
JROTC Drills/Meets

TIER II

LEAD PRINCIPAL/ASSISTANT SUPERINTENDENT SCHOOL AND COMMUNITY SERVICES, RISK MANAGEMENT APPROVAL

All trips or off-campus activities within the defined types below and within the Greater Los Angeles, San Gabriel or East San Gabriel Valley area that require supplemental coverage but do not extend beyond the instructional day and do not include the need to provide over-night accommodations or commercial transportation.

Day trips to local mountains, nature centers or wilderness parks (Bonelli, Arcadia Wilderness, Mount Baldy, Azusa Canyon, etc), hiking, gold panning
Trips involving water play including: Beaches, Public Pools, Tide Pools (√ ratio of students to supervision)
Trips to local parks, barbecues, privately sponsored parties.
Trips to competitive sporting events Not involving school team participation: NHRA Racing, Irwindale Speedway, Boat Racing, etc.

TIER III

CABINET APPROVAL

All trips or off-campus activities of the type defined below and **any** trips that are outside the Greater Los Angeles, San Gabriel and East San Gabriel Valley Area or that require supplemental coverage as they extend outside the instructional day but do not include the need to provide overnight accommodations

Field Trips and/or Excursions for Education or Reward Purposes

Field Trips to Amusement or Theme Parks (Disneyland, Disney's California Adventure, Downtown Disney, Knott's Berry Farm, Magic Mountain, Pharaoh's Lost Kingdom, Scandia, Universal Studios/City Walk)

TIER IV

BOARD APPROVAL

All trips or off-campus activities out of state, any event requiring overnight accommodations, extended day events that utilize commercial transportation (air, train, boat, etc). These trips also require supplemental coverage.

PROCEDURES

- 1. Any school requesting an off-campus activity must complete a Field Trip Activity Request Form. Trips requiring TIER II, TIER III or TIER IV approval MUST be approved by the principal and submitted to the Lead Principal or Assistant Superintendent School & Community Services, 45 days prior to the proposed event. This material will be used for preparation of information for cabinet and will include supporting documentation including target number of students, target group of students, grade level, rationale for the trip and as applicable verification of coverage, certificates of insurance, verification of volunteer/chaperone clearance and proposed transportation.**
- 2. In the event that the 45-day submission date cannot be met (CIF Playoffs, other competitive invitational events, etc) the Field Trip Request Form shall be submitted as soon as possible.**
- 3. Any question about which tier category is applicable, for field trips not listed, should be directed to Risk Management.**