



**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities  
Leading Educators

February 27, 2017

TO: DSP Administrators

FROM: Mary Laihee, Ed.D., Executive Director *ML*  
Educational Programs

SUBJECT: School-Sponsored Trips

Educational field trips are considered a valuable part of the curriculum, and the County Board approves the use of such trips as instructional activities for students served by LACOE (BP 6153). All school-sponsored trips require the advanced approval of the principal and division director, and should be received 6-8 weeks in advance of the travel date for review by Educational Programs and Risk Management. Overnight, out-of-state, and out-of-country school-sponsored trips require the additional approval of the County Superintendent.

When planning trips, staff shall consider student safety, objectives of instruction, effective use of instructional time, distance from the school, LACOE and student expense, and transportation and supervision requirements. Adequate supervision must be provided on all school-sponsored trips with the appropriate ratio of adults to students.

Before a student may participate in a school-sponsored trip, the school must obtain a parent/guardian waiver for the trip. In addition, whenever a trip involves water activities, the parent/guardian must provide specific approval and waiver for their student to participate.

All persons making the field trip or excursion shall be deemed to have waived all claims against LACOE or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip excursion. All parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims (EC 35330).

Please review and complete the attached checklist for every school-sponsored trip to ensure best practices are followed. The safety of our students is our priority.

ML:ac  
Attachment



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Educational Programs  
School-Sponsored Trips Checklist

School: \_\_\_\_\_

Field Trip Location: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

*Directions: Complete, and sign. Attach to all requests for school –sponsored trips. Thank you.*

	Yes	No	Notes
Have all Parent Consent for Field Trip and Medical Authorization forms been received? <b>(Attach forms)</b>			
Have you verified and prepared for any participants with personal medical conditions, medications, requirements, restrictions, IEP or 504 related accommodations?			
Have you verified that all emergency contact information is current?			
Have you scheduled a pre-trip meeting to review trip details, logistics, roles, responsibilities, concerns, and questions?			
Have you limited participation of non-LACOE staff?			
Have you ensured adequate supervision? <i>A 10:1 student/chaperone ratio is appropriate for most trips; however, this ratio should be increased to 5:1 for heavily crowded trips, and 1:1 for students with special needs</i>			
Do you have a daily student itinerary? <b>(Attach itinerary)</b>			
Do you know which students are assigned to which chaperones? <b>(Attach chaperone assignments)</b>			
Is there a plan for overnight accommodations for each student (ensuring they are separated)? <b>(Attach plan for overnight accommodations)</b>			

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_