

AGENDA

STONY CREEK JOINT UNIFIED SCHOOL DISTRICT REGULAR BOARD MEETING

Location: ELK CREEK HIGH SCHOOL

Date: TUESDAY, APRIL 23, 2024

Time: 4:30 PM

The District Board Packet is available for public viewing at the Stony Creek Joint Unified School District office at 3430 County Road 309, Elk Creek, California on the date and time the agenda is posted. (SB 343-Chapter 298/2007 effective July 1, 2008)

1. CALL TO ORDER

PUBLIC COMMENT ON CLOSED SESSION ITEM(S)

ADJOURN TO CLOSED SESSION

Time: 3:30 pm

**A. Gov. Code 54957 THREAT TO PUBLIC SERVICES OR FACILITIES –
Site Safety Consultation with Greg Felton**

**B. Gov. Code 54957 PUBLIC EMPLOYEE PERFORMANCE EVALUATION –
Superintendent/Principal**

C. Gov. Code 54957 PUBLIC EMPLOYEE HIRE/RESIGNATION/RELEASE

D. Gov. Code 54957 PERSONNEL

E. Gov. Code 5495.6 CONFERENCE WITH NEGOTIATOR –Classified

RECONVENE TO OPEN SESSION

2. ROLL CALL

_____ Ritta Martin

_____ Meagan Groteguth

_____ Delana Martin

_____ Krystal Craven

_____ Zoanne Smith

3. PLEDGE OF ALLEGIANCE

4. CLOSED SESSION REPORT

5. APPROVAL OF AGENDA

6. PUBLIC COMMENT ON NON-AGENDA ITEMS

An opportunity for any member of the public to address the Governing Board on any matter not on the Agenda but which is within the jurisdiction of the Board

7. **COMMENTS ON AGENDA ITEMS**

Members of the public are welcome and may be heard on any business item on the Board's Agenda. A person addressing the Board will be limited to five (5) minutes unless the Chairperson of the Board grants a longer period of time. Comments by members of the public on an item that appears on the Agenda will only be allowed during consideration of the item by the Board. While not required, we would appreciate it if you would identify yourself with your name and address while addressing the Board.

While the Board appreciates and welcomes your comments and questions, they will not be at liberty to respond. All comments will be taken into consideration during discussion of that item.

8. **CONSENT CALENDAR**

All matters listed under the Consent Calendar are to be considered routine and without opposition. The Consent Calendar will be enacted by one motion. There will be no separate discussion of these items unless a Board member or the Superintendent/designee requests that a specific item(s) be removed from the Consent Calendar for separate action. Any items so removed will be considered after the motion to approve the Consent Calendar.

A. **Minutes**

The minutes for the regular meeting held on March 26, 2024 and the special meeting on March 5, 2024.

B. **Bills, Warrants and Transfers**

Payment of monthly operating bills for the school district which are approved expenditures in the current budget.

9. **REPORTS**

Student Representative

Board Members

CBO

Superintendent/Principal

10. **OLD BUSINESS**

A. **Phone System Quote**

No action was taken on 3/26/24

Action

B. **Elk Creek Community Library**

Information on the move of the community Library

Information

11. **NEW BUSINESS**

A. **2024/2025 District Calendar**

The 24/25 District Calendar will be presented for approval

Action

B. **Quarterly Report on Williams Uniform Complaints**

The quarterly report on William Uniform Complaints will be presented for approval.

There were no complaints, including OCR, filed for this quarter.

Action

C. Title VI

The Title VI budget update will be presented.

Information

D. Aeries/Parent Square

A quote for Aeries/Parent Square will be presented for approval

Action

E. Board Policies for first Read

1240 - BP - Volunteer Assistance

1240 - AR - Volunteer Assistance

1250 - BP - Visitors/Outsiders

1250 - AR - Visitors/Outsiders

5143 - AR - Insurance

6153 - BP - School-Sponsored Trips

6153 - AR - School-Sponsored Trips

6153 - Addendum 1 - Rules of Student Conduct for Overnight/Out of State Trip

First Reading

12.

ADJOURNMENT

Policy 1240: Volunteer Assistance

Status: DRAFT

Original Adopted Date: 03/01/2010 | **Last Revised Date:** 12/01/2014

EDITS BELOW

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with employee negotiated agreements.

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

The Board encourages the Superintendent/Principal/principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Workers' Compensation Insurance

~~The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.~~

~~Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the district. (Labor Code 3364.5)~~

Regulation 1240: Volunteer Assistance

Status: DRAFT

Original Adopted Date: 03/01/2010 | **Last Revised Date:** 12/01/2014

Duties of Volunteers

The Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher (Education Code 35021, 45343, 45344, 45349)
2. Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities (Education Code 35021)
3. Supervise students during lunch, breakfast, or other nutritional periods (Education Code 35021, 44814, 44815)
4. Work on short-term facilities projects pursuant to the section below entitled "Volunteer Facilities Projects"
5. Perform other duties in support of district or school operations as approved by the Superintendent or designee

Volunteers shall not be authorized to assign grades to students, and shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021, 45344)

Basic Skills Proficiency Requirement

Volunteers who supervise or provide instruction to students pursuant to Education Code 45349 shall submit evidence of basic skills proficiency to the Superintendent or designee. (Education Code 45344.5, 45349)

Criminal Background Check

Prior to assuming a volunteer position working with students in a district-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. At his/her discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024)

The Superintendent or designee shall determine which volunteer positions in the district are subject to the above requirement.

Registered Sex Offenders

The Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender and/or to provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law web site.

Tuberculosis Assessment/Examination

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406)

The Superintendent or designee may exempt from the tuberculosis risk assessment and/or examination those volunteers whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects also shall be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling, or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise required for the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary.

Policy 1250: Visitors/Outsiders

Status: DRAFT

Original Adopted Date: 07/01/2010 | **Last Revised Date:** 12/01/2014

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

Regulation 1250: Visitors/Outsiders

Status: DRAFT

Original Adopted Date: 06/01/1996 | **Last Revised Date:** 07/01/2010

edits below

The Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Education Code 32211; Penal Code 627.6)

All visitors/outsideers are required to register at the district office. A visitor pass will be issued.

Parents picking up their children must call the district office (530-968-5361) or stop by and fill out the sign-in/out sheet. After signing in/out, the appropriate staff personnel will be notified to admit the parent/guardian. Parents/guardians must list all relatives or friends on the student's emergency card that may pick up the student. Unauthorized individuals will NOT be allowed to sign out students.

All other district guests, delivery drivers, etc may make pre-arrangements by contacting the appropriate school personnel. All individuals must have a visitor pass.

Unless otherwise directed by the Superintendent/Principal or designee, a staff member shall accompany visitors/outsideers while they are on school grounds.

Outsider Registration Outsiders shall register upon entering school premises during school hours. Any person other than the following is considered an outsider: (Evidence Code 1070; Penal Code 627.1, 627.2)

1. A student of the school, unless currently under suspension
2. A parent/guardian of a student of the school
3. A Governing Board member or district employee
4. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request
5. A representative of a school employee organization who is engaged in activities related to the representation of school employees
6. An elected public official
7. A publisher, editor, reporter, or other person connected with or employed by a newspaper, magazine, other periodical publication, press association or wire service, radio station, or television station

Registration Procedure

In order to register, an outsider shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address, and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Superintendent/Principal's Registration Authority

The Superintendent/principal or designee may refuse to register any outsider if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security

officer may revoke any outsider's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

When an outsider fails to register, or when the principal or designee denies or revokes an outsider's registration privileges, the principal or designee may request that the individual promptly leave school grounds.

When an outsider is directed to leave, the principal or designee shall inform him/her that if he/she reenters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

Regulation 5143: Insurance

Status: DRAFT

Original Adopted Date: 07/01/2000 | Last Revised Date: 11/01/2006

edits below

Athletic Teams

"Members of a school athletic team" include: (Education Code 32220)

1. Members of any extramural athletic team engaged in athletic events on or outside school grounds
2. Members of school bands or orchestras, cheerleaders and their assistants, pompom girls, team managers and their assistants, and any student selected by the school or student body organization to directly assist in the conduct of the athletic event, including incidental activities, but only while such members are being transported by or under the sponsorship or arrangements of the district or the district's student body organization to or from a school or other place of instruction and the place at which the athletic event is being conducted

Insurance for members of school athletic teams shall provide coverage for injury arising while students are: (Education Code 32221)

1. Engaging in or preparing for an athletic event sponsored or arranged by the district or student body organization
2. Being transported by the school district, or under its sponsorship, to and from the school and place of the athletic even

Injuries arising while students are engaged in community recreational activities pursuant to Education Code 10900-10914.5 are excluded. (Education Code 32222)

OPTION 1: The district shall offer for medical and hospital expenses resulting from accidental bodily injury a group or individual medical plan with accidental benefits of at least \$200 for each occurrence and major medical coverage of at least \$10,000, with no more than \$100 deductible and no less than 80 percent payable for each occurrence. (Education Code 32221)

OPTION 1 ENDS HERE

~~OPTION 2: The district shall offer for medical and hospital expenses resulting from accidental bodily injury a group or individual medical plan which is certified by the Insurance Commissioner to be equivalent to the required coverage of at least \$1,500. (Education Code 32221)~~

~~OPTION 2 ENDS HERE~~

~~OPTION 3: The district shall offer for medical and hospital expenses resulting from accidental bodily injury at least \$1,500 for all medical and hospital expenses. (Education Code 32221)~~

~~OPTION 3 ENDS HERE~~

The district requires each student participating on a school athletic team to have insurance protection in the amount offered by the district. (Education Code 32221)

Prior to participating in athletic activities, each member of an athletic team shall provide proof of insurance coverage to the Superintendent or designee.

Offers of insurance coverage sent to athletic team members shall include the following statement printed in boldface type of prominent size: (Education Code 32221.5)

Under state law, school districts are required to ensure that all members of school athletic teams have

Policy 6153: School-Sponsored Trips

Status: DRAFT

Original Adopted Date: 03/01/1991 | **Last Revised Date:** 10/01/2017

The Governing Board recognizes that field trips supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs.

Field trips shall be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study. (Education Code 35330)

Requests for field trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other field trips shall be approved in advance by the Superintendent or designee.

The Superintendent or designee shall establish a process for approving a staff member's request to conduct a field trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

The Board may approve the use of district funds for student expenses for in-state, out-of-state, or out-of-country field trips or excursions when permitted by law. In addition, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

Day Trips and Excursions

The Superintendent/Principal shall approve all day field trips.

Field trips should not interfere to a great extent with regularly scheduled school activities. Field trip proposals must include pre-planning and evaluation after the trip. All field trips must be school-originated and school-controlled.

Students on approved field trips are under the jurisdiction of the Board of Trustees and are subject to all school rules and regulations.

The faculty sponsor is responsible for the control and direction of students and for their health and welfare. The sponsor will clearly define and communicate all trip expectations to students, parents, and chaperones prior to the trip. The sponsor and the site principal, prior to the trip, must approve any exception to these regulations.

Transportation by school vehicle may be when vehicles and drivers are available for use without interference with the transportation of students to and from school.

Trips out-of-state, to a foreign county, or overnight in duration shall have the approval of the Board of Trustees.

Students who participate on an educational field trip during the instructional day shall not be charged for any admission fee or cost of transportation. Further, no student shall be prevented from making the trip due to lack of funds.

Appropriate educational experience and proper supervision shall be supplied for any students whose parents/guardians do not wish them to participate in a field trip.

Overnight Field Trips

An overnight field trip has been defined as a trip taken by one or more students, within or out-of-state or country, which requires the students to stay overnight.

1. Planning

It shall be the duty of the certificated employee responsible for the overnight field trip to request site administrator approval for the trip prior to beginning any planning with students, parents, or community groups.

In addition, out-of-state field trips require Superintendent and Board approval in TWO stages:

- a. The trip must receive approval in concept from the Superintendent and Board prior to any planning with students, parents, or community groups.
- b. If the concept is approved, the advisor may then prepare a plan to be submitted for final approval at least two Board meetings prior to the trip, by the Superintendent and Board.

2. Trip Plans

Plans for the overnight field trip shall be submitted, in writing, to the site administrator at least two months prior to the trip, excluding special events such as athletic playoffs or academic contests.

The site administrator shall submit the plan for the field trip to the Superintendent or designee, who in turn shall present it to the Board for approval.

Plan for an overnight field trip must include the following information:

- a. A complete itinerary detailing all events of the overnight field trip.
- b. Estimated cost and source of funding of the overnight field trip.
- c. Clearly defined rules and regulations of the overnight field trip.
- d. Any exceptions must be approved by the sponsor and site principal prior to the trip.

3. Lodging

Lodging of the students for overnight field trips must be clearly defined and is limited to the following accommodations.

- a. School facilities.
- b. Commercial lodging in a hotel or a motel.
- c. The Superintendent or designee and the Board must approve any variation from policy.

4. Supervision

- a. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
- b. Teachers or other certificated or classified personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
- c. Before the trip, teachers shall provide any adult chaperones that may accompany the students with clear information regarding their responsibilities.
- d. Non-employee chaperones shall be 25 years of age or older.
- e. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
- f. A minimum of one adult chaperone for every twenty students is recommended and shall reflect an appropriate ratio of male and female supervision.
- g. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while on a trip.

5. Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

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

6. Transportation

This follows the general requirements of Transportation for School Related Field Trips defined under (See 3000 section).

School buses or school vehicles may be used for overnight field trips. Requests for transportation must be given to the Director of Maintenance, Operations and Transportation (MOT) two weeks prior to the field trip. No district employee, chaperone, coach, or volunteer off-campus coach may drive after 16 consecutive

hours have elapsed since first reporting for duty. Persons not employed by the district must also comply with this 16-hour requirement.

All standard safety precautions and traffic laws must be observed. Drivers must obtain approval from the Transportation Department prior to operating district vehicles and/or transporting students on behalf of the district.

Commercial vehicles, charter buses, rental vans, or private automobiles may be used with prior approval of the Director of MOT and Superintendent, or designee. Arrangements made by advisors should include complete written legal authorization of the commercial carrier to transport public school students.

Safety Issues

1. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32041)

Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip. (Education Code 32043)

2. The district shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)
3. If the Superintendent or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.
4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.
5. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

Special Athletic or Academic Events

1. Requests to attend athletic or academic contests beyond the regular league season, such as state meets, section championship games, and qualifying meets that need prior approval before the next regular or special Board meeting, shall be submitted to

the site administrator for decision.

2. The school's student body account shall pay entry fees.
3. The district will pay for the required substitute teacher(s) and provide roundtrip transportation to the event.
4. If required, and with prior approval, the school will pay for meals and lodging for the certificated/classified staff members and the student athletes.

Out-of-Country Trips

Approval of education field trips, not financed by school district funds, to foreign countries by school-related social, educational or cultural organizations may be granted by the Board.

The Board believes that field trips and other travel opportunities for students are valuable tools in supporting classroom instruction and promoting students' awareness of places and events. In contracting with organizations to provide educational travel services, the Board desires to ensure a quality educational experience and the health, safety and welfare of each student traveler.

The Superintendent or designee, shall contract only with educational travel organizations that adhere to state law and exhibit safe and reputable business practices.

Schools requesting trips to foreign countries need to work closely with the Superintendent or his/her designee, to establish procedures for selecting the highest quality vendor, taking into account student safety, quality of the program and fiscal integrity.

RULES OF STUDENT CONDUCT FOR OVERNIGHT/OUT OF STATE TRIPS

1. All school rules, policies and handbooks apply throughout the trip. A student is subject to the District's usual student disciplinary procedures if he/she violates any of the rules, policies or handbook provisions while on a field trip.
2. The possession, use, or distribution of alcoholic beverages, and/or illegal drugs is prohibited.
3. Possessing or carrying knives, firearms, or any other weapon is prohibited.
4. The use of any tobacco products by any student (including those over age 18) will not be permitted on District-sponsored trips.
5. Any games or activities, which involve the exchange of money or other items of value, are prohibited.
6. Abusive language and/or conduct endangering the safety of trip participants and/or trip service persons are prohibited.
7. A "buddy system" will be employed at all times during the course of the trip.
8. Students must remain with the group at all times unless special permission is given by the lead chaperone to leave the group. If permission is granted, students will provide the lead chaperone with information such as (but not limited to): time of departure, destination, person(s) accompanying him/her, conduct to be engaged in; and expected time of return. Students who wish to visit with relatives during the trip will meet and visit where the group is assembled and may do so only with District approval. Written parent/guardian approval with prearranged plans for the visit will be required in advance of the trip.
9. Students are expected to be punctual and careful listeners and to ask questions if any directive given by the lead chaperone or any other chaperone is unclear. Any direction given by the lead chaperone or any other chaperone must be immediately followed.
10. The parent/guardian of any student carrying prescribed medication will be required to inform the staff member in charge, the Building Principal or designated administrator, in writing, in advance of the trip, of the type of medication and instructions for its use.
11. Unauthorized taxicab use, hitch hiking, and the rental or driving of motorized vehicles is strictly prohibited.
12. Students will be required to observe student dress code guidelines as determined necessary by the Building Principal, designated administrator or lead chaperone.
13. All student bags or property may be searched before loading the bus, and the District reserves the right to allow chaperones to search student rooms, bags and property, at any time, throughout the trip.
14. In the interest of maintaining good human relations, respect is to be shown for everyone, including (but not limited to): trip chaperones, other group members, travel and housing staff, tour directors and other service persons with whom the group comes in contact.
15. All scheduled activities in the program are obligatory. A student who is ill and, therefore, unable to attend must inform the lead chaperone, the Building Principal or the designated administrator.
16. Evening curfew hours will be established and strictly observed.

- 17. Students must remain in their own hotel room or housing accommodation.
- 18. A student who has violated the law or District policies or procedures will be sent home under the care of a chaperone. All expenses incurred by the student and chaperone for a premature return will be paid by the student's parent/guardian. Prompt notice of such action will be given to the district administrator, the Building Principal, the student, and their parents/guardians. The student may also be subjected to discipline upon return home in accordance with general District policies.
- 19. All students shall adhere to the preceding rules, and any other rules introduced during the course of the trip, regardless of whether or not they have reached majority age.

I have read, understand and agree to abide by these rules. I agree without reservation to the search of my luggage and bags of any nature and my room and any article in the room, at any time, with or without any cause to believe I am violating school rules or in possession of any type of contraband.

Student Signature

Date

As parent/guardian of the above named student, I have discussed these rules with my son/daughter. I agree these rules are to be followed at all times during the trip. Further, I have provided the necessary emergency medical information and give permission for my son/daughter to participate in this field trip. I agree without reservation to the search of my son/daughter's luggage and bags of any nature and my son/daughter's room and any article in the room, at any time, with or without any cause to believe my son/daughter is violating school rules or in possession of any type of contraband. I further agree to bear any additional costs incurred by the District to return my son/daughter home prematurely.

Also, in the event that I am unable to be contacted, I give permission to the District personnel or chaperones to seek emergency medical attention, if necessary, for my child. I understand that I, as parent or guardian, am responsible for the cost of services rendered. My child has the following medical conditions and/or requires the following medication:

Parent/Guardian Signature

Date

Adopted: