



LA HABRA HIGH SCHOOL

NATIONAL BLUE RIBBON SCHOOL
CALIFORNIA DISTINGUISHED SCHOOL
GOLDEN BELL PROGRAM SCHOOL

801 W. HIGHLANDER AVENUE, LA HABRA, CALIFORNIA 90631
Tel. No. (562) 266-5000 Fax No. (562) 691-8280

EXTENDED FIELD TRIP SUPERVISOR FORM

Extended field trips require additional supervisory responsibilities that are not required by non-extended field trips. Extended field trips allow students to engage in activities that they cannot during the regular school day. As noted in Administrative Regulation 6560.2(a), extended field trips must be of educational value and non-employee chaperones must be 25 years of age or older. These trips are not part of the required school curriculum but instead should be viewed as a privilege. It is therefore expected that all school staff members participating in extended field trips be held to different standard of care and responsibility for the students than they would during the regular school day. This standard of care includes, but is not limited to, the following specific actions required of all District staff members and District-approved adult supervisors during an extended field trip:

1. Chaperones will review all student conduct rules and expected behaviors with students after arrival at the overnight accommodation.
2. The creation of specific room assignments for overnight accommodations. No guests will be allowed into any student-occupied accommodations. When and where possible, chaperone rooms will be at either end of student rooms and the group will be together on the same floor.
3. An hour-by-hour written itinerary of the field trip (submitted prior to approval) including an identification of who is responsible for supervising the students for that hour, including supervision responsibilities during the night.
4. Each supervisor will be responsible for supervising a specific group of students (no more than ten) throughout the entire trip.
5. An accounting of all students in their overnight accommodations no later than 10:00 p.m. each night (or at the end of scheduled student activities) of the extended field trip.
6. A check of each accommodation at least one other time prior to going to sleep.
7. Accommodations will be checked periodically throughout the night, as necessary.

Should any changes as indicated above be required as a result of emergencies or unforeseen circumstances, the identified "Extended Field Trip Person in Charge" will be consulted. In addition, I understand that I will not be compensated in addition to my regular salary for the normal working hours and normal workdays.

District-approved parents and other non-employee adults, age 25 or older, may assist in supervision. I have read, understand, agree to comply with, and have received a copy of the guidelines as noted in this letter.

Signature of Extended Field Trip Supervisor

Printed Name of Extended Field Trip Supervisor

Certificated Employee:

Classified Employee:

Parent Chaperone:

Other (please list): _____