

# 2023 - 2024 STUDY TRIP GUIDELINES



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## STUDY TRIP SPECIFICS

### STUDY TRIP PROCESS

Hello Colleagues,

You've decided to take a study trip. You brave soul! Below you will find the steps and procedures necessary to have a safe and successful trip. Please read carefully and ensure you've met all requirements and timelines.

All required forms can be found on page 9. The teacher requesting the trip will gather all required information and submit the completed packet to the site administrator for verification and approval.

**The signed Study Trip Request form and completed packet is submitted to the Executives Director(s) for final Approval or Director of College and Career for Academies for final approval per the table below.**

Type of Trip	Cost	Deadline to submit Study Trip Request form (top sheet) to EDs	Deadline for Munis Entry for PO (transportation, entry fees, etc.)	Board Approval Req.
Walking	No	20 school days prior to the trip	N/A	No
Walking	Yes	40 school days prior to the trip	40 school days prior to the trip	No
Public Transportation	Yes	40 school days prior to the trip	40 school days prior to the trip	No
Automobile	No	N/A	N/A	No
Automobile	Yes	40 school days prior to the trip	40 school days prior to the trip	No
Chartered Transportation	Yes	40 school days prior to the trip	40 school days prior to the trip	No
Overnight in CA*	Yes	40 school days prior to the trip	40 school days prior to the trip	Yes
Out of State or Country*	Yes	45 school days prior to the trip	45 school days prior to the trip	Yes

***\*For Overnight and Out of State trips you send the Study Trip Request form, the Educational Value, and Itinerary to EDs.***

Trip organizers with any questions or concerns about a trip they are planning should speak to their principal before investing time and money into a trip that may not receive approval.

**Please notify the Director(s) of Business Operations or Director of College and Career for Academies if the trip has been canceled, rescheduled, or has major changes.**

## STUDY TRIP DEADLINES

All Study trip requests must be submitted 8 weeks prior to the trip date.

The last date for trips to be taken is May 20, 2024.

**The last day to submit a study trip request is April 22, 2024.**

Requisitions in Munis must be submitted 8 weeks prior to the trip date.

The last day to release a requisition is March 18, 2024

**March 31** - Deadline to enter a study trip requisitions in Munis. Requisitions must reach purchasing 8 weeks prior to trip

## TRIP DESTINATION & HOURS OF TRIP

- Provide full name, address, and phone number of destination
- Must include time departing from the school site and time of expected return to the school site.
- Must start and end at the school site. Students should NEVER be requested to meet at another destination to begin a trip.

## STUDENTS ATTENDING THE TRIP

- Provide a **numbered list of students**. You may [click here](#) to be directed to a numbered list form for your use. You may also use a PowerSchool print-out if you wish.
- The total number of students must match the trip request form.
- For split classes, *Elementary only*, list the total number of students per grade level
- Students must be at the school site at the time that roll is taken and the trip departs in order to attend the study trip. **Students cannot join the trip while it is already in progress.**
- Unless there is an emergency, students are not permitted to leave a study trip while in progress and must return to the school with their class to be picked up.
- If a parent needs to sign a student out during a study trip, they must show identification and sign on the back of the student's permission slip that they are removing the student from the trip early. This parent cannot stay with the group. **The Principal needs to be notified about any unexpected changes.**

## CHAPERONES

For the chaperone list, [click here](#).

- Teachers or other certificated personnel must accompany the students on all trips and assume responsibility for their proper conduct [AR 6153(b)].
- A minimum of two chaperones is required per trip regardless of the number of students attending. One male and one female.
- **The number of adults to student ratio must adhere as follows:**
  - **Preschool:** Ratio is one (1) adult to every three (3) students
  - **Grades TK-3:** Ratio is one (1) adult to every five (5) students
  - **Grades 4-12:** Ratio is one (1) adult to every ten (10) students
  - **Split Class (i.e. Third/Fourth):** Apply ratio per grade level
- **All** chaperone information (first and last names as they appear on their WCCUSD badge, **No nicknames**) and necessary documentation **must** be provided at the time the request is submitted.
- All chaperones must be district approved as a volunteer or employee in order to be a chaperone for a trip.
- **All chaperones must have a district badge and must be worn during the full extent of the trip.**

- Chaperones must be 21 years or older unless they are the student's parent.
- **ALL chaperones must start and end at the school site with the whole class.**
- **Chaperones cannot join the trip while it is in progress or leave in the middle with their child after the trip has already left campus. When chaperones abandon their duties as a chaperone, the trip is left short of chaperones thus leaving other students unattended.**
- Chaperones cannot bring other children or siblings with them on the trip.
- Any outside entity (vendor, staff at the destination, etc.) that is providing chaperones, lodging, transportation, supervision, etc. must provide: Proof of fingerprint clearance and a Certificate of Insurance with an Endorsement page naming West Contra Costa Unified School District as an additional insured for \$1,000,000.

## TRIP RESTRICTIONS

**Trips to the following destinations are not allowed to take place:**

- **Amusement parks**
- **Sporting events during school hours**
- **Study trips that involve water-related activities**

## EDUCATIONAL VALUE

In advance of study trips, teachers shall determine educational objectives that relate directly to the curriculum.

- Principals need to review and approve to ensure that the study trip is related to the curriculum in class.
- The study trip request form must include the standards reference number and a brief explanation of how the trip relates to the classroom activity.

## PARENT PERMISSION SLIPS

[Click here](#) for English and Spanish Permission Slips.

After the original form is filled out with the trip information and **signed by the teacher(s) and the principal**, a copy of the original permission slip that is to be sent out for the parents to sign needs to be attached with the study trip packet request.

**Parent permission slips:**

- Must have one for each trip.
- Must be obtained for each student participating.
- Must be on file with the school office.
- Must be available if/when requested.

## OVERNIGHT STUDY TRIPS

**OVERNIGHT/OUT OF STATE/OUT OF COUNTRY STUDY TRIPS - 8 weeks prior to the trip date.**

In addition to all the information/documentation required for day trips, overnight study trips need the following information:

**Accommodations:**

- During overnight accommodations, male chaperones are to stay with male students and female chaperones with female students.
- Accommodations must be secured before the study trip request is submitted.
- Accommodation information including address, city, and phone must be provided.

- A list and/or layout of the sleeping arrangements for students and chaperones.

#### **Additional Information:**

- A numbered roster of all students participating in the overnight study trip.
- Copy of each student's emergency card, front, and back or a printout from PowerSchool
- **For Secondary students only**, copy of each student's photo ID card.
- **Itinerary of the trip:** What is your plan for each day? Include a schedule of the daily activities.
- Additionally, from the educational value, specify how the trip will benefit the student academically by including the background information. For example, what type of experience will the students gain/benefit from this trip.

#### **BOARD APPROVAL FOR OUT OF STATE TRIPS**

- Study trips that go **out of state or out of the country** require prior approval by the West Contra Costa Unified School District Board of Education.
- Send the Study Trip Form, itinerary, and educational value to the Director's office

**8 weeks prior to the trip date.**

### **TRANSPORTATION**

#### **New Procedure - CHARTERED TRANSPORTATION REQUESTS**

Chartering of all district-paid transportation will be arranged by **each school site**. All student transportation must take place only on district-approved school activity bus companies. (See **Bulletin C – 4** dated August 16, 2021, for the current list.) **The following procedures must be followed:**

**Purchase Requisitions must be entered into MUNIS at least 8 (eight) weeks in advance of the date of the trip along with the Study Trip Request form.** All individual program trips must be approved and coded at the following sources:

- |  |   |
|--|---|
| - Special Education                            | - Assistant Superintendent              |
| - State and Federal Programs                   | - Director, State, and Federal Programs |
| - Linked Learning School to College and Career | - Coordinator, K-12 Operations          |

Schedule your trips with a **district-approved bus company**. After requesting a quote, it is your responsibility to confirm the trip. The transportation company may have the bus but will need to schedule a driver. Once the transportation company provides a confirmation/invoice, attach it to the requisition. Once the requisition has been converted to a PO, it will be forwarded to Accounting for payment. If there are additional charges such as Overtime or cleaning fees after the study trip, create a change order to cover the additional cost. Attached the revised invoice with the additional charges to the change order.

**Remember:** vendors want to be paid before the trip so as soon as the reservation is made, be sure to enter the requisition into MUNIS early.

**It is very important that you read the terms and conditions regarding cancellations. Some companies will still charge the full amount of the trip even if you give them ample notification.** Please notify the transportation company of any changes, concerns, and/or cancellations immediately to avoid any applicable fees.

Notify the bus company of cancellation seventy-two (72) hours prior to the departure date and get confirmation of the cancellation. Notify your principal and Secretary about your cancellation in case Accounting or Purchasing have any questions.

### TRANSPORTATION USING DISTRICT FUNDING

- Enter requests for any study trip transportation expenses into MUNIS at least **8 (eight) weeks** in advance. The last day to release a requisition is **March 20, 2024**. We recommend entering them earlier, if possible, as the requisition will be approved by various departments before getting to purchasing for processing and the accounting department for payment
- On the line items page, under additional notes/description in MUNIS: please note the trip date, destination, teacher's name, number of students, chaperones, student's grade level, and confirmation/reservation number along with any other details of the trip for faster processing. Missing information will delay the process, and could result in your trip not being approved.

### TRANSPORTATION USING SOURCES OTHER THAN DISTRICT FUNDS OR STATE AND FEDERAL PROGRAM MONIES (I.E. DONATIONS, PTA, BOOSTERS, ETC.)

- Transportation needs to be arranged by the trip organizer/site.
- **Notify the bus company if you need to accommodate handicapped students.**
- The only district-approved transportation companies listed on [Bulletin C-4 - School Activities Bus Companies](#) can be used to transport district students.
- Be sure to indicate on the original study trip request form what funds and bus company you are planning on using for transportation.
- Instruct the bus company to bill the school/organization directly and request written confirmation to avoid any confusion.
- **Attach a copy of the bus confirmation to the study trip packet.**

### AUTOMOBILE TRANSPORTATION ARRANGEMENTS

- Regardless of the type of license the driver carries, a maximum of (9) nine students is allowed in a vehicle.
- Attach Automobile Transportation Forms for **each** driver. [Click here](#) for the form.
- **All sections must be filled out completely and include the following documentation:**
  - a) **Legible Copy of current California driver's license.**
  - b) **Legible Copy of current proof of California insurance coverage.**
- The name on the vehicle's insurance must match the driver's license.
- Proof of insurance must be valid at the time of the study trip. For example, the study trip is on February 1, and the proof of insurance states that it's valid through January 31, then the insurance is not valid for the trip. The driver must renew and receive proof of insurance from the insurance company stating that they are insured past the February 1 date.
- Insurance must read that it meets the minimum requirement of Section 16056.
- If the registered owner is other than the driver, insurance must be provided for the driver as well as the registered owner.
- Drivers should check with their insurance company that all passengers in the vehicle are covered.
- **Effective January 1, 2012**, California Vehicle Code Section 27360 requires that children **\*MUST\*** be secured in an appropriate child passenger restraint (safety seat or booster seat) **IN THE BACK SEAT OF A VEHICLE** until they are **at least 8 YEARS OLD OR 4' 9" in height.**
- District policy prohibits using limousines to transport West Contra Costa Unified School District students.
- At least 2 alternative drivers for automobile trips along with their information must be provided in case someone cancels.

### RENTAL CARS

- Drivers must carry state-required limits of liability insurance.
- Regardless of the license the driver carries, a maximum of nine (9) students is allowed in a vehicle.
- Rental cars and vans can only be used for **local** study trips.
- Provide rental confirmation.
- At least 2 alternative drivers for automobile trips along with their information must be provided in case someone cancels.

## WALKING/PUBLIC TRANSPORTATION ARRANGEMENTS

- Make sure to indicate in the Study Trip form whether the trip will involve walking or the use of public transportation. This includes BART, AC Transit, WestCat, Amtrak, Ferries, etc.
- Indicate whether the transportation is free or another source is paying for the tickets.
- **NEW!** For non-public Ferries, the district requires a "Certificate of Liability Insurance" (COI for short). That is a form completed by the insurance company for the private ferry that shows they are insured, and have them name the District as an additional insured at the bottom of the form--WCCUSD, 1108 Bissell Avenue, Richmond, CA 98401.

## FEES AND TRIP EXPENSES

### ADMISSION FEES

Indicate on the study trip form if the admission fees:

- Are free
- Has an admission fee
- Are being paid by another source
- Are being paid through MUNIS. If so, **provide the Requisition number and funding source.**

### MUNIS/REQUISITIONS FOR STUDY TRIP EXPENSES

**Admission, Transportation, and Lodging Expenses:**

- **Enter requests for any study trip expenses into MUNIS at least 8 weeks in advance of the trip date and release requisition by the Purchasing Department deadline, March 20, 2024.** We recommend entering them earlier, if possible, as the requisition will be approved by various departments before getting to purchasing for processing and the accounting department for payment
- In the description field in MUNIS, please note the trip date, destination, teacher's name, number of students, chaperones, student's grade level, and confirmation/reservation number along with any other details of the trip for faster processing. Missing information will delay the process, and could result in your trip not being approved.

### LUNCH



[Click here](#) to download the Study Trip Bag Breakfast & Lunch Request Form and Checklist

- **Complete the forms and email** them to [StudyTripMealRequests@wccusd.net](mailto:StudyTripMealRequests@wccusd.net)
- **Attach a copy** of the Bag Breakfast & Lunch Order Checklist with the name of students attending the study trip.
- An email will be sent to acknowledge that Food Services has received your Study Trip Bag Breakfast & Lunch Request.
- Please make sure that your school cafeteria staff has a copy of the Study Trip Bag Breakfast & Lunch Request.

## ADDITIONAL INFORMATION

### HOW TO BECOME A VOLUNTEER CHAPERONE

District Website: <https://www.wccusd.net/domain/93>

- Chaperones will need to complete a volunteer application online with [www.BeAMentor.org](http://www.BeAMentor.org) or they can call (510) 342-7176.
- For fingerprint appointments call 510-307-4526
- **Office Location: 1108 Bissell Ave. Richmond, CA 94801**

### STUDENT INSURANCE COVERAGE

[Click here](#) for detailed information about district-provided student insurance.

For additional questions and inquiries, please contact the Risk Management department at (510) 231-1134.

### OVERNIGHT CONTRACTS

Due to the sensitive nature of District liability and responsibility for our staff and students, **all contract agreements for overnight trips are to be reviewed and signed-off only by David Johnston, Director General Services.** Not principals. He is the Superintendent's designee when it comes to entering into contracts. This is to ensure that the indemnity language is clear and concise. **No site personnel can enter into a contract or agreement with an outside entity without prior review from David Johnston.**

This includes but is not limited to:

- Contracts
- Memorandum of Understanding
- Agreements
- Arrangements made with/by Event coordinators
- Work partnership arrangements
- Facility agreements for proms, socials, etc.
- If outside entities (event planners, travel agents, etc.) are making arrangements for the school event and require the site to enter into an agreement, contract, or understanding, either for their services or in reference to the study trip request, these agreements must be reviewed by David Johnston in Purchasing before being entered. {BP 3312} **Principals or site representatives are not allowed to sign a contract, agreement, or memorandum of understanding.**

Please call the Purchasing department at (510) 231-1190 or by email at [FAyroso@wccusd.net](mailto:FAyroso@wccusd.net) with any additional questions.

Attach a copy of the signed MOU contract, or agreement with an outside entity when submitting your study trip packet.

## STATE TESTING WINDOWS

STUDY TRIPS DURING THE SCHOOL'S TESTING WINDOWS NEED TO BE PRE-APPROVED BY YOUR EXECUTIVE DIRECTOR BEFORE ANY TRIP CAN TAKE PLACE.

## CHANGES TO STUDY TRIPS

If any emergencies are causing a necessary change to the original trip submission, please let your principal know of the changes.

**If the original transportation company can no longer provide service, please advise the purchasing department. Remember, study trip transportation fees are paid in advance.**

## STUDY TRIP FORMS

- [Study Trip Form](#) - Download to Fill in
- [ACADEMY Study Trip Form](#)

All Other Required Forms:

- [AUTOMOBILE FORM](#)
- [CHAPERONE LIST FORM](#)
- [LUNCH REQUEST FORMS](#)
- [PERMISSION SLIPS](#)
- [REQUEST FOR CHARTERED TRANSPORTATION FORM](#)
- [STUDENT LIST FORM](#)
- [TRANSPORTATION BULLETINS](#)