

Perris Union High School District - Board Policy

Business and Noninstructional Operations

BP 3312.2(a)

EDUCATIONAL TRAVEL PROGRAM CONTRACTS

The Governing Board believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting enrich students' awareness of learning about places, cultures, and events. In contracting with organizations to provide The district may contract with a qualified person, partnership, corporation, or other entity for educational travel services, the Board desires to ensure quality educational experience and while protecting the health, safety, and welfare of each student traveler. Any such contract shall be submitted to the Board for approval and/or ratification.

(cf. 3312 - Contracts)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 6153 - School-Sponsored Trips)

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

(cf. 3312 - Contracts)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall establish procedures for selecting the highest quality vendor, taking into account safeguards for student safety, quality of the educational program, and fiscal integrity.

The Superintendent or designee shall ensure that each written contract with an educational travel organization is in writing and includes all of the following: (Business and Professions Code 17554)

1. The travel organization's name, trade or business name, business address, business telephone number, and a 24-hour emergency contact telephone number, pager, voice mail, or other method of 24-hour communication
2. An itemized statement which shall include, but not be limited to: A detailed description of:
 - a. Services to be provided as part of the program
 - b. Agreed cost for the services
 - c. A statement as to whether or not the educational travel organization maintains insurance that supplies coverage in the event of injury to any student traveler, including the type and amount of coverage, the policy number and issuer, and the

- name, **address**, and telephone number of the person or organization ~~which is able to verify coverage~~
- d. Any additional costs to students
- e. ~~The qualifications, if any, for~~ **Any** experience and/or training ~~that are required~~ **requirements** to be met by the educational travel organization's staff who ~~shall~~ **will** accompany students on the educational travel program
3. ~~A written description of the~~ **The** educational program being contracted for, including a copy of all materials to be provided to students
4. The number of times the educational travel program or a substantially similar educational travel program ~~proposed by the contract~~ has been conducted by the organization and the number of students who completed the program
5. The length of time the organization has either been arranging or conducting educational travel **programs**, and, at the option of the organization, other travel services with substantially similar components
6. The name of each owner, **officer, general partner, or sole proprietor** and ~~principal~~ of the organization
7. ~~A statement as to w~~Whether any owner or principal of the organization has had **any judgment** entered against him/ ~~or her, any judgment, including a stipulated judgment, order,~~ made a plea of nolo contendere, or been convicted of any criminal violation in connection with the sale of any travel services for a period of 10 years predating the contract

~~The Superintendent or designee shall establish procedures for selecting the highest quality vendor, taking into account student safety, quality of the program and fiscal integrity.~~

Legal Reference:

EDUCATION CODE

35160 Authority of boards

35160.1 Broad authority of school districts

BUSINESS AND PROFESSIONS CODE

17540 Travel promoters

~~17550-17550.9 Sellers of travel~~

17550.9 Definition of travel services

17552-17556.5 Educational travel organizations

PERRIS UNION HIGH SCHOOL DISTRICT
PERRIS, CA

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