

Davis Joint USD

Board Policy

Educational Travel Program Contracts

BP 3312.2

Business and Noninstructional Operations

The Governing Board of Education 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~~ The district may contract with organizations to provide a qualified person, partnership, corporation, or other entity for educational travel services. Any such contract shall be submitted to the Board ~~desires to ensure a quality educational experience and the health, safety for approval and welfare of each student traveler/~~ or ratification.

~~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 contract 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. A detailed description of:
 - a. Services to be provided as part of the program
 - b. Agreed cost for the services
 - c. 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 able to verify coverage

d. Any additional costs to students

e. Any experience and/or training requirements to be met by the educational travel organization's staff who will accompany students on the educational travel program

3. 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 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 of the organization

7. Whether any owner or principal of the organization has had any judgment entered against him/her, 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

8. District staff shall inform all vendors representing educational travel organizations that they may not arrange a travel program before the district has first entered into a written contract with the organization.

Legal Reference:

EDUCATION CODE

35160 Authority of boards

35160.1 Broad authority of school districts

BUSINESS AND PROFESSIONS CODE

17540 Travel promoters

17550.9 Definition of travel services

17552-17556.5 Educational travel organizations

Policy DAVIS JOINT UNIFIED SCHOOL DISTRICT

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