

SCHOOL - SPONSORED TRIPS

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.

The principal 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. (Education Code 35330)

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.

Requests for field trips involving overnight in state travel and/or requiring students to miss more than one school day shall be submitted to the Superintendent or designee by the Principal for approval.

If requested by the Principal and approved by the Superintendent or designee, subject to a currently available budget, district funds for substitute teachers, travel expenses of required chaperones, travel expenses of student participants, and district sponsored transportation may be used for in state overnight field trips.

Requests for field trips involving out of state or out of country travel shall be submitted by the Principal to the Superintendent or designee and then to the Board for approval.

If requested by the Principal and approved by the Superintendent or designee and subject to a currently available budget, the Board may approve the use of district funds for substitute teachers, travel expenses of required chaperones, travel expenses of student participants, and district sponsored transportation for out-of-state, or out-of-country field trips.

Athletic, Cheer, Dance, Band, and Auxiliary Unit Competition tournaments or contests that are not CIF playoff contests must be pre-approved and if held overnight in state, out of state, or out of country are not eligible for district funding.

Legal Reference:

EDUCATION CODE

8760 Authorization of outdoor science and conservation programs

32040-32044 First aid equipment: field trips

35330 Excursions and field trips

35331 Provision for medical or hospital service for pupils (on field trips)

35332 Transportation by chartered airline

35350 Transportation of students

44808 Liability when pupils not on school property

48908 Duties of pupils; authority of teachers

BUSINESS AND PROFESSIONS CODE

17550-17550.9 Sellers of travel

17552-17556.5 Educational travel organizations

Management Resources:

WEB SITES

American Red Cross: <http://www.redcross.org>

California Association of Directors of Activities: <http://www.cada1.org>

U.S. Department of Homeland Security: <http://www.dhs.gov>

(3/91 7/06) 10/17

Adopted 10/26/77; Revised 10/3/91; Revised 3/11/94;

REVISION/REDESIGNATION 6/22/94 (BP 120 – Field Trips)

Revised 11/19/02; Revised 2/23/04; Revised 1/15/20