

Policy 6153: School-Sponsored Trips

Status: DRAFT

Original Adopted Date: 08/25/2016

Educational Study Trips

The Board considers educational study trips an important part of the curriculum. The Board of Trustees encourages teachers to arrange educational study trips for students which are related to classroom instruction and which would be beneficial to the children. 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. Educational study trips should normally be conducted within the school day.

The Superintendent or designee is authorized to approve all educational study day trips. The Superintendent may delegate to the site principal the authority to approve day trips within the immediate county or adjacent county areas. Board The Superintendent's approval is required prior to overnight trips, out-of-state trips or out-of-country trips which require extensive travel or air transportation.

The teacher shall plan trips to meet student objectives of the curriculum. The teacher shall submit a request stating the purpose of the trip in writing to the school administrator for approval. Site principal approval in writing is required prior to detailed planning or fund-raising for the 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.

All school-sponsored study trips involving students shall be conducted under the supervision of a designated school employee. Parents/guardians may assist in supervision.

Within the limitations of the transportation department resources, the district will furnish transportation for all educational study trips sponsored by district schools. Private vehicles may be used provided drivers and other district personnel adhere to district transportation regulations. Students must comply with district discipline policy when participating in district study trips.

Educational study trips should normally be conducted within the school day. The Board may approve educational study trips conducted overnight.

Enrichment Study Trips

Teachers are also encouraged to arrange study trips for enrichment purposes which attempt to combine educational, cultural and recreational objectives. Such study trips shall not be purely recreational in nature.

In keeping with the concept of a free public education, provisions shall be made for the participation of all students, regardless of their ability to pay. No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

The Board may approve the use of district funds for student expenses for in-state, out-of-state, or out-of-country field trips or excursions when permitted by law. In addition, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

Conduct of Study Trips to Foreign Countries

The Board of Trustees approves in principle the conduct of educational study trips, not financed by school district funds, to foreign countries in conformance with Education Code 1081.5. Approval of specific requests for such educational study trips by school related organizations may be granted by the Board upon the fulfillment of all of appropriate rules and regulations. These rules and regulations must contain adequate safeguards regarding self-

sufficiency of funds, the health and welfare of students and adults involved, procedures to preclude district liability, and the educational justification for the study trip. 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. (Education Code 35330)

Activities Requiring Overnight Supervision

Students may be allowed to participate in activities requiring them to be off campus overnight and under school auspices by specific authorization of the Superintendent Board.

Activities Not Requiring Overnight Supervision

By specific authorization of the principal, students may be allowed to participate in activities other than study trips that do not require overnight supervision.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Bus. Code 17550-17550.30	Sellers of travel - https://simbli.eboardsolutions.com/SU/RAA7t4eBW5QwFolC6CYsqA==
Bus. Code 17552-17556.5	Educational travel organizations
Ed. Code 32040-32044	First aid equipment: field trips
Ed. Code 35330	Field trips and excursions; student fees
Ed. Code 35331	Provision for medical or hospital service for pupils (on field trips)
Ed. Code 35332	Transportation by chartered airline
Ed. Code 35350	Transportation of students
Ed. Code 44808	Liability when students are not on school property
Ed. Code 48908	Duties of pupils; authority of teachers
Ed. Code 8760	Authorization of outdoor science and conservation programs

Management Resources References

	Description
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==
Website	U.S. Department of Homeland Security - https://simbli.eboardsolutions.com/SU/md2yQ1dESjoilf4HhNBn5g==
Website	American Red Cross - https://simbli.eboardsolutions.com/SU/HmYHtm3CslshQi2g9FQfr7fqg==
Website	California Association of Directors of Activities - https://simbli.eboardsolutions.com/SU/uSHY99hpxslshRWydclnB4gpA==

Cross References

	Description
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/0MIUCDgxwMop9TOTP6V3vg==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/fsJYumaNyBJ4AirNxslshQYUg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/6EPsCzXYnTp7JLcxMnG7kA==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/ViVFcar2vWnMPyrZtg4DIw==

1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/bPaK3uXkAL8crYDIplusBQ7mg==
1230	School-Connected Organizations - https://simbli.eboardsolutions.com/SU/547h0QY4f10lokTpluszFWhsw==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/mkyWoHySYAOcslshjzzCt8NzQ==
1321	Solicitation Of Funds From And By Students - https://simbli.eboardsolutions.com/SU/AGwSLiSbmACJofH0J4JMig==
1700	Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/67ovcjCGrTtr6bD914ezgQ==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/1v8Um14UrmBgjshL0dPKSgw==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/8nZkCho678TOyhkqplusCpluscsg==
3312.2	Educational Travel Program Contracts - https://simbli.eboardsolutions.com/SU/RQ0M73IplusyTsZtFL1yK7uQ==
3312.2	Educational Travel Program Contracts - https://simbli.eboardsolutions.com/SU/hK8d9mPWYpVA95cbZBRyjQ==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/NiSslshAv5Zjy4E1Jlg7UkLbg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/VVzpXvHxNU6rDYGO2q1VNng==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/mxTtLK7RJslshxOvCgBNmOkQ==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/cvPKrb5plusWJIG9B7vImfxVw==
3541.1	Transportation For School-Related Trips - https://simbli.eboardsolutions.com/SU/jveXzcxFeUVQmx5Yr4SEfg==
5131	Conduct - https://simbli.eboardsolutions.com/SU/RTT80I6MkmC2KOplusixJyW5g==
5131.1	Bus Conduct - https://simbli.eboardsolutions.com/SU/GcsNVbbpMWqNJWCRuplusrB8g==
5131.1	Bus Conduct - https://simbli.eboardsolutions.com/SU/fQI8q6CmaslshliuFplusrhson6w==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/HeEF3rvVI9InPlvyGCfW1w==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/DQmhoxnAN6FtEnG6k72JBA==
5141.7	Sun Safety - https://simbli.eboardsolutions.com/SU/1tTONYfplus03j5DHdtnNFXnQ==
5144	Discipline - https://simbli.eboardsolutions.com/SU/zvlnBSdTLnslshplusuWUslshvznlpA==
5144	Discipline - https://simbli.eboardsolutions.com/SU/ltDMHkjWVvaLZA1SM72QLdg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/s8D3Hd2dvXwcVuZqv6TK2g==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/UyBjZ7iR23YJEWLislsh3wKQA==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/plusplusuXyYQH8PyV9fPz3iOCA==

- 5145.3 Nondiscrimination/Harassment -
<https://simbli.eboardsolutions.com/SU/IFU1ZUplustsTXiWxB5u3neXQ==>
- 6142.6 Visual And Performing Arts Education -
<https://simbli.eboardsolutions.com/SU/HQxK9ejXtOMKhKE1dqCgrw==>
- 6143 Courses Of Study -
<https://simbli.eboardsolutions.com/SU/S7YR9tOjwz93kM1Livcm0w==>
- 6143 Courses Of Study -
<https://simbli.eboardsolutions.com/SU/za1Gislsh7MYRdJFVqpGAPI2Q==>
- 6145 Extracurricular And Cocurricular Activities -
<https://simbli.eboardsolutions.com/SU/YX4BdZCK5ZP5AKNQpQ8KYw==>
- 6145 Extracurricular And Cocurricular Activities -
<https://simbli.eboardsolutions.com/SU/UsdQTsZ1rAumqn0VAYN7EQ==>
- 6145.2 Athletic Competition -
<https://simbli.eboardsolutions.com/SU/1DrMOan6vAjbv6jO1ptRNng==>
- 6145.2 Athletic Competition -
<https://simbli.eboardsolutions.com/SU/l8aqzZ1U7o3LQOeWh2RdAw==>