

**SCHOOL-SPONSORED TRIPS**

The Governing Board recognizes that school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band activities, or other extracurricular or cocurricular activities. 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 school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other school-sponsored trips shall be approved in advance by the principal.

The principal shall establish a process for approving a staff member's request to conduct a school-sponsored 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. The Superintendent or designee shall coordinate with community groups to supply funds for students in need.

District funds shall not be used to pay student expenses for out-of-state or out-of-country field trips or excursions. However, 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.

*Legal Reference: (see next page)*

**SCHOOL-SPONSORED TRIPS** (continued)

*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

- 17540 *Travel promoters*
- 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>*