

BP 6153 Instruction

School-Sponsored Trips

The Board of Trustees recognizes that school-sponsored trips are important components 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 co-curricular 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.

(cf. 6143 – Courses of Study)  
(cf. 6145 – Extracurricular and Co-curricular Activities)  
(cf. 6145.2 –Athletic Competition)

The Superintendent or designee shall review the request for overnight, out-of-state or out-of-country trips. The Board of Trustees will approve all in-state overnight field trips, out-of-state, and international school-sponsored student trips. Students may not miss more than five consecutive school days. All other school-sponsored trips shall be approved in advance by the principal. Requests for school-sponsored trips shall be submitted to the Superintendent or designee for Board consideration involving out-of-state, out-of-country, or overnight travel according to the following timelines: out-of country, 180 days prior to the trip, 120 days for out-of-state trips, and 45 days for overnight trips in-state. It is recognized that opportunities may arise for athletic and/or academic competitions as well as educational opportunities that may not meet policy timelines. If this situation occurs, the Superintendent or designee will make every effort to communicate the situation with the Board. Under these circumstances, the Superintendent or designee may approve the field trip, competition or excursion. All international staff school-sponsored trips must be submitted to the Superintendent or designee for Board consideration. Any significant change to a field trip's itinerary, e.g. duration, accommodations, mode of transport, will require board approval.

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(cf.3312.2 – Educational Travel Program Contracts)

The principal shall use the district process for approving a staff member's request to conduct a school-sponsored trip. Principals may approve one day trips of under 30 miles taken during or outside of school hours. Principals may approve athletic field trips within a 100 mile radius or within the California Interscholastic Federation, North Coast Section. Requests for one-day trips shall be submitted to the principal or designee at least 10 days prior to the date desired, excluding athletics. Requests for one day trips over 30 miles will be submitted to the principal and, if approved by the principal, forwarded to the Superintendent or designee ten days prior to the trip for approval. 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.

- (cf. 3530 – Risk Management/Insurance)
- (cf. 3541.1 – Transportation for School-Related Trips)
- (cf. 5142 – Safety)
- (cf. 5143 – Insurance)
- (cf. 5144 – Discipline)
- (cf. 5144.1 – Suspension and Expulsion/Due Process)

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330) (AB 1575)

- (cf. 1230 – School-Connected Organizations)
- (cf. 1321 – Solicitation of Funds from and by Students)
- (cf. 1700 – Relations Between Private Industry and the Schools)

Trips which provide any monetary advantage to a certificated employee other than transportation, lodging, and food from a “for profit” company are prohibited.

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. (Education Code 35330)

The school shall meet the following fundraising timelines for field trips. If the timelines are not met, the trip is subject to cancellation.

- International trips: 80% of needed funds on deposit with the district within 90 days of the trip.
- Out-of-state trips: 80% of needed funds on deposit with the district within 60 days of the trip.
- In state overnight trips: 80% of needed funds on deposit with the district within 30 days of the trip.

#### Supervision

Principals shall ensure that certificated staff develops plans which provide for the safety of students and their proper supervision by certificated staff on all district-sponsored trips. For district-sponsored trips, the Principals/designee may designate a certificated staff member as field trip supervisor. Other school employees and parents/guardians may also participate in this supervision and may be asked to attend preparatory training sessions and/or meetings

#### International School Sponsored Trips

In order for an international trip to be presented to the Board, it must receive approval of the principal of the high school and the by the Superintendent' Cabinet, at least six months in advance of the trip.

#### Travel Limitatons: Athletic School-Sponsored Trips

1. All regular season competitive athletic contests, including practice games, scheduled by a school of the district shall be held within a 100 mile radius or within the North Coast Section.
2. Travel to North Coast Section playoffs and finals and state competitions and overnight stay when appropriate are provided under this policy for students qualified to compete in such events.
3. Special exception to the policy may be made for specific sports upon request to the Superintendent or designee by the principal of the school.

#### Non-School-Sponsored Field Trips/Excursions

A non-school-sponsored field trip/excursion is defined as one that is organized and promoted by an outside organization whether or not it is of an educational value or is somehow connected to a particular course of study. This includes trips that are organized by organizations that may be affiliated with the district (i.e., parent organizations, cultural groups, etc.). Such travel may involve youth who are students but it is not related to or approved in any way by the school system. The school does not excuse absences. Teachers are not required to create school work ahead of time, however, students must make up all missed academic work. Any advertising for such trips shall indicate that the trip is not sponsored by the district.

The school system bears no responsibility for travel arrangements. Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the district and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for non-sanctioned field trips. Any meeting or communication of non-school-sponsored field trips or excursions must adhere to district facility-use policies.

#### 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>

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