

Policy 6153: School-Sponsored Trips

Status: DRAFT

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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. 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)

Requests for field 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 field 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 field 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 under 30 miles 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. The principal will meet with the parent/caregiver of the student to be excluded to discuss the reasons for exclusion. The parent/caregiver may appeal the decision to exclude the student to the Superintendent or designee within ten (10) calendar days.

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. (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)

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.
