

Instruction

School Sponsored Trips

- A. The Board of Education 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, emotional, cultural, athletic, performing arts 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. (Education Code 35330)

- B. 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 school-sponsored trips shall be approved in advance by the principal.
- C. 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.
- D. 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)
- E. Parents may be requested to donate towards the cost of the field trip.
- F. No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds.
- G. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)
- H. Student safety shall be a primary consideration. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
- I. Students with unique needs shall participate in field trips and off-campus learning

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activities with typical peers. Where necessary and relevant, students with 504 Plans and IEPs will have access to their accommodations on field trips.

Legal Reference: Education Code, Sections 8760; 32040-32044; 35330; 35331; 35332; 35350; 44808; 48908
Business and Professions Code Sections: 17550-1755.9; 17552-17556.5

Policy Adopted: 06/16/1959

Policy Amended: 01/16/1979; 07/02/1985; 10/15/2002; 02/02/2016; 01/16/2018

(Formerly BP 6220)