

SCHOOL-SPONSORED TRIPS

The Board of Trustees 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.

(cf. 0460 – Local Control and Accountability Plan)

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.

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

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.

(cf. 3312.2 - Educational Travel Program Contracts)

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. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

Students are under the authority of the designated district employee and students shall be held responsible for their behavior at all times.

(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. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

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

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The Board may approve the use of district funds for student expenses for 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)

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 Education and 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>

Policy Adopted: 2/14/18

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California