

SCHOOL-SPONSORED TRIPS

The Board of Trustees recognizes that school-sponsored trips are important components of a student's development. Educational field trips that are carefully planned and directly related to the school program and course of study may be instructionally valuable. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips.

If the Board allocates funds for school-sponsored trips, individual schools may be provided with budgetary allocations so that they can plan ahead. Special trip expense funds may be established when necessary for fund-raising purposes.

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 6145 - Extracurricular and Cocurricular Activities)

All educational field trips shall required prior approval of the Superintendent or the Superintendent's designee. Overnight educational field trips are generally not acceptable because of the significant liability exposure such trips could incur. Special consideration has been extended to Science Camp, which is the only overnight exception permitted at this time. All trips involving out-of-state or overnight travel shall require the prior approval of the Board.

Students on educational field trips are to be under the supervision of school personnel or authorized parents at all times whether the students are members of a classroom, a grade level group, or another group such as a musical group or authorized school group. Principals shall ensure that teachers develop plans which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may be asked to attend preparatory training sessions and/or meetings.

It is the preference of the district that the ratio of adults to students on school-sponsored trips would be one (1) adult to ten 10 students. Certain situations may warrant additional adult supervision, as needed. If the trip involves water activities, the ratio shall be revised to ensure closer supervision of elementary grade students, appropriate to their ages.

No siblings or other children will be allowed on any district sponsored educational field trip. Adult chaperones must be at least 21 years of age.

(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5143 - Insurance)

SCHOOL-SPONSORED TRIPS (continued)**Transportation**

Students and adult supervisors riding the bus are under the authority of the bus driver while on the bus. From the time students leave the bus and return to it, they are under the authority of the classroom teacher, activity sponsor, or musical director. Students will be held responsible for their behavior since it is a reflection on the school and district.

When a district bus is used, there will be a maximum radius of 75 air miles from the school of origin. When a district bus is used, the field trip shall be scheduled so there is no disruption to the normal bus schedule for picking up and delivering students on regular routes.

When field trips are taken in commercial buses there will be a maximum radius of 150 air miles from the school of origin, unless approved by the Superintendent. The trip will be completed in a single day, and organized to minimize the effects of time lost from other courses or activities. Generally, trips should begin after 6:00 a.m. and end before 10:00 p.m.

Study Trips

In advance of a study trip, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

Legal References:**EDUCATION CODE**

- 8760 *Authorization of outdoor science and conservation programs*
- 32040 *Duty to equip school with first aid kit*
- 32041 *Field trips*
- 32043 *Snakebite kits on field trips*
- 32044 *Violations*
- 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*

CODE OF REGULATIONS – TITLE 5

- 14100-14103 *Use of school buses and school pupil activity*

VEHICLE CODE

- 27315 *Mandatory use of seatbelts in private passenger vehicle*
- 2807 *School bus inspection*