

**SCHOOL-SPONSORED TRIPS**

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.

*(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. (Education Code 35330)

*(cf. 6143 – Courses of Study)*

*(cf. 6145 – Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 – Interscholastic 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. Schools must adhere to timelines related to field trip requests submitted for Board approval. 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. 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 – Insurance Management)*

*(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 – Community Service Organizations)*

*(cf. 1321 – Solicitation of Funds from and by Students)*

## SCHOOL-SPONSORED TRIPS (continued)

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 as 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

*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>*

Policy

adopted: May 9, 1990

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**MURRIETA VALLEY USD**

Murrieta, California