

**SCHOOL-SPONSORED TRIPS**

The Board of Education recognizes that school-sponsored trips are important components of a student's development. 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 Co-curricular Activities)*

All trips involving out-of-state or overnight travel shall require the prior approval of the Board. Field trips or excursions to destinations outside the State of California or requiring the solicitation of funds in excess of \$1,000.00 (total) require Board approval **prior** to planning or publicizing the trip. 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. Other trips may be approved by the Superintendent or designee.

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 participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

The ratio of adults to students on school-sponsored trips shall be at least one to 10. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade students, appropriate to their ages.

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

**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.

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

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*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

Any other excursion, trip, tour, cruise, or other venture involving school-age pupils that is not District approved and is conducted outside the dates/times of the school calendar, is not a school or District-sponsored trip, and the School District assumes no responsibility or liability for any such activities. Additionally, no excursion, trip, tour, cruise, or other venture not specifically approved in advance in writing by the Board of Education, the Superintendent, or Principal (hereinafter referred to as “non-District excursions”) shall be promulgated, advertised, promoted, or represented as a District activity or District field trip. The District does not approve or endorse such excursions. If a District employee coordinates, participates in, or promotes a non-District excursion, such activities shall occur on non-work time. In addition, the employee shall inform, in writing, the excursions’ participants and their parents or guardians that the District has not approved or endorsed such excursion and that the District retains no responsibility, liability, or insurance for such excursion. A copy of that notification shall be provided to the District at least two weeks prior to the departure date for the trip. No District forms, including the District’s parent consent and waiver form, shall be used for non-District excursions. Violation of this policy may result in discipline up to and including termination of employment.

**Funding**

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

*Legal Reference:*

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*

**Policy**

Adopted: October 23, 2000  
Revised: April 27, 2009

**BREA OLINDA UNIFIED SCHOOL DISTRICT**  
Brea, California