

**Instruction**

**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.

**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.

Study trips which are properly planned and implemented can:

1. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help relate school experiences to the reality of the world outside of school.
4. Bring all the resources of the community within the scope of a student's learning experience.

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 ten. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade students, appropriate to their ages.

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.

All trips involving out-of-state or overnight travel shall require the prior approval of the Board. Other trips may be approved by the Superintendent or designee.

Legal References: Education Code

- 8760 Authorization of outdoor science and conservation programs
- 32040 Duty to equip school with first aid kit
- 32041 Field trips
- 32044 Violations
- 35330 Excursions and field trips within state; to other state; District of Columbia or to a foreign country
- 35331 Provisions for medical or hospital service for pupils (on field trips)
- 35332 Transportation by chartered airlines
- 44808 Liability when pupils not on school property
- 48908 Duties of pupils (re: authority of teachers over students)

Board Policy

- 1321 Solicitation of Funds from and by Students
- 3541.1 School-related Trips
- 5143 Insurance
- 6145 Extracurricular and Co-curricular Activities

Policy

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