

## **BOARD POLICY**

Placentia-Yorba Linda Unified School District

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Instruction

6153 - BP

### **SCHOOL-SPONSORED TRIPS**

The Governing Board recognizes that school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band activities, or other extracurricular or cocurricular activities inclusive of, but not limited to, days of regular student attendance.

The Board will support such trips when appropriate considerations and judgments have been given to the benefits, costs, and risks of such trips. For the purposes of this policy, the Board recognizes regular school-sponsored trips, and extended school-sponsored trips taken during and outside the days of regular student attendance. The specific definition of these various school-sponsored trips and requirements relating to the conduct of these school-sponsored trips shall be established in administrative regulations. All personnel will comply with the definitions and procedural requirements set forth in these regulations.

Requests for approval of extended school-sponsored trips involving out-of-state, out-of-country, or overnight travel taken during and outside the days of regular student attendance shall be submitted to the Superintendent or designee for approval by the Board of Education forty-five (45) calendar days prior to an extended school-sponsored trip. The Superintendent or designee shall review the request and make a recommendation to the Board of Education.

In the case of CIF playoffs, academic competitions, or musical events where notification of selection and/or contest occurs between Board of Education meetings and/or agenda preparations, the authority for permission to attend the school-sponsored trip is delegated to the Superintendent with subsequent Board approval or ratification.

The Superintendent or designee shall establish a process for approving a staff member's request to conduct a school-sponsored trip. The Superintendent or designee 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, when reviewing these requests.

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

District funds shall not be used to pay student expenses for out-of-state or out-of-country school-sponsored trips or excursions. However, 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)

Students on school-sponsored trips are under the jurisdiction of the district and shall be subject to district and school rules and regulations.

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

Policy adopted: 2/19/68  
Policy revised: 10/16/90  
Policy revised: 6/17/14 (Previously entitled *Field Trips*)