

SCHOOL-SPONSORED TRIPS

The Governing Board recognizes that school-sponsored trips are important components of student development. Besides supplementing and enriching classroom learning, such experiences encourage new interests among students, make them more aware of community resources, and help them relate school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips. Wherever possible, every effort should be made to schedule school-sponsored trips outside the hours of the instructional day to minimize the loss of regular instructional time.

If the Board allocates funds for school-sponsored trips, individual schools may be provided with budgetary allocations so 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 school-sponsored trips involving out-of-state or out-of country travel shall require the prior approval of the Superintendent or designee. When a tour company or travel agency is used for making travel arrangements, a certificate verifying proper licensing or bonding must be received by the District prior to trip approval.

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 sufficient to ensure the safety of students. 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 Transportation: 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.

BP 6153 (b)

SCHOOL-SPONSORED TRIPS (continued)

Domestic and Overseas Study Programs

The Governing Board will not sponsor, as such, any domestic or overseas study program. It will, however, consider giving credit for such programs when the following criteria have been followed:

1. The organization has a proven positive record in the field.
2. Parents/guardians are responsible for determining if the company is legally and financially sound.
3. The organization will submit a curriculum and program itinerary that makes it worthy of a unit credit program of the District.
4. Since the domestic or overseas experience results in credit toward graduation, the organization will employ only certificated members of the District as sponsors, teachers, counselors, etc., for enrollees from the District.
5. The organization will agree to accept only students who will, in the fall of the year, be in Grades 9, 10, 11, or 12.
6. A final written report must be submitted to the office of the Deputy Superintendent, Education, or designee six weeks after completion of the program.

To be included in the report:

- a. Names of students and local school attending.
- b. Names of all certificated personnel and their capacity.
- c. Recommended grade for student.
- d. Individual evaluation from each student and certificated member.

When the above has been proven or agreed upon to the satisfaction of the Superintendent or designee, a recommendation will be submitted to the Governing Board for approval.

Legal References: (see next page)

SCHOOL-SPONSORED TRIPS (continued)

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

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CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California