

**Policy 6153: School-Sponsored Trips****Original Adopted Date: 2/14/2024**

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.

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)

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. 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.

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)

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 when 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)

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**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State**

Bus. Code 17550-17550.30

Bus. Code 17552-17556.5

Ed. Code 32040-32044

Ed. Code 35330

**Description**[Sellers of travel](#)[Educational travel organizations](#)[First aid equipment: field trips](#)[Field trips and excursions: student fees](#)

Ed. Code 35331	<a href="#">Provision for medical or hospital service for pupils (on field trips)</a>
Ed. Code 35332	<a href="#">Transportation by chartered airline</a>
Ed. Code 35350	<a href="#">Transportation of students</a>
Ed. Code 44808	<a href="#">Liability when students are not on school property</a>
Ed. Code 48908	<a href="#">Duties of pupils; authority of teachers</a>
Ed. Code 8760	<a href="#">Authorization of outdoor science and conservation programs</a>
<b>Management Resources</b>	<b>Description</b>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">U.S. Department of Homeland Security</a>
Website	<a href="#">American Red Cross</a>
Website	<a href="#">California Association of Directors of Activities</a>

## Cross References

Code	Description
0450	<a href="#">Comprehensive Safety Plan</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
0470	<a href="#">COVID-19 Mitigation Plan</a>
1230	<a href="#">School-Connected Organizations</a>
1230	<a href="#">School-Connected Organizations</a>
1321	<a href="#">Solicitation Of Funds From And By Students</a>
1321	<a href="#">Solicitation Of Funds From And By Students</a>
1700	<a href="#">Relations Between Private Industry And The Schools</a>
3260	<a href="#">Fees And Charges</a>
3260	<a href="#">Fees And Charges</a>
3311.2	<a href="#">Lease-Leaseback Contracts</a>
3312.2	<a href="#">Educational Travel Program Contracts</a>
3516	<a href="#">Emergencies And Disaster Preparedness Plan</a>
3516	<a href="#">Emergencies And Disaster Preparedness Plan</a>
3530	<a href="#">Risk Management/Insurance</a>
3530	<a href="#">Risk Management/Insurance</a>
3541.1	<a href="#">Transportation For School-Related Trips</a>

3541.1-E(1)	<a href="#"><u>Transportation For School-Related Trips</u></a>
3541.1-E(2)	<a href="#"><u>Transportation For School-Related Trips</u></a>
5131	<a href="#"><u>Conduct</u></a>
5131.1	<a href="#"><u>Bus Conduct</u></a>
5131.1	<a href="#"><u>Bus Conduct</u></a>
5141.22	<a href="#"><u>Infectious Diseases</u></a>
5141.22	<a href="#"><u>Infectious Diseases</u></a>
5141.7	<a href="#"><u>Sun Safety</u></a>
5142	<a href="#"><u>Safety</u></a>
5142	<a href="#"><u>Safety</u></a>
5143	<a href="#"><u>Insurance</u></a>
5143	<a href="#"><u>Insurance</u></a>
5144	<a href="#"><u>Discipline</u></a>
5144	<a href="#"><u>Discipline</u></a>
5144.1	<a href="#"><u>Suspension And Expulsion/Due Process</u></a>
5144.1	<a href="#"><u>Suspension And Expulsion/Due Process</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
6142.5	<a href="#"><u>Environmental Education</u></a>
6142.6	<a href="#"><u>Visual And Performing Arts Education</u></a>
6143	<a href="#"><u>Courses Of Study</u></a>
6143	<a href="#"><u>Courses Of Study</u></a>
6145	<a href="#"><u>Extracurricular And Cocurricular Activities</u></a>
6145	<a href="#"><u>Extracurricular And Cocurricular Activities</u></a>
6145.2	<a href="#"><u>Athletic Competition</u></a>
6145.2	<a href="#"><u>Athletic Competition</u></a>