



Huntington Beach Union High School District Board Policies and Administrative Regulations

BP 6153
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Instruction

School-Sponsored Field Trips

The Governing Board recognizes that school-sponsored field trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored field 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. A school-sponsored 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.

The Board charges the administration with the responsibility of ensuring that school-sponsored field trips relate to a student's total educational development and that the trips are authorized in accordance with administrative regulations.

The principal shall establish a process for approving a staff member's request to conduct a school-sponsored 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 any student from a school-sponsored field trip whose presence on the trip would pose a safety or disciplinary risk. No curricular field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds.

District funds shall not be used to pay student expenses for out-of-state or out-of-country field 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.

Board Approval

Requests for school-sponsored trips of more than 100 miles one-way and/or involving out-of-state, out-of-country, across water, or overnight travel, or requiring a direct cost to the students, shall be submitted to the Superintendent or designee for consideration. The Superintendent or designee shall review the request and make a determination as to whether the request should be forwarded to the Board and recommended for approval.

All other school-sponsored trips shall be approved in advance by the school principal.

School-Sponsored Field Trips (continued)

Non-School Sponsored Trips

Trips that are coordinated by private agencies or by private groups that contract independently with member(s) of the school staff shall be considered non-school sponsored trips. In order to avoid conflicts with school sponsored trips, staff member(s) shall notify the principal regarding the specifics of the non-school sponsored trip. Private agencies and school staff shall not solicit student participation or advertise non-school sponsored trips during the school day or in conjunction with school sponsored activities or clubs. If any agency or staff member coordinating this non-school sponsored trip wishes to use the facility for meeting(s) they must fill out a facility use agreement. Parents and students shall be notified that such trips are not sponsored or authorized by the school or the school district, nor does the school or district assume liability for such trips.

Legal Reference:

EDUCATION CODE

- 8760 Authorization of outdoor science and conservation programs
- 32040-32044 First aid equipment
- 35330 Excursions and Field trips
- 35331 Provisions for medical or hospital service for pupils on field trips
- 35332 Transportation by chartered airlines
- 35350 Transportation of students
- 44808 Liability when pupils not on school property
- 48908 Duties of pupils; authority of teachers

Policy Adopted: 1/31/87
Revised: 1/15/08