

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Policy 6153**  
Adopted: March 21, 2013  
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**INSTRUCTION**

**School Sponsored Trips**

The Governing Board recognizes that school-sponsored trips may be components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips can encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. 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 co-curricular activities. The Board believes that careful planning can greatly enhance the value and safety of such trips.

The Superintendent or designee shall establish a process for approving a staff member's request to conduct a school-sponsored 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.

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

Superintendent or designee 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. *A district employee must be present for the entire trip.* Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

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. (Education Code 35330)

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.