

Administrative Regulation

Educational/Co-Curricular Activity Trips

- A. All educational trips are defined as trips arranged by the school, undertaken for educational purposes, in which students go to the sites where the materials of instruction may be observed and studied directly in their functional settings.
- B. All educational trips must have definite educational value and serve as a supplement to the instructional program of the school and the individual classroom. Each trip should be treated in the same manner in which a teacher would treat a regular classroom assignment. There should be preliminary planning by the teacher and students so that all students will know exactly why they are going, where they are going, what they are to observe, and how this relates to the daily classroom instructional program. After the completion of an educational trip, there should be a culminating project, either written, verbal, or visual, that provides an evaluative tool of the trip. Unless an educational trip is planned and followed in accordance with these procedures, it would be most difficult to justify time away from school or the expenditure of funds for such trips.
- C. A distinction is made for the purpose of this policy between educational trips and co-curricular activity trips. Co-curricular activity trips are in two broad categories:
 - 1. All athletic trips which are in accordance with CIF regulations, including playoffs
 - 2. Performance, co-curricular, and competition trips which include speech/debate, drama, orchestra, band, drill team and/or winterguard performances, choral recitals, student government, mock trial, and academic decathlon
- D. Co-curricular trips are to be scheduled to avoid a loss of class time by participants whenever possible. It is the responsibility of the principal to prevent the excessive missing of classes by students who are involved in a variety of activities.
- E. In accordance with Board of Education Policy, all overnight trips must be approved by the Board.

- F. Educational trips will not be authorized for the primary purpose of entertainment. For example, attendance at a play or a movie must specifically relate to the class work in progress and must follow the procedures stated in related Board Policies.
- G. Students are not to be charged for educational trips that take place during school hours.
- H. It is to be understood that the PTSA or PTO is not primarily a money-raising organization but has as its aim the creation of a better home-school relationship. Therefore, it attempts to provide a parent education program which will result in a better understanding of the educational program of the school and district. In this context, it is appropriate that the financing of educational trips by PTSA or PTO units be kept to a minimum.
- I. In grades 7-12, educational trips are to be scheduled so that students do not miss more time than necessary from their school day, except in unique situations.
- J. Educational trips that take students away from home on school nights will not be permitted.
- K. In grades 7-12, educational trips on the same day as major school activities are to be discouraged.

Teachers are responsible for their students throughout the trip. On the bus, teachers are to assist the bus driver in enforcing the district's conduct standards.

In order for an adult supervisor/chaperone and/or parent/guardian to use a private car to transport students, a request to use a personal car must be submitted to the appropriate administrator of elementary or secondary education not less than 10 days in advance of the date scheduled (Form #9702.98). The driver of the vehicle must possess a valid California driver's license and have minimum liability insurance coverage of \$100,000 (bodily injury per person).

All schools should make every effort to coordinate transportation requests and share buses whenever possible. All students will be required to ride the bus to and from the destination. The only exception to this rule will be when a parent personally appears at school or at the activity and requests permission from the sponsor to transport that parent's child in a private car.

All trip requests must be sent to the appropriate administrator of elementary or secondary education for transportation approval not less than 10 days in advance of the date scheduled.

All trip requisitions should originate at the school where the students are located and should be signed by the principal. The transportation department will submit a list of pending bus requests to the appropriate administrator of elementary or secondary education for final approval.

Each principal is responsible for keeping field trips within budget limitations.

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