

Travel by Student Groups

General

- I. Travel by student groups may serve as a useful extension of the district's educational program. The following guidelines and restrictions are established to ensure compliance with law, control financial campaigns within schools and the community, and provide for the equitable expenditure of limited available resources.
 - A. Travel must have specific educational value and be directly related to the subject matter of a particular subject in which students are enrolled.
 - B. Trips during the school year are limited to one school day. Trips longer than one school day shall be taken when school is not in session.
 - C. Travel is not authorized for purposes that are primarily commercial or to participate in the promotion of a commercial enterprise.
 - D. Trips involving fundraising shall be conducted in accordance with Education Code, Sections 35330-35332. (These sections include but are not limited to provisions that trips are conducted by the school district and that no pupil may be excluded from making an excursion because of lack of sufficient funds.)
 - E. All fundraising activities conducted in the name of the school or its organizations must first be approved by the principal.
 - F. School time shall not be used for fundraising activities.
 - G. Funds collected in the name of the district or a school shall be accounted for, invested, and audited in accordance with Business Department procedures and provisions of law.
 - H. Groups traveling in the name of a school of the district shall be comprised of students presently enrolled and adult supervisors approved by the principal.

II. Trip Categories

A. Within 125 Miles

Because a great variety and wealth of educational opportunities exist within the Southern California Area and because of the expense and planning necessary for longer trips, travel in most circumstances shall be to destinations within 125 miles of Long Beach. Such trips requested by a school organization sponsor are subject to the consideration and approval of the school principal.

B. Trips to Destinations Beyond 125 Miles (Senior High Schools)

Each senior high school may authorize two trips per year beyond 125 miles, for a particularly worthwhile purpose, to a destination that is generally within the region bounded by the San Francisco-Sacramento area, San Diego, and Las Vegas. Students participating in school trips shall miss a maximum of one school day. Such trips requested by the sponsor of a school organization are subject to the consideration and approval of the school principal and division assistant superintendent.

C. Athletic Teams

Travel involving athletic teams shall be in accordance with regulations of the Moore League, California Interscholastic Federation, National Federation of State High School Athletic Associations and the procedures described in Section II E below.

D. Students Traveling as District Representatives

Trip limits described in Section II A and B above do not apply to individual students traveling as district representatives to school or district approved conferences or meetings.

E. Extended or Foreign Travel (Senior High Schools)

1. All requests for extended travel beyond that described in II B above or for foreign travel shall be considered carefully for their fundraising impact on the school and community, the educational worth of the activity, its relationship to the district's educational program, and the need to travel outside the Southern California region to meet the purposes of the proposed trip.
2. Requests for approval of extended or foreign travel for a student group should be made by the sponsor to the principal at a stage early enough in the planning of the trip so that it is reasonable for the review committee and Board of Education to approve, modify conditions, or deny, and have their actions considered fair by all persons concerned. Requests should be initiated at least six months before proposed date of travel. More time may be necessary for long distance travel, travel involving large numbers of students, or travel requiring large sums of money.
3. The principal receiving a request for extended or foreign travel shall appoint a review committee. The review committee shall consist of the principal of the school who will serve as chairman; the chairman of the school's advisory committee; the president of the PTA; the president or chairman of the faculty; the president of the student body; the student representatives to the Board of Education; the director of Physical education, Recreation, and Safety Services; the director of Curriculum Services; the consultant of the subject area involved;

and the division assistant superintendent. Committee membership may be augmented as appropriate at the discretion of the principal.

The review committee shall consider the request and submit a report to the Office of the Superintendent. After the report of the review committee has been considered by the Superintendent's staff, the Superintendent will forward the report of the review committee with his recommendation to the Board of Education. The Board of Education has the final responsibility to approve.

4. Trips in this category will be limited to no more than one school per year in the district. Each school is limited to one such trip in four years.
5. The school or district name may not be used in conjunction with any trip or fundraising activities for any trip when there is a conflict of interest between the non-public agency which introduces, nominates, promotes, or otherwise influences a decision that student travel occur and the non-public agency which sells travel arrangements to the group or that otherwise stands to benefit in a material way.
6. If district student groups are nominated for travel activities on the basis of merit, legitimate criteria which recognize an educational honor or achievement must be demonstrated to have been used in their nomination.
7. In the event the original plan is cancelled, funds received for consideration (such as sale of merchandise, tickets for performances, etc.) will be retained for some alternative activity by the same organization. Any direct contribution toward the original project in which the donor can be clearly identified shall be returned.
8. Fundraising shall be limited to a plan approved by the principal for individuals, organizations, or firms outside the boundaries of the LBUSD and only on behalf of students currently enrolled or eligible to take the trip as described in Section I H above.
9. No employee, including the school sponsor of a group approved for foreign or extended travel, shall be required to participate in the trip.
10. Principals are responsible to ensure and approve supervision plans and adult supervisors. The minimum requirements shall generally be: Categories A and B: one adult per 30 students; Category E: one adult per 15 students.
11. Request must be accompanied by evidence acceptable to the district's legal adviser compliance or of ability to comply with the following:
 - a. The execution and submission of a statement of waiver exempting the Board from financial responsibility and specifying that district funds will not be utilized in the conduct of the trip.

- b. The provision of a policy of insurance which provides adequate protection to participating students.
 - c. The assurance that fundraising activities which are proposed shall conform to the legal requirements of the local law enforcement agency having jurisdiction over the area in which they will be conducted.
 - d. The provision of insurance covering the value of district equipment which is to be used by the group while outside of the school district.
 - e. The establishment of an agreement whereby the instructor and voluntary supervisors contribute their services and time to the district for the purpose of supervision of the participating students while outside of the school district.
 - f. The establishment of an agreement that no pupil will be excluded from the field trip because of lack of sufficient funds.
 - g. Other requirements that may be necessary to assure that the interests of the students, supervisors, and the district are protected.
12. A principal may authorize announcements of trips not sponsored by the school by posting information on the school bulletin board, PTA newsletters, or in school bulletins.
13. Those traveling as part of a district or school sponsored group are expected to maintain high standards of behavior. Student conduct shall be in accordance with the High School Guidance and Discipline Code.

Legal Reference:

CALIFORNIA EDUCATION CODE
35330
35331
35332

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