

Non-District Sponsored Trips

1. What is the difference between a school-sponsored trip or event and one sponsored by a private vendor?
 - a. A school sponsored trip is a trip sponsored by the Board pursuant to AR/BP 3312.2 – Educational Travel Program Contracts and BP/AR 6153 –School Sponsored Trips. Pursuant to BP 6153, “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 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.”

2. If a teacher is working with a private vendor, how much discussion about the trip or event can occur during the instructional day?
 - a. Pursuant to AR 6153 - School Sponsored Trips, “no school employee shall promote or endorse any non-board-sanctioned trips” while in their official capacity. Therefore, a teacher is not permitted to endorse any private vendor (non-District sponsored) trip or event during the instructional day. In addition, “School district personnel shall refrain from using school district time or materials for promoting any non-school- related student-travel programs.” (AR 6153)

3. Can flyers and solicitations for private trips and activities be sent home with students?
 - a. Depending on the time that the flyers or solicitations are provided to students then they may be sent home with students (e.g. after school or lunch hour). The District would note that pursuant to AR 6153, teachers should not use District materials or District time to promote non-school-related student-travel programs. Further, a teacher cannot promote a non-District sponsored trip during the instructional day. In addition, the District would note that these solicitations must be clearly labeled as voluntary trips and indicate that they are not District-sponsored activities.



NOTICE TO STAFF

NON-DISTRICT SPONSORSHIP

Date:

To: Staff Sponsoring Non-District Sponsored Field Trip or Excursion

From: Rosemarie Pottage, Assistant Superintendent/Chief Business Officer

Re: **Non-District Sponsored Field Trips or Excursions**

As you know, each fall staff and administrators have received information regarding allowable student fees. The information provided reflects Education Code section 35330 which indicates that “no group shall be authorized to take a field trip or excursion authorized by this section if any pupil who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.”

You are receiving this information and the attached copy of communication to parents because you submitted a Field and Activity Trip Request form for a trip to **Insert Location Here**.

While we appreciate your interest in providing this opportunity for your students, we must inform you that this trip **cannot** be offered as a district sponsored activity. Education Code section 35330 (authority for school districts to sponsor field trips and excursions), Education Code section 35331 (insurance and medical coverage) and Board Policy and Administrative Regulation 6153 (which govern LGSUHSD sponsored field trips or excursions) do NOT apply to the above mentioned trip/excursion.

The LGSUHSD Board of Trustees has **not approved** this activity and the district administration has not vetted the private organization responsible for conducting said trip. Should you still desire to offer this trip to your students, the trip shall be considered a privately organized excursion. Parents have been notified via email of this change.

Please contact your site principal with further questions.



Governing Board
Cynthia Chang
David Guidry
Peter L. Hertan
Rosemary Rossi
Katherine Tseng
Superintendent
Michael Grove, Ed.D.

Date _____

To: Parents of Students Participating in a Non-District Sponsored Field Trip or Excursion

From: Rosemarie Pottage, Assistant Superintendent/Chief Business Officer

Re: **Name of Trip** _____

It has come to our attention that your student is planning to or considering participation in the **Name of Trip and Date:** _____. While we appreciate your interest in providing this opportunity for your student, we must inform you that this trip is **not** a district sponsored activity. Education Code section 35330 (authority for school districts to sponsor field trips and excursions), Education Code section 35331 (insurance and medical coverage) and Board Policy and Administrative Regulation 6153 (which govern LGSUHSD sponsored field trips or excursions) do NOT apply to the above mentioned trip/excursion.

The LGSUHSD Board of Trustees has **not approved** this activity and the district administration has not vetted the private organization responsible for conducting said trip. Should you still desire to have your student participate, all logistics are the responsibility of the organizer.

This information is being provided so you can make an informed decision about participation in this trip, and associated costs, logistics, supervision, medical coverage and insurances and any possible liabilities resulting from your student's participation in this activity.

Please contact your site principal with further questions.