

---

---

## CLOVIS UNIFIED SCHOOL DISTRICT

### INSTRUCTION

#### Instructional Program

#### **SCHOOL-SPONSORED TRIPS/FIELD TRIPS**

This administrative regulation has been developed to implement the procedures for properly planned and executed school-sponsored field trips in accordance with Board Policy No. 6153.

#### A. Supervision

1. Students on school-sponsored trips are under the jurisdiction of the District and shall be subject to District board policies and administrative regulations and school rules.
2. The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and there is an appropriate ratio of adults to students present on all trips.

#### B. Planning and Approval Process

1. Each field trip shall be properly planned, integrated with the curriculum, and followed up by appropriate activities which enhance its usefulness.
2. The principal or designee shall approve the purpose, itinerary, and duration of each proposed trip.
3. The proper forms must be completed and submitted to the Superintendent or designee for approval of the field trip and be maintained at the school site.
4. The Superintendent or designee shall approve all field trips other than out-of-state or overnight trips. One-day trip requests requiring transportation shall be submitted on the online Student Trip Request form to the Area Assistant Superintendent for approval and to the Transportation Department.
5. Out-of-state and/or overnight trips shall be approved by the Board.
  - a. Out-of-state and overnight trips shall be submitted on the online Student Trip Request through the Area Assistant Superintendent to the Superintendent for submittal to the Board.
  - b. Following approval by the Board, the Student Trip Request will be processed by the Transportation Department.
6. The effectiveness of field trip activities shall be monitored and continually evaluated.

---

---

## CLOVIS UNIFIED SCHOOL DISTRICT

### C. Permission Forms

Before a student may participate in a school-sponsored trip, the school shall obtain parent/guardian permission for the field trip. The District shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a field trip.

#### 1. Exhibit No. 6153(1) - Participation in Voluntary Field Trip Form

Following the proper approval of a field trip as stated in Section B above, the participants shall complete a Participation in Voluntary Field Trip Form (Exhibit No. 6153(1)), which shall be kept on file at the school site conducting the field trip. The completed and signed forms may be kept electronically.

- a. *Section 1 - Description of Field Trip.* The school site shall complete Section 1 – Description of Field Trip of Exhibit No. 6153(1) before providing the Exhibit to parents/guardians.
- b. *Section 2 - Authorization.* The parent/guardian of a minor student, an adult student, or a volunteer/chaperone shall complete and sign Section 2 - Authorization of the Participation in Voluntary Field Trip Form (Exhibit No. 6153(1)).

#### 2. Exhibit No. 6153(2) - Release of Student to Parent/Guardian After Field Trip or Activity Form

Parents/guardians who wish to have their child released to them after a field trip or activity must complete and sign a Release of Student to Parent/Guardian After Field Trip or Activity Form (Exhibit No. 6153(2)) and submit it to the appropriate school official prior to the field trip or activity. The school official accompanying the students on the field trip or activity will be responsible for notifying the bus driver/private driver if the student will not return to the school by means of the District-approved transportation.

### D. Safety

The District shall protect the safety and well-being of students at all times while students are under the District's supervision during a field trip or activity.

1. **First Aid Kit:** While conducting a field trip, the teacher, employee, or agent of the school shall have a first aid kit in his/her possession or immediately available. (Education Code 32041)
2. **Lifeguards:** Lifeguards are required for all swimming activities. The owner of the pool shall provide lifeguards. Swimming activities at residential pools are prohibited as a school-sanctioned activity.
3. **Safety:** If the Superintendent or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.

## CLOVIS UNIFIED SCHOOL DISTRICT

4. Insurance: For information regarding medical/hospital insurance, please see Board Policy No. 5143 – Insurance.

### E. Chaperones and Volunteers

Chaperones and volunteers on field trips shall comply with Board Policy and Administrative Regulation No. 1240 – Volunteer Assistance and shall complete, sign, and submit Exhibit No. 1240 – Volunteer Application Form and Exhibit No. 6153(1) - Participation in Voluntary Field Trip Form. If a chaperone/volunteer will be transporting students in his/her private vehicle, he/she must also comply with Board Policy and Administrative Regulation No. 3541.1 – Transportation for School-Related Trips/Private Vehicles (see Section H.1 below).

### F. Authorized Riders in District Vehicles

Only students and chaperones/volunteers who have completed a Participation in Voluntary Field Trip Form (Exhibit No. 6153(1)) and District personnel are eligible riders in District vehicles.

### G. Expenses

Expenses relating to field trips shall be paid in accordance with Board Policy No. 6153. Expenses of teachers, other District personnel, and chaperones participating in a field trip, as well as incidental expenses for the use of District equipment and supplies during the field trip, may be paid from District funds as permitted by Board Policy and Administrative Regulation No. 3350 – Travel Expenses/Expense Accounts, Reimbursement, and Authorized Expenses. (Education Code 35330)

### H. Travel (also see Board Policy/Administrative Regulation No. 3350 - Travel Expenses/Expense Accounts, Reimbursement, and Authorized Expenses)

#### 1. Transportation

The District may provide transportation for students for approved field trips and excursions. Requests for District provided student trip transportation shall be submitted by completing an online Trip Request to the Area Assistant Superintendent for approval.

Travel by air shall be arranged by the District’s Travel Analyst.

Transportation by private vehicle shall comply with Board Policy and Administrative Regulation No. 3541.1 – Transportation for School-Related Trips/Private Vehicles. Drivers must also meet the chaperone/volunteer requirements in Section E above.

#### 2. Lodging

Lodging reservations for approved field trips shall be made by the District’s Travel Analyst.

## **CLOVIS UNIFIED SCHOOL DISTRICT**

Adopted: 03/24/2010

Amended: 08/22/2017, 11/18/2021 (AR 3204 renumbered as AR 6153)

Doc# 46369-3 (11/2021, 07/2006)