

**CLOVIS UNIFIED
SCHOOL DISTRICT****INSTRUCTION****Instructional Program****SCHOOL-SPONSORED TRIPS/FIELD TRIPS**

PURPOSE: To establish guidelines for school field trips.

The Board recognizes that field trips when used as a device for teaching and learning integral to the curriculum are an educationally sound and important ingredient to the instructional program of the schools. Properly planned and executed field trips can supplement and enrich classroom learning experiences. School-sponsored trips/activities 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. Students participating in field trips remain under the supervision of the District and are subject to District policies and regulations.

A. Definition

For purpose of this policy, a field trip shall be defined as any planned travel activity which supplements or enriches the classroom curriculum. Field trips are a part of the curriculum of the District. They shall normally take place during the regular school day, and attendance on field trips is governed by the same rules as attendance at regular classroom activities.

B. Approval

The Board shall approve those field trips which are planned to take students out of state or are for overnight. The Superintendent or designee shall approve all other field trips.

C. Participation

1. No student shall be denied participation because of financial reasons.
2. Students who choose non-participation shall not be penalized academically.
3. Special education students shall be permitted to participate in field trips taken by their classes, except to the extent that a student's individual educational program (IEP) team, including the student's parent/guardian, determines that such participation is inappropriate. Students whose disabilities are addressed through Section 504 plans shall receive, at no cost to the student or parents, appropriate accommodations to enable them to participate in field trips, and shall be permitted to participate in field trips taken by their classes, except to the extent that the student's participation would cause an unacceptable risk to the student's health or safety.

D. Expenses/Transportation

Education Code section 35330 authorizes the District to provide transportation to and from places in the state, any other state, the District of Columbia, or a foreign country. However, the District will not receive state transportation allowances for field trips or excursions that have an out-of-state destination.

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Students may be charged reasonable fees for transportation or asked for a donation to cover expenses, but no student shall be denied participation for financial inability.

The Superintendent or designee may authorize the prepayment of approved field trip expenses which shall be billed to the source sponsoring the trip for reimbursement to the District. (See Board Policy No. 3350)

E. Liability

Parental permission and a waiver of liability shall be sought and obtained before any student may be removed from the school grounds for a field trip.

All persons participating in a field trip shall be deemed to have waived all claims against the District, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip. All adults taking out-of-state field trips and all parents or guardians of pupils taking out-of-state field trips shall sign a statement waiving all claims. (Education Code 35330)

The Board does not endorse, support, or assume liability in any way for any District employees who take students on trips not approved by the Board or the Superintendent or designee in accordance with this policy.

F. Procedures

The Superintendent shall adopt an administrative regulation establishing procedures for approving requests to conduct a field trip and for the operation of the field trip activity. When planning trips, District employees shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, District and student expense, transportation, and supervision requirements. District employees shall also consider the field trip location's accessibility and accommodation provisions. Any student who has demonstrated his/her presence on the trip would pose a safety or disciplinary risk may be excluded.

Adopted: 07/23/1975

Reviewed: 12/06/2005

Amended: 05/13/1992, 11/19/2003, 03/24/2010, 11/18/2020 (BP 3204 renumbered as BP 6153;
moved paragraph A from BP 4203)

EDUCATION CODE

8760 Authorization of outdoor science and conservation programs

32040-32044 First aid equipment: field trips

35330 Excursions and field trips

35331 Provision for medical or hospital service for pupils (on field trips)

35332 Transportation by chartered airline

35350 Transportation of students

39835 Use for community recreation

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44808 Liability when pupils not on school property
48908 Duties of pupils; authority of teachers

BUSINESS AND PROFESSIONS CODE
17550-17550.9 Sellers of travel
17552-17556.5 Educational travel organizations

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