

Field Trips

Field trips are defined as any trips that serve the instructional program by using resources of the community and/or the region that cannot be brought into the classroom.

1. All applications for educational field trips within or outside the district must be reviewed and approved by the building principal, and written parent/guardian permission slips must be on file in the principal's office. All overnight study trips must also be approved by the Superintendent or designee. All out-of-state trips must be approved by the Superintendent. The Board will receive notification of field trips involving out-of-state travel by students.
2. It is necessary that parents/guardians specifically authorize their child to be included in a proposed field trip by returning to school a signed "Parent Consent for Voluntary Field Trip and Emergency Medical Authorization" form prior to the trip.
3. Principal and teacher shall exert every effort to make field trips and excursions as safe and as free from hazard as possible.
4. No educational study trip is to be authorized unless it is under the direct sponsorship and supervision of school personnel.
5. Transportation is a matter to be determined by the school principal. The following guidelines are to be used in this determination:
 - a. School buses are to be used whenever feasible.
 - b. If school bus transportation is not available or feasible, a licensed common carrier may be used if the buses to be chartered have been certified by the state and the drivers of those buses have received the special certification, as required by the state, to transport school children.
 - c. If neither Option a or b are feasible, arranging for transportation shall be the responsibility of the school principal in adherence with Board Policy 3542.1(a). Principal/designee shall collaborate with the district Transportation Department when making such arrangements.
6. The purpose of an educational study trip is to enhance the curricular or extracurricular program of the schools and must involve educational values consistent with the aims of the school program and the age level involved.
7. Any staff members promoting a nonschool-sponsored trip must make this known to both students and parents/guardians.
8. Travel and Conference Approval Expense Claim Forms for teachers are not needed for those trips requiring approval by the principal only. Overnight or out-of-state trips require a Travel and Conference Approval Expense Claim request. (The Travel and Conference Expense Claim should be attached to the "Request for Approval of Trip Involving Students" form when seeking approval for an overnight or out-of-state trip.)

Regulation FRESNO UNIFIED SCHOOL DISTRICT

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