

School Sponsored Trips

CVUSD

Board Policy [BP6153](#)

Purpose & Benefits

- Enhance classroom learning experiences
- Increase student achievement & engagement
- Reinforce and expand learning opportunities
- Support district programs

Types of Field Trips

- Aligned with the district's course of study
- Social, educational, cultural, athletic, or extracurricular activities
- Foreign country trips for language, history, geography, and natural science learning

Approval Process

- Out-of-state, out-of-country, or overnight trips: Require Superintendent review and Board approval
- All other trips: Require prior approval from the principal

Planning Considerations

- Student safety & supervision
- Instructional objectives & time efficiency
- Distance, cost, and transportation
- Potential disciplinary concerns

Equity & Funding

- No student excluded due to lack of funds
- Superintendent coordinates with community groups to support students in need
- Board may approve district funds for student expenses, chaperones, and incidental costs

Field Trip Participation Requirements

Parent/Guardian Permission

- Required for all school-sponsored trips
- Specific permission needed for water activities
- Alternative educational experience provided for students not participating

Liability Waiver

- All participants waive claims against the district and State of California for injuries, accidents, illness, or death
- Adults and parents/guardians of students on out-of-state trips must sign a waiver (Education Code 35330)

Field Trip Procedures & Responsibilities

General Guidelines

- Teachers are responsible for student safety during field trips
- Teachers are the primary decision-makers
- Bus drivers are responsible only for bus operation and student safety while in motion

Prior to the Trip

- Submit Field Trip Request form for approval by Principal
- Add event to the school master calendar
- Select and confirm parent chaperones based on student age and supervision needs **10:1**
- Arrange transportation (order buses or distribute Private Vehicle Transportation forms if using personal vehicles) **2 Weeks Prior to Trip**
- Distribute and collect Field Trip/Excursion Authorization forms
- Ensure all students have required forms; those without forms cannot attend
- Arrange alternative plans for students not attending
- Review trip etiquette, attire, and safety rules

Day of the Trip

- Check out first aid kit, student medications, and a cell phone if available
- Carry student authorization forms (one copy with the teacher, one with the office)
- Take attendance before departure and before returning (headcounts are not sufficient)
- Communicate bus number, pick-up location, and time to students and chaperones
- If a student is injured, seek emergency help and contact the school and emergency contact
- If a student is missing, the bus will not leave—seek help from site personnel and notify the school
- If returning after school hours, teachers must supervise students until parents arrive

After the Trip

- Retain Field Trip Authorization forms for at least one week

Guides and Trip Forms

[Student Activities Guide](#)

[Excluded Activities](#)

[Personal Vehicle Use Registration Form](#)

[Non-District Transportation Permission Form](#)

[Volunteer Chaperone / Supervisor Form](#)