

FIELD TRIPS AND EXCURSIONS

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 in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

Field trips that take students out of the state, or are planned to keep students out of the district overnight, must be approved in advance by the board. The superintendent has the authority to approve all other field trips.

The superintendent shall develop procedures for the operation of a field trip or an outdoor education activity, which shall insure that the safety of the student shall be protected and that parent permission is obtained before the student leaves the schools. Each field trip must be integrated with the curriculum and coordinated with classroom activities, which enhance its usefulness.

No staff member may solicit students for any privately arranged field trip or excursion without board permission.

Cross References:	Board Policy 3520 2151	Student Fees, Fines, Charges Interscholastic Athletics/Activities
Legal References:	RCW 28A.330.100(5) 67.20.020	Additional powers of board Parks—bathing beaches, public camps Contracts for cooperation
	WAC 181-70-090	Improper remunerative conduct
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Field Trips and Excursions

Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom.

Travel during times of crisis will be guided by travel warnings by the U.S. Department of Homeland Security for Security Advisory.

- A. During a “High (Orange)” Threat Condition, out-of-state field trips pre-approved by the board will be restricted and must be approved by the superintendent. No out-of-country field trips will be authorized.
- B. During a “Severe (Red)” Threat Condition, all field trips will be restricted and must be approved by the superintendent.

Field Trips

- A. The staff member shall submit a completed field trip request form to the principal at least three weeks prior to the field trip.
- B. The staff member shall contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies.
- C. The staff member shall be responsible for securing additional adult supervision to provide supervision of all students at all times (one adult to a maximum of ten students is recommended).
- D. Each student participating in a field trip must first return a permission slip signed by his/her parent.
- E. A letter of appreciation should be sent to the site host upon completion of the field trip.

Overnight and Out-of-State Field Trips

- A. The staff member must submit to the principal a written plan, including purpose, supervision, itinerary, cost, housing, and student costs (if any) at least three weeks prior to submission to the board.

- B. After approval by the principal, the proposal should be submitted to the superintendent at least one week prior to the board meeting. The superintendent may deviate from this timeline and approve a field trip request prior to board action if he/she determines prior approval is in the best interest of students.
- C. Adult Chaperones – Secure additional adult supervision for the trip to provide supervision of all students at all times (one adult to a maximum of ten students is recommended). Provide chaperones from both genders if the trip includes both male and female students. One or more adult supervisors/chaperones must have a current First Aid/CPR card.
- D. The staff member should attend the board meeting to answer any questions the board may have.
- E. After approval by the board, a written description of the overnight field trip shall be sent to the parent. Parent permission is required. All such field trips are optional.

Foreign Field Trips

- A. Before talking to the students and parents about the proposed trip, the staff member must meet with the building principal to request approval to proceed with planning. The staff member will submit to the principal, a written plan, including purpose, supervision, itinerary, cost, housing, and student costs (if any) at least three weeks prior to submission to the board. Provisions shall be made to ensure opportunity for all students to participate, such as low-income waivers or fund-raising opportunities.
 - 1) Plan Itinerary - Include departure time and place, major events, travel arrangements, planned stops and time and place for return.
 - 2) Transportation/Land – Prior to taking a vehicle into or renting a vehicle in a foreign country, obtain information related to automobile insurance requirements and make arrangements in advance to purchase proper automobile coverage. Confirm with charter carriers that they have at least \$1 million in liability insurance coverage.
 - 3) Transportation/Air – Travel arrangements shall be with common carriers.
 - 4) Other Insurance Considerations – Arrange for purchase of Foreign General Liability Coverage to insure protection if a third party is harmed or alleged to be harmed and suit is brought in a foreign country. Student medical insurance should be purchased to cover medical insurance claims occurring in a foreign country.
- B. After approval by the principal, the proposal should be submitted to the superintendent at least two weeks prior to the board meeting.

- C. Adult Chaperones – Secure additional adult supervision for the trip to provide supervision of all students at all times (one adult to a maximum of ten students is recommended). Provide chaperones from both genders if the trip includes both male and female students. One or more adult supervisors/chaperones must have a current First Aid/CPR card. It is recognized that laws regarding consumption of alcohol and use of controlled substances in other countries may differ from laws in the United States. Chaperones are subject to the laws of the United States while traveling on a school sponsored trip.
- D. The staff member shall attend the board meeting to answer any questions the board may have.
- E. Informational Meeting for students and Parents – Discuss purpose of trip and its relation to curriculum or activity program, including detailed daily student itinerary, proposed housing arrangements, budget and fund raising, rules of conduct, advisor/chaperone responsibilities (provide them with a written list), emergency procedures, potential personal safety risks and topics such as: need for immunizations, identification/passport, and laws specific to that country regarding drugs and prescription medications.
- F. Student Conduct – It is recognized that laws regarding consumption of alcohol by minors and use of controlled substances in other countries may differ from laws in the United States. Students are subject to the same code of conduct while traveling in a foreign country as required in the United States. Students are subject to the regulations in the Student Athletic/Activities Code defined in the Interscholastic Athletics/Activities Policy 2151.
- G. Use and/or Possession of Alcoholic Beverages, Tobacco and/or Possession of Illegal Chemical Substances or Opiates is prohibited. Adult Chaperones – Secure additional adult supervision for the trip to provide supervision of all students at all times. Provide chaperones from both genders if the trip includes both male and female students. One or more of the adult supervisors/chaperones must have a current First Aid/CPR card.
- H. Emergency Procedures - Discuss safety, including potential risks, emergency procedures with students, parents and chaperones.

Non School-District Sponsored Trips

The trip is not school-district sponsored if:

- the field trip is organized by a for-profit company.
- teachers are earning a free trip by chaperoning or otherwise overseeing the trip.
- the school district is not paying wages to the teacher for supervising the trip.
- the trip does not occur during the school calendar.
- and the school district does not control the activity.

The school district's general liability policy does not cover non-school sponsored events. To protect the district from liability associated with private field trips, the district will require a disclaimer that clearly states "*this is not a school-sponsored field trip*" on information distributed to students.

Use of district equipment, such as copiers or telephones, or district supplies, such as letterhead, or postage to advertise a non-school district sponsored event is prohibited. Any use of school district funds for a private company's profit may be a misuse of public funds and could create an auditing problem for school districts.

Field Trips on Sundays

School activities should normally be held during the school week. Field Trips on Sunday need Board approval. This would require submission of the request in accordance with the regulations outlined above.

Cost of Trips

Educational trips are made at school expense except that incidental costs for admission fees, meals, etc. are to be paid by the participating individuals, unless otherwise funded from non-district sources.

Recreational trips, such as rooster bus trips, cultural enrichment trips, etc., must be paid for by other than the school district; such as the participants, organization, etc.