

Field Trips

Field trips are defined as travel away from school premises, under the supervision of a teacher, coach or advisor, for an approved course of study or extra-curricular activity, to afford students a direct learning experience not available in the classroom or provided by the school activity.

Any staff member who wished to plan an overnight/out of state or international trip should begin planning by engaging in conversation with their building principal or supervisor to determine if the trip supports the academic or social-emotional learning goals of the students/program.

The funds for transportation and participation costs for all such field trips conducted during school hours shall be deposited in a school district account within 24 hours of receipt. The following procedures shall apply:

All Trips

- All field trips require the appropriate approval in advance of the trip and there must be an educational purpose to all trips. Trips provided as an incentive will not be approved and travel for post-season play for interscholastic athletics or merit-based competition for approved school clubs are not considered incentives for this procedure. **No trip will last more than two (2) weeks (defined in this instance as 14 calendar days rather than school days) in length.**
- All students enrolled in the appropriate class, sport or activity may participate if they and their parents so desire and if all conditions for participation are met.
- In accordance with Policy 5251: Conflicts of Interest, no staff member shall personally benefit from the trip or from the exercise of his / her influence with students and/or parents, whether the trip occurs during or outside of the instructional day or year. Personal benefit shall exclude subsidization of actual expenses of transportation, housing and food and other activities required of the employee acting as a chaperone of students and shall be fully disclosed to parents.
- A trip is considered “school-sponsored” when the trip is planned at the school, the school is being used to advertise the trip, and/or a staff member uses his/ her position as a public-school employee to gain access to students to recruit and plan for a trip.
- If private or District vehicles (other than school buses) are used, Parent Authorization Forms (Procedure 2320P – Exhibits A and C) shall acknowledge the name of the driver of each vehicle. The principal will ensure that all drivers have been approved by the District Transportation Department in advance of driving any student. A Driver Authorization Form (Procedure 2320P – Exhibit G) must be submitted to the Transportation Department.
- A school or its staff will not proceed with implementation of an extended (out-of-state or overnight) field trip, including committing funds for the activity, until it has received required approval as described below and adequate funds have been deposited in a school district account. Failure to obtain approval shall be reason to cancel a trip.
- Activities that are considered high risk and/or not covered by the District’s insurance are not allowed on or during school-sponsored trips. Swimming and water activities are strictly prohibited.

- Exceptions to the requirements of this procedure may be made by the Superintendent on a case-by-case basis where extraordinary circumstances exist.
- No student will be denied the opportunity to participate in curricular or co-curricular field trips due to insufficient funds. Curricular and co-curricular field trips are defined as those trips associated with a course or program where students receive a grade.
- All District and school policies and procedures apply during field trips. Any student misconduct defined as Exceptional Misconduct under Procedure 3241P (Classroom Management, Corrective Actions and/or Interventions) may result in students being required to return home at student/family expense prior to the conclusion of the trip.
- A staff member shall be responsible for securing adequate adult supervision for the trip. The number of adult supervisors should be based upon the age of students, duration of the trip, safety considerations, and nature of the activities planned. That ratio shall be approved by the principal. Each student should be under the direct supervision of a staff member or adult supervisor always. In accordance with Policy 5630 (Volunteers in Schools), all volunteer chaperones/supervisors must complete the BSD volunteer screening process prior to accompanying students on a field trip. The screening process requires completion of a Volunteer Application Packet (BSD Volunteer Application form, BSD Disclosure form, Washington State Patrol form, and Volunteer Agreement) along with a valid copy of their photo identification with birth date. Once a completed Application Packet and photo ID are received, District VIBES staff will run a Washington State Patrol Criminal Background check.
- Student Health: Field trip planning must take into consideration those students who require the administration of medication and/or has health needs requiring additional care or accommodations for field trip attendance. Plans must follow board policies and procedures that govern student health, including:
 - 3415 Accommodating Students with Diabetes
 - 3416 Medication at School / 3416P Medication at School
 - 3417 Catheterization / 3417P Catheterization
 - 3418 Emergency Treatment / 3418P Emergency Treatment
 - 3419 Self-Administration of Asthma and Anaphylaxis Medications / 3419P Self-Administration of Asthma and Anaphylaxis Medications
 - 3420 Anaphylaxis Prevention / 3420P Anaphylaxis Prevention and Response

Planning also includes consideration of the following information:

- a. In State Field Trips:
 - i. School staff must notify the school nurse at minimum four (4) school weeks prior to the field trip and provide a roster of attending students and any medical information they may have received at minimum two (2) school weeks prior to the trip date. Required medication may be administered using one (1) of the following three (3) methods for In State Field Trips:
 1. A parent/guardian can accompany their student on the field trip and can be responsible for administering their student's medication, or
 2. A staff member who has been trained in field trip medication administration by a school nurse and will accompany students on the field trip can administer the medication (The training of staff members is detailed in 3416P: Medication at School), or

3. A student who has been authorized by their parent and prescribing healthcare provider to possess and self-administer medication can carry and administer medications. (The authorization process is outlined in Procedure 3419P: Self-Administration of Asthma and Anaphylaxis Medications.
- b. Overnight and Out of State and International Field Trips:
 - i. School staff must notify the school nurse at minimum eight (8) school weeks prior to the field trip and provide a roster of attending students and any medical information they may have received at minimum six (6) school weeks prior to the trip date.
 - ii. WA State Nurse License Laws do not allow nurses to practice outside of the state of Washington. This includes delegating authorization to provide medications and care to school staff for field trips outside of the state of Washington. To determine how to accommodate students for an interstate or international field trip, consult with the school nurse.

Class Field Trips

- A. Field trips will not affect student grades or be essential to accomplishment of course learning outcomes. Alternate assignments must be provided for students not going on class field trips as defined below.
- B. No student will be denied the opportunity to participate due to insufficient funds.
- C. The certificated staff member shall submit a completed field trip request form (Procedure 2320P -Exhibit A) to the principal at least two (2) school weeks prior to the field trip.
- D. The certificated 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 learning outcomes.
- E. Trips will ordinarily be made on school buses. In some cases, public transportation, chartered buses, or parent-driven vehicles be used, subject to principal approval and the District Transportation Department authorization of all drivers of leased District or private vehicles.
- F. Parents must be informed of the nature and purpose of the field trips. Parent authorization (Procedure 2320P - Exhibit A) forms must be sent home at least three school days prior to the trip. Each student participating in a field trip must first return the permission slip signed by his/her parent. Parents will be informed if private vehicles are to be used for the field trip.

Overnight and Out of State Field Trips

- A. The staff member must submit to the principal or principal's designee a written plan, including purpose, supervision, itinerary, cost, housing, and student costs at least two (2) school weeks prior to submission to the Office of Athletics and Activities Director. The principal will approve the trip only if the overnight/out of state or international trip supports the academic or social-emotional learning goals of the students/program.
- B. After approval by the principal, the application (Procedure 2320P Exhibit B) should be submitted to the Office of Athletics and Activities for approval at least two (2) school weeks prior to the intended School Board meeting. Requirements for planning a trip are described below.

- C. The Executive Director responsible for Athletics and Activities will attend the Board meeting to answer any questions the Board may have.
- D. After approval by the Board, the staff member provides a written description of the overnight field trip to the parent. All such field trips are optional. Parent permission is required on the Parent Authorization and Acknowledgement of Risk for Field Trip form. (Procedure 2320P - Exhibit C)
- E. 2320P Exhibit D – Notice and Waiver of Extended Field Trip Expenses Forms (Exhibit D) and Out of State or Overnight Field Trip Emergency Health Forms (Exhibit E) need to be completed by each participant and retained by the school.
- F. Potentially high-risk activities while on an overnight or out of state trip must be identified and approved in advance of the trip. Swimming and water activities are prohibited.
- G. Approval of international travel shall be subject to the United State Department of State travel warnings. Travel warnings are issued when the state department decides based on all relevant information, to recommend that Americans avoid travel to a certain country. District travel to Canada and Mexico will be approved unless either country is identified through a travel warning. No district sponsored international travel will be approved to any other country if a Department of State travel warning is in effect.
 1. The staff member must submit to the principal or principal's designee a written request for approval, including purpose, supervision, itinerary, cost, housing, and student costs twelve (12) school weeks before the date of the trip and before any fundraising begins or deposits are placed for the trip.
 2. The District will advise all parents to purchase trip insurance.
 3. After approval by the principal, schools submit requests for both single and multi-school trips to the Office of Athletics and Activities for approval eight (8) school weeks prior to the planned departure.
 4. All international trips are optional. Parent permission is required and must be notarized for foreign travel, including trips to Canada.
 5. The staff member must advise students who are not US citizens, including exchange students, to determine their immigration status before crossing an international border and to take appropriate documentation with them on the field trip. The staff member must advise all other students to take appropriate identification.
 6. The school and the Office of Athletics and Activities will each check the State Department website to verify that travel restrictions or limitations do not exist for the proposed field trip site or surrounding area.
 7. The school and the Office of Athletics and Activities will each check the Centers for Disease Control website or the World Health Organization website to be sure that students and teachers will not be exposed to unnecessary health risks.
 8. All signed approval forms and trip records shall be kept on file at the school according to Board Policy 3231: Student Records and Administrative Procedure 3231P: Student Records.
 9. Staff members shall obtain competitive pricing to assure maximum student participation at the lowest possible cost.

Requirements for Planning Overnight and Out of State Trips

- Application materials (Procedure 2320P - Exhibit B) for overnight and out of state field trips must be submitted to the Office of Athletics and Activities at least two (2) school weeks prior to the intended School Board meeting.

- Applications for international travel (Procedure 2320P - Exhibit B) must be submitted to Office of Athletics and Activities at least eight (8) school weeks prior to the planned trip.

Estimated travel costs may be collected from individuals as a deposit in advance of approval. However, no costs, such as travel arrangements or program fees, may be incurred until Board approval is received. The Executive Director responsible for Athletics and Activities will attend the Board meeting at which approval is sought to answer any questions from the Board. Staff members, coaches, advisors leading trips, school administrators and athletics and activities directors are expected to follow the guidelines for extended field trips provided by the Office of Athletics and Activities.

Principal Considerations in Approval

The principal will consider the following factors: curricular and instructional reasons for trip; age appropriateness; costs; potential risks to students, staff, and chaperones; emergency procedures; impact on student learning (time of year of the trip and number of days missed).

Required Forms

2320P Exhibit A – Parent Authorization and Acknowledgement of Risk for Field Trip

2320P Exhibit B – Overnight or Out of State Field Trip Application

2320P Exhibit C – Parent Authorization and Acknowledgement of Risk for Out of State or Overnight Field Trips

2320P Exhibit D – Notice and Waiver of Extended Field Trip Expenses

2320P Exhibit E – Out of State or Overnight Field Trip Emergency Health Form

2320P Exhibit G – Staff and Volunteer Driver and Private Vehicle Authorization Form

3416P Exhibit A - Medication Authorization Form

Date: 8.14, 10.17, 8.18