



Bellevue School District Day Field Trip Application and Approval Process

For School Day or Outside of School Hours Field Trips. Not for Out of State, Overnight or International Field Trips.

The proposed Day Field Trip, if during the school day, must be directly related to and a logical extension of the subject material being taught by the teacher and being studied by the students. The proposed trip will contribute to the completion of course objectives and will increase student's appreciation for, knowledge of, or skills in the subject matter.

Field trips can affect other school programs/classes when taken during a certain time of the year. To avoid as much conflict as possible, consider the following times **blackout dates** and do not schedule field trips during these times.

- The school day before a break/holiday (Thanksgiving, winter, mid-winter, spring).
- The five school days prior to midterm or finals each semester.
- The first five school days of each semester.
- The windows for state testing.
- The window for AP testing.

STEPS REQUIRED TO PROCESS FORMS:

1. Read applicable BSD School Board Policies and Procedures (2320 and 2320P - Field Trips). Note: All Policies and Procedures can be found here: <http://www.bsd405.org/about/policies-procedures/>.
2. Check your school's master calendar to make sure there are no conflicts and that you are not planning a field trip during a blackout period as outlined above.
3. Complete all required forms as described:
 - a) BSD Day Field Trip Application (included in this document)
 - b) [2320P Exhibit A – Parent Authorization and Acknowledgement of Risk for Field Trip](#)
 - c) [2320P Exhibit G – Driver Authorization Form](#) if applicable
 - d) [3416P Exhibit A – Medication Authorization Form](#)
4. Students are in our care at all times of the school day, which includes time spent off campus. This means that a student's Individual Health Plan and/or Medications **MUST** accompany the student on a field trip. Notify the School Nurse at minimum 4 school weeks in advance of a day trip and provide a roster of attending students and any medical information they may have received at minimum 2 school weeks prior to the trip date.
5. Submit the BSD Day Field Trip Application to the Principal or Principal's Designee at minimum 2 school weeks in advance, the earlier the better!
6. The Principal or Principal's Designee will obtain principal approval/signature, retain original and place copies in the appropriate staff mailboxes (Accounting, Attendance, School Nurse, Activity Secretary, requesting teachers', etc.) so they know the trip has been approved and will add the trip to the school's calendar.
7. Teacher/Advisor responsibility after approval is as follows:
 - a. Submit entry fees, applications or registration forms to Accountant or Office Manager for payment or processing.
 - b. See Office Manager to request a substitute teacher, if required.
 - c. See ASB Secretary to order district transportation.
 - d. Check with Office Manager or Administrator regarding entrance into the building during non-school hours, if needed.

- e. Check with the School Nurse to determine if any students going on the trip have medication and/or Individual Healthcare Plan (IHP), at minimum 2 weeks in advance.

How to Coordinate a Local, Day-Only Field Trip with the School Nurse:

Students are in our care at all times during the school day, which includes time spent off campus, be it an hour or overnight. This means that a student's Individual Health Plan and/or Medications **MUST** accompany them on a field trip. Here's how to make sure this happens:

Teacher's responsibility:

- **Review your student health alert list.** Will this field trip require a nurse or para to attend to student health needs as required by law? Diabetes, Seizure disorders, other? Assessment of this extra expense must be considered.
- **Notify the school nurse and office manager** as soon as you know that you're going on a field trip, at a minimum 2 school weeks in advance. If there is a need for a nurse or para to accompany a student on the trip, this discussion must include the school nurse and a building administrator. There may not be the option of a BSD substitute nurse to cover field trips. An agency nurse may be arranged at higher cost.
- **Transportation:** Students must have their emergency medication accessible in the same car/bus they are riding in.
- **Carrying medication:** If the student has health care provider orders to self-carry and self-administer medication, they may do so. If the student does NOT have self-carry and self-administer orders, and the trip is within Washington State, a BSD employee must carry and administer these medications. The school nurse must delegate medication administration to this employee. This employee must ride in the same vehicle as the student and be in the student's group at all times. If student with the medication is riding with their parent/guardian, the parent/guardian may carry emergency medication. If the trip is **OUTSIDE OF WASHINGTON STATE**, the student may either have orders to self-carry and self-administer, or have a parent accompany them. If neither option is possible, an agency nurse may be arranged at a higher cost.
- **Pick up medications** from the health room when you leave for the field trip, and return them immediately when you get back. **Student health information and medications MUST be in the Health Room at all times, except when the student is on a field trip (unless student is authorized to self-carry).**
- **Stay current with Epi Pen training and Administering Medications** so you are prepared for a field trip. Speak to the school nurse about delegation. NOTE: Medications cannot be delegated to non-BSD employees.
- **Be prepared** for an allergic reaction, an asthma episode, high or low blood glucose readings, or a seizure! All staff on the field trip should be aware of students with an Individual Health Plan.

School Nurse's Responsibility:

- **Provide a list** of students who have Life Threatening Health Conditions (Alert List), medication requirements, and any serious medical issues or concerns.
- **Prepare Field Trip materials** with Individual Health Plans, and medications (if needed). These packets (zip lock baggies) will be ready for pick up in the Health Room on the day of the field trip. Front office staff will assist with this if RN is not present.
- **Notify and work with parents** if there are medication questions. This important piece happens only with enough advance notice!
- **Train staff** in Epi Pen and Medication Administration at a mutually agreeable time well in advance of the field trip date.



Bellevue School District Day Field Trip Application

For School Day or Outside of School Hours. (Not for Out of State, Overnight or International Field Trips)

| | | | |
|-----------------------|----------------------|--|----------------------|
| Date of Request: | <input type="text"/> | Trip Destination: | <input type="text"/> |
| Class or Group: | <input type="text"/> | Educational Objectives: | <input type="text"/> |
| Teacher/Advisor Name: | <input type="text"/> | Number of Students: | <input type="text"/> |
| Departure Date: | <input type="text"/> | Anticipated Cost / Student: <i>See cost breakdown section below</i> | <input type="text"/> |
| Departure Time: | <input type="text"/> | Method of Travel: | <input type="text"/> |
| Return Date: | <input type="text"/> | Charge to Budget Code: | <input type="text"/> |
| Return Time: | <input type="text"/> | Dept. Chair's Signature: | <input type="text"/> |

Trip Costs:

| | |
|---------------------------------|--|
| Entry fee/participation: | \$ <input type="text"/> |
| Transportation: | \$ <input type="text"/> |
| Substitute teacher – check one: | \$150/4 hrs <input type="checkbox"/> \$187/5 hrs <input type="checkbox"/> \$250/full day <input type="checkbox"/> * Rates posted for FY 2019-20 by Finance Dept. |
| Food: | \$ <input type="text"/> |
| Other: | \$ <input type="text"/> |
| Total Trip Cost: | \$ <input type="text"/> |

Describe activities planned while on the trip (use back of form or additional paper if necessary):

What required assignments will participants have to complete related to this activity? What alternate assignments will be available to students who miss the activity?

What arrangements have been made for students to complete work missed in other classes?

How many adults will provide supervision?

What considerations have been made for students who cannot afford the cost of the trip?

Have you reviewed student health needs and discussed with school nurse?

Trip Approved

Trip Denied

Administrator's Signature

Date

