



Bellevue School District Out of State, Overnight or International Field Trip Approval Process

(Not for Field Trips scheduled during the school day)

Proposed Out of State, Overnight or International Field Trip must be carefully planned and approved at the building, district, and board level prior to any costs being incurred or collected, such as travel arrangements or program fees. Though no costs may be incurred, estimated travel costs may be collected from individuals as a deposit in advance of approval. Out of State, Overnight or International Field Trips are defined in 2320P as optional and should follow all ASB guidelines.

Field trips, including optional trips, can affect other school programs/classes when taken during certain times 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 the Application:

1. Read applicable BSD School Board Policies and Procedures (2320 and 2320P Field Trips). All Policies and Procedures can be found here: <http://www.bsd405.org/about/policies-procedures/>. Note: Acquire all required forms for school board approval only AFTER completing the planning document, which is included at the end of this document, and having your plan reviewed by school administration.
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. Once your trip is properly planned, completely fill out all required forms to begin the process for school board approval. The following forms are required for a complete trip submission:
 - a. [2320P Exhibit B – Out of State or Overnight Field Trip Application](#)
 - b. [2320P Exhibit C – Parent Authorization and Acknowledgement of Risk for Out of State or Overnight Field Trip](#)
 - c. [2320P Exhibit D – Notice of Waiver International Field Trip Expenses](#) (International Trips Only)
 - d. [2320P Exhibit E – Out of State or Overnight Field Trip Emergency Health Form](#)
 - e. [2320P Exhibit G – Driver Authorization Form](#)
 - f. [3416P Exhibit A – Medication Authorization Form](#)
4. The staff member who is leading the trip is considered the trip sponsor. This staff member must be sure to pay close attention to the following items to help facilitate processing of the application:
 - a. When completing [2320P Exhibit B](#), pay attention to the following:
 - “Educational objectives of the trip” - Be sure to provide when completing the top section of the form.
 - “Before Trip” and “Completed Forms” - Review and confirm required forms will be submitted on time by checking all appropriate boxes. This includes having a conversation with the School Nurse.
 - “Financial Plan” - Provide the complete Budget Code (i.e. “Org Key”).

- “Financial Plan” - Attach ASB minutes for any trip using an ASB Org Key. Ensure the amount approved by ASB matches the amount on the application.
 - “Transportation” - Ensure that there will be no vans larger than 10 passenger used (under transportation detail) and that charter bus companies have a current carrier profile. A carrier profile can be printed and attached by searching the [Utilities and Transportation Commission website](#). Review and confirm by checking the box.
 - “List additional chaperones” - Provide detailed chaperone information, including numbers of chaperones, and confirm parent chaperone clearance through BSD as a volunteer prior to the trip by checking the appropriate box on the application. See the BSD [Become a Volunteer](#) website for more information.
 - “Itinerary” - Provide as detailed an itinerary as possible, which may require an attachment.
 - “Funding” - Indicate how students who may have difficulty paying for the trip will receive financial assistance.
 - “Accommodations” - Confirm students will only room with other BSD students of the same gender by checking the appropriate box on the application.
 - “Plans for Meals” - Review related BSD Policies and Procedures and discuss with the School Nurse.
 - “High Risk Activities” - Confirm the group will not participate in the High Risk Activities described on the application by checking the box and initialing.
 - Note: Ensure that all dates listed on the Exhibit match each other. It is a problem when the date of the trip on the first page and the date of the trip on the second page are different.
- b. When completing [2320P Exhibit C](#), the sponsor must provide parents with complete information including transportation, itinerary (to include accommodation contact) and the educational purpose of the trip. Exhibit C must be returned to the sponsor prior to the trip, with all signatures present. Without this form, a student cannot attend the trip. The sponsor of the trip will make a copy of these forms and keep the originals for recordkeeping with the Office Manager of the school.
 - c. [2320P Exhibit D](#) is completed by each individual traveling only if it is an International trip.
 - d. When taking a group on an Out of State, Overnight or International Field Trip, all students must return [2320P Exhibit E](#) and [3416P Exhibit A](#) at minimum 6 school weeks in advance of departure. The trip sponsor must then work with the School Nurse to be trained to provide medication for any student who requires medication during the trip.
 - e. The sponsor must provide [2320P Exhibit G](#) to any chaperone who will drive a student while on the trip.
5. Students are in our care at all times of the school day, which includes time spent off campus. This means that student Individual Health Plans and/or Medication Plan MUST accompany the student on a field trip. Notify the School Nurse at minimum 8 school weeks in advance of an Out of State, Overnight or International Field Trip and prior to board approval. Provide a roster of attending students and any medical information they may have received at minimum 6 school weeks prior to the trip date.
 6. Turn in the completed field trip packet with supporting document as described above to the Principal or Principal’s Designee in advance of the date needed for board approval. The earlier the better!
 - a. For Out of State or Overnight Field Trips within the USA, return the packet to the Principal or Principal’s Designee at minimum 4 school weeks prior to the date needed for board approval.
 - b. For International Trips, return the packet to the Principal or Principal’s Designee at minimum 12 school weeks prior to date needed for board approval.

7. The Principal or Principal's Designee will obtain Principal approval/signature, retain original and place copies in the mailboxes of the Accountant, Attendance Specialist, School Nurse, Activity Secretary and sponsor so they know the trip has been approved by the Principal and will be added to the school calendar.
8. The Principal or Principal's Designee will then send the completed packet (with signatures) to Andrea Arnone at the BSD Athletics & Activities Department by scanning and sending to arnonea@bsd405.org. Ms. Arnone will then route the packet through the district approval process.
 - a. Please email the packet with a read receipt request. This will be your verification that the application has been received.
 - b. For Out of State or Overnight Trips within the USA, please allow at minimum 2 school weeks for processing prior to inclusion for board approval.
 - c. For International Trips, please allow at minimum 8 school weeks for processing prior to inclusion for board approval.
 - d. Ms. Arnone will send email to all trip sponsors to let them know their trip has been included for approval by the board.

Once Application has been Approved by the School Board:

9. Teacher/Advisor (sponsor) responsibility after approval is as follows:
 - a. Submit entry fees, applications or registration forms to Accountant or Office Manager for payment or processing. All fees must be collected prior to departure. Unpaid fees may mean the cancellation of a trip. Fees are a school responsibility.
 - b. Make a copy of all documentation and keep the originals for recordkeeping with the Office Manager of the school.
 - c. See Office Manager to request a substitute teacher, if required.
 - d. See ASB or appropriate secretary to order district transportation.
 - e. Check with Office Manager or Administrator regarding entrance into the building during non-school hours, if needed.
 - f. Check with the School Nurse to determine if any students going on the trip have medications and/or Individual Healthcare Plans (IHP) at minimum 6 school weeks in advance.

Additional Notes for International Field Trips:

- All chaperones must purchase trip insurance. For other overnight trips, trip insurance is recommended for chaperones. Chaperones should provide a copy of the insurance policy to the trip sponsor to included with the trip documentation on file at the school.
- Part of the approval process is approval from the Executive Director of Schools who has oversight of the applying school. This approval will be part of the approval process through the Athletic and Activities Office.
- [2320P Exhibit C – Parent Authorization and Acknowledgement of Risk for Out of State or Overnight Field Trip](#) must be notarized.
- The immigration status of all attendees should be verified.

How to Coordinate an Overnight, Out of State, or International 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 an overnight or out of state field trip, at a minimum 8 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. The Special Education Supervisor for Health Services must also be notified. There may not be the option of a BSD substitute nurse to cover field trips. An agency nurse may be arranged at higher cost.
- **Send the school nurse a list of students going on the trip, completed Extended Field Trip Emergency health forms, and completed Medication Authorization forms** a minimum 6 school weeks prior to any overnight and/or out of state field trips.
- **Transportation:** Students must have their emergency medication accessible in the same car 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.

TIMELINES:

1. Approval from Building, District and School Board

	Out of State	International
Application to Principal:	5 school weeks prior to SBM*	12 school weeks prior to SBM*
Application to Dept. of Athletics & Activities:	3 school weeks prior to SBM*	9 school weeks prior to SBM*
School Board Meeting*:	[date set by School Board]	[date set by School Board]
Notification of District Approval:	1 school week after SBM*	1 school week after SBM*

2. Review of Student Health and Safety Needs with School Nurse

	Out of State	International
Notify School Nurse (discussion):	8 school weeks min/prior to trip approval	8 school weeks min/prior to trip approval
Send roster, medical info, bus info:	6 school weeks	6 school weeks prior to trip approval
Submit Emergency Health Forms:	6 school weeks prior to trip	6 school weeks prior to trip approval

3. Also, see Timeline Worksheet for Field Trip Approval on Department of Athletics and Activities' Field Trip website.

<http://www.bsd405.org/departments/athletics-activities/field-trips/>

For an Out of State, Overnight or International Field Trip Application, go to:

[2320P Exhibit B- Out of State or Overnight Field Trip Application](#)



Bellevue School District Out of State, Overnight or International Field Trip Planning

(Not for Field Trips scheduled during the school day)

Date of Request:	<input type="text"/>	Teacher/Advisor Name:	<input type="text"/>
Class or Group:	<input type="text"/>	Teacher/Advisor Cell Phone	<input type="text"/>
Departure Date:	<input type="text"/>	Return Date:	<input type="text"/>
Departure Time from School:	<input type="text"/>	Arrival at Destination	<input type="text"/>
Departure from Destination:	<input type="text"/>	Arrive at School	<input type="text"/>
Number of Students:	<input type="text"/>	Number of Chaperones	<input type="text"/>
Method of Travel:	<input type="text"/>	Charge to Budget Code:	<input type="text"/>
Anticipated Cost / Student: <small>See cost breakdown section below</small>	<input type="text"/>	Dept. Chair's Signature:	<input type="text"/>

Destination of Trip:	<input type="text"/>
Destination Address/Contact	<input type="text"/>
Educational Objective:	<input type="text"/>

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

Describe activities planned while on the trip:

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 – and have non-BSD personnel been VIBES cleared?

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 _____