

INSTRUCTION

Field Trips

Field trips, when used as a teaching strategy integral to the curriculum or to extra-curricular programs, are educationally sound components in the instructional/extra-curricular programs of the schools. Such trips must supplement and enrich classroom/extra-curricular programs by providing learning experiences in an environment beyond the school.

Field trips are defined as any travel (including walking) away from school premises, under the supervision of coordinating staff members, for the purpose of affording students direct learning experiences, not available on the school site, that align with grade and curricular standards or provide valuable extensions to the school program.

Types of Field Trips

Curricular	A classroom-oriented learning experience not otherwise available on the school site.
Co-curricular	School sponsored non-classroom-oriented experiences of a nature that normally have little or no school time involved.
Outdoor Education	School sponsored outdoor education experience.
Celebration	Reward/celebration field trips, such as end-of-the-year celebrations of transition from one level of school to another.
Athletic Events	Interscholastic, out-of-district events under the direction of the WIAA in which students participate as representatives of Everett Public Schools. Refer to procedures in Everett Public Schools <u>Policy 2151</u> , Interscholastic Athletics/Activities.

Categories of Field Trips

Category 1:	Single-Day, Extended Day, In-State Field Trips
Category 2:	Overnight or Out-of-State Trips (including Victoria and Vancouver, BC area), and Outdoor Education Programs
Category 3:	International Travel

Procedures

The following regulations are specified according to the three categories of field trip activities recognized by the district. Refer to the section relative to the type of proposed field trip for the appropriate procedures to be followed.

General Provisions

Adult Supervisors

The coordinating staff member shall be responsible for securing necessary adult (21 years or older) supervision for the trip and for providing appropriate orientation for adult supervisors. The number of adult supervisors shall be determined by the coordinating staff member in consultation with the building administrator/designee, while considering the age of the students and the nature of the activity.

All adult supervisors must be approved through a Volunteer Disclosure Statement form and submit an Adult Supervisor Informed Consent Notice. Adult supervisors participating in overnight field trips will receive appropriate training in their responsibilities at least one time per year.

The primary responsibility for an adult supervisor is supervision of the students on a field trip. Therefore, family members, including younger children and friends of coordinating staff members or adult supervisors, shall not participate in a field trip or event without prior approval of the building administrator/designee.

Adult Supervisor Training

Adult supervisors will be advised of their responsibilities, which must include:

- Students must be supervised at all times while at school-sponsored events. Coordinating staff members and adult supervisors must be readily available to respond to student requests and to provide balanced supervision.
- Adult supervisors will enforce all school rules. Consequences, as necessary, shall be determined and enforced by the building administrator/designee and/or coordinating staff member.
- No tobacco, drug, or alcohol use by coordinating staff members or adult supervisors is permitted during the trip.
- Confidentiality of student information.

Annual Review

Field trip procedures will be reviewed annually at the school with staff members who coordinate such trips.

Disabled Students, Inclusion of

Disabled students will be afforded the opportunity to participate in field trips. A decision to limit or exclude a disabled student from participation in field trips must be made by the student's Section 504 team or IEP team. The decision must be documented and the student's parent/guardian must be given notice of the decision a reasonable period of time in advance of the trip. A disabled student's participation in a field trip may not be conditioned upon the student's parent/guardian attending unless the participation of non-disabled students is subject to the same condition.

Reasons to limit or exclude a disabled student's participation in a field trip include:

- It is not medically safe for the student to attend (e.g., the student's medical condition is too unstable or fragile and/or the required distance from necessary emergency care is too great).
- It is behaviorally not safe for the student to attend (e.g., the student's behavior is unpredictable or dangerous and cannot be accommodated).
- The trip is physically inaccessible and no accessible alternative is educationally comparable (e.g., the trip is essential to the curriculum, it is impossible to make the trip accessible, and no accessible alternative is educationally comparable).

Drivers

In rare instances for small groups and with full knowledge and prior approval of the building administrator and consultation with the central office supervisor, employee and non-employee drivers may be utilized. This is a very sensitive area, especially in relation to transportation provided by nonemployees, and certain safeguards must be established with strict adherence to these safeguards.

Employee drivers: Staff members may be granted permission to drive on official school field trips or activity trips. Employees must have completed the district's Type II drivers' authorization defensive driving training program and must have a current Type II driver's certification to drive any vehicle with students. An Approval for Use of Private Vehicle form must be submitted when any non-district vehicles are used.

Non-employee drivers: In order to be an approved driver, non-staff members (21 years or older) shall submit to the building administrator/designee an Approval for the Use of Private Vehicle and Volunteer Disclosure Statement forms. In addition, they will submit a current Department of Licensing driving abstract and a valid Washington State driver's license. (Note: Personal Vehicle Use on page 7.) The building administrator/designee must review any plan to use a non-employee driver with the regional deputy/assistant superintendent.

Whether non-staff members are permitted to drive must be determined on a trip-by-trip basis (or at a minimum for specific limited purposes over a set time period).

Emergency Preparation

At least one first aid kit available from the health center and an emergency phone shall be taken on the trip. Safety information, including potential hazards or special requirements of the trip site and emergency procedures, must be communicated with students and adult supervisors before the trip begins. Attendance shall be taken prior to leaving campus for the trip, prior to leaving the trip site, and again at the conclusion of the trip.

In the event of an emergency, the coordinating staff member will first notify proper authorities by calling 911 or the local emergency number. The coordinating staff member should contact the building administrator/designee, who will make arrangements for notifying parents/guardians as appropriate of students involved in the field trip activity. In case of illness or accident, one adult must remain with the student at all times. The coordinating staff member will complete an accident report upon conclusion of the trip.

Fiscal Arrangements

Field trips must be at no expense to students if the trip is required, is connected to the core curriculum, and/or a grade or credit is attached. Optional field trips must accommodate low-income students and give assurance that the cost will not cause undue pressure or hardship on the individual student, parents/guardians, or on other school activities.

Organizers must plan for any necessary financial arrangements. Fund-raising activities must be conducted in accordance with Procedure 3530P, Student Fund-Raising Activities. Field trips in categories 2 and 3, overnight and international, require a financial plan.

High Risk Activities

Although outdoor activities can have valuable educational benefits, off-site situations mean that students are exposed to hazards not present in their usual school environment. Activities which have been excluded by the district's insurance carrier include:

- Air flight activities (excluding Commercial Airlines), motorized racing, watercraft, white water rafting and jet skis
- District owned vertical climbing walls or portable vertical climbing walls by PTA at schools.
- District rented inflatable Moon Walks/Slides and Dunk Tanks
- Other rides/attractions where equipment is brought in for the event (Example: Evergreen State Fair, Puyallup Fair, etc.)
- Major water park and other water parks (Example: Disney World Water Parks, Wild Waves, Blaine, etc.)
- Field trips to state, county or private beaches and lakes where supervised students swim.
- Field trips near white water or rapid rivers where students enter moving water (students must stay a safe distance from water.)
- Swimming in a private pool.
- Renting kayaks or canoes from a commercial enterprise, cruise ship or local port/dock for unsupervised use.
- Archery, paintball, and/or bungee jumping at district or at camp/commercial facility.
- District sponsored snow skiing/boarding and water skiing/wake boarding.
- Ice/roller skating in a location other than an insured commercial facility (Example: Green Lake, Rockefeller Center, etc.)
- Mountain climbing, rock climbing, cave exploring, rappelling, wilderness survival.
- Mountain biking on trails, dodge ball as a PE activity and horseback riding.

Questions relating to any high-risk activities shall be referred to the district Risk Manager to determine insurance coverage or special requirements.

Informed Consent

It is the responsibility of the coordinating staff member to assure parents/guardians receive full knowledge of all aspects of a field trip before signing the Informed Consent Notice permitting their student to attend. Arrangements must be made for non-English speaking parents/guardians to receive information.

After a field trip has been approved by the building administrator/designee, an Informed Consent Notice signed by the building administrator/designee and coordinating staff member, and field trip itinerary will be sent to the parents or guardians of each student who will participate.

Only signed Informed Consent Notices will be accepted as parent/guardian permission; no student will be permitted to leave school on a field trip without submitting an Informed Consent Notice signed by his/her parent/guardian. It is the responsibility of the coordinating staff member to ensure that all Informed Consent Notices have been completed and returned for each student prior to departure. All adult supervisors are to complete an Adult Informed Consent Notice as well for emergency purposes.

Parents/guardians must be provided with a written itinerary of the planned trip, including: type of transportation, time of departure and return, a brief agenda of planned activities, emergency procedures and response times, meal plans, special equipment or clothing requirements, and notification that all school rules and consequences apply during the field trip.

One (1) Informed Consent Notice may be used for a series of related single day field trips within a school year, such as trips to the city library, choir/band trips to local schools, transition activities or walking trips. The coordinating staff member is responsible for sending a reminder letter to the parent/guardian (copied to the health room staff) prior to each excursion of this type. The letter should include a request for changes to current medication orders.

The coordinating staff member must carry the original Informed Consent Notices on the trip with copies for staff adult supervisors when appropriate. A duplicate copy must be on file in the school office prior to departure. Original Informed Consent Notices must be kept on file at the school for six (6) full years from the date of the field trip.

An approved Informed Consent Notice must be provided to parents/guardians for students going off campus any time during the school day for an activity, such as trips to the city library, choir/band trips to local schools, transition activities or walking trips.

Insurance

It is advisable for students to have medical insurance. Students who do not have insurance can purchase coverage through a student insurance plan. Application forms are available at the schools or through the Athletics Office. Supervisors for international travel must contact the district Risk Manager to determine whether foreign general liability insurance must be obtained.

Medications and Personal Health Care Needs

The coordinating staff member shall contact the district registered nurse/health room assistant prior to the scheduled trip to review any special medication or other personal health care needs including food allergies and diabetes plans. If one or more students taking part in the trip require the administration of medication, one accompanying staff member must be trained in the proper administration of medications. All students who will be taking medication during a field trip must have properly completed district medication forms on file. All medications, unless health care provider orders indicate they will be independently carried by the student, will be held by the adult staff member trained to administer medications and must be in the original container, labeled with the student's name, dosage, and time medication is to be given as per RCW 28A.210.260.

Outdoor Education

The district may make available to every fifth grade elementary student an overnight outdoor education experience. School staff should be scheduling and planning annual outdoor education experiences well in advance of departure. A procedure packet is provided annually as an aid in planning by the Science Program Office. Specific school arrangements and pre-planning shall be the responsibility of the building administrator/designee and coordinating staff member and should follow procedures for Category 2: Overnight or Out-of-State trips. Professional development on the recommended curriculum activities for the outdoor education experience will be provided for all participating staff.

Privately Sponsored National and International Travel

Field trips and international travel not conforming to the eligibility criteria for district sponsorship shall indicate that the activity is a privately sponsored excursion and therefore may not be district sponsored. If a staff member organizes a trip that does not conform to these criteria, the Everett Public Schools will neither approve nor disapprove the trip. Responsibility rests with the coordinating staff member and the travel agency involved in the planning of the trip. To safeguard the district from liability, the following procedures shall be followed:

- Classroom time shall not be used to organize or participate in privately sponsored trips;
- The use of school facilities and the promotion and advertisement of the trip shall conform to the district regulations for community use of school facilities (Board Policy 4333);
- Staff members shall not use district equipment or materials in planning or promoting a privately sponsored trip;
- All materials developed to advertise the trip shall clearly inform parents/guardians that the trip is not sponsored by Everett Public Schools;
- There shall be no relationship between involvement in the trip and course grades or credit; and students from other schools or school districts may be included in the trip.

Student Conduct

In advance of a field trip, coordinating staff members shall review with students and adult supervisors potential hazards or special requirements of the trip site and the standards of conduct on the trip. This should include use of the buddy system.

The Everett Public Schools Student Responsibilities and Rights Policies and school rules of conduct apply during a field trip. Adults shall strictly enforce the rules of student conduct as stated in Everett Public Schools Policy 3240. In any case of student exceptional misconduct, the coordinating staff member must consult with school administration as soon as possible and maintain close supervision of the alleged offender(s). In some instances, after consultation with the building administrator/designee, a student's parent/guardian may be asked to transport their student home as soon as possible.

Timelines

Timelines are established to provide ample opportunity for pre-planning and preparation. In the event of unforeseen circumstances such as last minute qualifications for competitions, timelines may be superseded with the permission of the supervisor as long as all other constraints can be met.

Transportation

In most circumstances, field trips should be made by a district school bus; by licensed, insured commercial carriers (Charter) approved by the director of transportation; by district-owned vehicles meeting Washington State Patrol maintenance standards driven by staff; or by vehicles rented through the district's procurement process. The rental or use of vans rated to carry more than ten (10) people, including the driver, is strictly prohibited in transporting students. Field trips using Charter buses require prior approval of the transportation supervisor. Field trips requiring air transportation shall conform to travel procedures established by the business office.

Field trip transportation for students in preschool through second grade (P-2) and for students who weigh less than eighty (80) pounds shall always occur by school bus.

Walking field trips may occur at all grade levels with supervision appropriate to the age and location.

Personal Vehicle Use

In rare circumstances, and with the full knowledge and prior approval of the building administrator/designee, personal vehicles may be used for small groups of students. The district's third party liability insurance covers school staff members generally; however, it covers non-employees as volunteers and only to the extent they are acting at the request of, and on behalf of, the district on an official school activity. The regional deputy/assistant superintendent must be consulted.

Because the district's vehicle insurance is not primary, and because it does not cover damage to a privately owned vehicle, staff and persons furnishing transportation to official school activities on behalf of the district should carry adequate insurance, including at least \$100,000/\$300,000 bodily injury liability and \$100,000 property damage, or a combined \$300,000 single limit bodily injury/property coverage. In addition, if a vehicle is rented under an individual's name the driver's policy is primary carrier.

Staff and non-staff members providing transportation on school sponsored events must give written assurance that they hold adequate primary insurance and that they understand the district carries no comprehensive or collision insurance on their vehicle. Neither is the district in any way obligated to pursue action against another party who may through negligence do damage to either persons or vehicles in route to school events.

All occupants in a vehicle other than school busses must use seat belts.

No Transportation Provided

At times, schools may provide opportunities for activities where transportation is not provided by the school. It is the schools' responsibility to see that parents/guardians are informed. An Informed Consent Notice must be provided to parents/guardians for students going off campus any time during the school day for an activity. It will be the parents/guardians responsibility to arrange for transportation. When the activity is a part of a core or required class, students must not be penalized in any way for not participating in an activity where school transportation is not provided. There shall be no requirement that the student participate in order to receive the same grade/credit and there is to be no pressure or coercion implied or otherwise applied to the student or to the parent/guardian to force participation.

Water-Related Activities

Events that occur in, on, over, or near water, or involve swimming or other water-related activities must have water safety considered including but not limited to:

- presence of lifesaving equipment;
- presence of certificated lifeguard, and
- adequate liability insurance for the venue.

Category 1: Single Day, Extended Day, In-State Field Trips

Single day field trips are defined as trips when students depart and return on the same day and when such travel is integral to the curriculum or extra-curriculum programs of the school, and students are under the supervision of a district employee acting within the scope of his/her employment.

Timelines

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| 30 school days prior-- | <ul style="list-style-type: none">• Meet with building administrator/designee to request preliminary approval to proceed with planning. The Field Trip Request form establishes preliminary approval.• Alert the district registered nurse/health room assistant to review special medication or health care needs. |
| 15 school days prior-- | <ul style="list-style-type: none">• Notify Transportation Department if buses are to be used.• Meet with building administrator/designee to determine if all requirements have been met and obtain approval signature on Informed Consent Notice. |
| 10 school days prior-- | <ul style="list-style-type: none">• Provide Informed Consent Notice signed by building administrator/designee to parent/guardian and Adult Supervisor Informed Consent Notice to volunteers with trip information.• Submit Volunteer Disclosure Statement forms for adult supervisor(s) for approval. |
| 5 school days prior-- | <ul style="list-style-type: none">• Require return of the Informed Consent Notice signed by parent/guardian and Adult Supervisor Informed Consent Notice signed by the volunteer.• Provide district registered nurse/health room assistant with all participant medical information obtained from the Informed Consent Notice. |
| 3 school days prior-- | <ul style="list-style-type: none">• The staff member designated to administer medications shall review any special medication or personal health care needs with the district registered nurse/health room assistant.• All medications, prescription and non-prescription, as well as licensed health care professional orders and signed parent/guardian permission for medications must be in the Health Room.• Adult supervisors will receive written instructions and be trained in their responsibilities. |
| Day of trip/return-- | <ul style="list-style-type: none">• The staff member designated to administer medications shall pick up and count medications in the office before departure. Upon return, all medications will be counted and returned to the Health Room along with the paperwork. |

1. Preliminary Approval

At least thirty (30) school days prior, the coordinating staff member(s) proposing a single day field trip or travel plan shall meet with the building administrator/designee to request preliminary approval to proceed with planning. The building administrator's/designee's tentative agreement must be obtained before any promotion of the trip or engagement in detailed planning occurs. The Field Trip Request form establishes preliminary approval.

The district registered nurse/health room assistant must be alerted to prepare for any special medication or other personal health care needs. The transportation department must be notified if buses are to be used.

The building administrator/designee shall be presented with sufficient information to determine if the proposal meets the criteria for a district-sponsored activity. This information shall include, but is not limited to, the following:

- proposed educational benefit of the proposed travel plan;
- departure and return time;
- transportation plan;
- estimated costs, proposed funding and fund-raising plans;
- estimated number of students participating;
- potential hazards or special requirements of the trip site;
- number of proposed adult supervisors;
- length of emergency response time;
- proposed medication plan; and
- planned activities for students unable to participate.

Whenever possible, trips should not require students to miss any school time. Students participating in trips will be allowed to make up work missed in other classrooms.

2. Field Trip Planning

When reviewing the field trip proposal with the building administrator/designee prior to gaining final approval, the coordinating staff member must provide documentation of the following:

- A. Written learning objectives to be accomplished by the field trip.
- B. Indications of how students will be prepared to receive educational value from the trip.
- C. The coordinating staff member shall contact the site to be visited to establish the date, time, and cost of the field trip, including transportation or any admission fees.
- D. Completion of general provisions and arrangements listed on pages 1- 7.
- E. Plans for any necessary financial arrangements. No fund-raising for a specific trip will commence prior to approval by the building administrator/designee. All fund-raising activities must be aligned with Procedure 3530P, Student Fund-Raising Activities. ASB funds shall only fund ASB approved activities.

3. Final Approval

At least fifteen (15) school days prior, the coordinating staff member shall meet with the building administrator/designee, who shall determine if all requirements have been met. Approval is obtained with a signature on the Informed Consent Notice. At least ten (10) school days prior, provide Informed Consent Notice to parent/guardian and Adult Supervisor Informed Consent notice to volunteers with trip information.

4. Field Trip Plan Implementation

Upon approval by the appropriate building administrator/designee, the coordinating staff member shall do the following:

- A. Carry out the plans as described above.
- B. Issue an Informed Consent Notice that is specific to the planned activity and contains health and emergency information.
- C. Inform parents/guardians in writing of the planned trip itinerary, including:
 - transportation,
 - time of departure and return,
 - brief agenda of planned activities,
 - costs of the proposed field trip,
 - potential hazards or special requirements of the trip site,
 - emergency procedures and emergency response times,
 - meal plans,
 - special equipment or clothing requirement,
 - budget and fund-raising plans,
 - arrangements for adult supervisors, and
 - notification that all school and district rules and consequences apply during the field trip.
- D. At least five (5) school days prior, require students to return the signed Informed Consent Notices. Only students with completed, signed Informed Consent Notices may participate on field trips. Faxed, signed Informed Consent Notices will be accepted. Provide all participant medical information as indicated on the Informed Consent Notice to the district registered nurse/health room assistant.
- E. At least three (3) school days prior, the staff member designated to administer medications shall review any special medication or personal health care needs with the district registered nurse/health room assistant. All medications and licensed health care professional orders and parent/guardian signed permission forms for medications must be in the Health Room.
- F. Duplicate all Informed Consent Notices, one (1) copy to remain at the school, one (1) copy for staff supervisors for the students under their direct supervision, and the original carried by the coordinating staff member.
- G. On the day of the trip, the staff member designated to administer medications will pick up and count medications in the Health Room before departure. Upon return to the school, all medications will be counted and returned to the Health Room along with the paperwork.

Students who do not attend the field trip will be appropriately supervised and will engage in meaningful learning experiences planned by the coordinating staff member at school where appropriate.

The board of directors, superintendent, school district administration, building administrator/designee, or coordinating staff member in consultation with an administrator, may cancel a field trip at any time.

Category 2: Overnight and/or Out-of-State Field Trips, including Victoria and Vancouver, BC area, and Outdoor Education Programs

These administrative procedures apply to overnight or out-of-state field trips and outdoor education programs when such travel is under the supervision of a district employee acting within the scope of their employment, the trip is determined to be integral to the curriculum, or the activity is a state organization sanctioned event.

Timelines

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| 45 school days prior-- | <ul style="list-style-type: none">• Meet with building administrator/designee to request preliminary approval to proceed with planning. The Field Trip Request form establishes preliminary approval. Out-of-state travel (including Victoria and Vancouver, BC area) requires prior approval of the superintendent.• Begin fund-raising only after notification of board of directors and approval of building administrator/designee. No communication, publicizing or fund-raising regarding the trip should occur prior to initial approval.• Alert district registered nurse/health room assistant of planned trip and need to review special medication or health care needs.• Notify Transportation Department if buses are to be used. |
| 40 school days prior-- | <ul style="list-style-type: none">• Meet with building administrator/designee to determine if all requirements have been met and obtain approval signature on Informed Consent Notice. |
| 35 school days prior-- | <ul style="list-style-type: none">• Approved field trip plans will be forwarded, by the building administrator/designee, to the office of the regional deputy/assistant superintendent for review and notification to the superintendent and board of directors.• Provide Informed Consent Notice signed by building administrator/designee to parent/guardian and Adult Supervisor Informed Consent Notice to volunteers with trip information.• Submit Volunteer Disclosure Statement forms for adult supervisor(s) for approval. |
| 30 school days prior-- | <ul style="list-style-type: none">• Participating staff members should be involved in planning for the annual outdoor education trip.• Recommended curriculum activities for the outdoor education experience shall be made available to teachers. |
| 14 school days prior-- | <ul style="list-style-type: none">• Require return of Informed Consent Notices signed by parent/guardian and Adult Supervisor Informed Consent Notice signed by volunteer.• Provide district registered nurse/health room assistant with all participant medical information obtained from the Informed Consent Notice. |

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| 7 school days prior-- | • Adult supervisors will receive written instructions and be trained in their responsibilities. |
| 3 school days prior-- | • The staff member designated to administer medications shall review any special medication or personal health care needs with the district registered nurse/health room assistant. |
| Day of trip/return-- | • The staff member designated to administer medications shall pick up and count medications in the office before departure. Upon return, all medications will be counted and returned to the Health Room along with the paperwork. |

1. Preliminary Approval

At least forty-five (45) school days prior, the coordinating staff member proposing an extended field trip or travel plan shall meet with the building administrator/designee to request preliminary approval to proceed with planning. The building administrator's/designee's tentative agreement must be obtained before any promotion of the trip or engagement in detailed planning occurs. The Field Trip Request form establishes preliminary approval.

An exception to the forty-five (45) school days prior notice requirement would be for athletic/activity teams or other programs where students qualify for state and/or national tournaments. In these instances, the coordinating staff member may not know the status of students qualifying until the week prior to the tournament. Therefore, it is recognized that the forty-five (45) day notification requirement is waived under these circumstances. However, coaches/advisors/adult supervisors will follow all other requirements for overnight field trips including submitting a completed Field Trip Request form, Informed Consent Notice for students and adult supervisors, an Overnight Travel Report and Required Supplementary Information and a detailed itinerary. In addition, a roster of the students traveling overnight will be provided to the appropriate building administrator and the regional deputy/assistant superintendent at least forty-eight (48) hours prior to departure.

The district registered nurse/health room assistant must be alerted to prepare for any special medication or other personal health care needs. The transportation department must be notified if buses are to be used.

The building administrator/designee shall be presented with sufficient information to determine if the proposal meets the criteria for a district-sponsored activity. This information shall include, but is not limited to, the following:

- proposed educational benefit of the proposed travel plan,
- departure and return dates,
- transportation plan,
- estimated costs, proposed funding and fund-raising plans,
- estimated number of students participating,
- potential hazards or special requirements of the trip site,
- number of proposed adult supervisors,
- proposed housing plans,
- length of emergency response time
- proposed medication plan, and
- planned activities for students unable to participate.

Whenever possible, trips should not require students to miss any school time. Students participating in trips will be allowed to make up work missed in other classrooms.

For field trips to Vancouver and the Victoria, BC area, the coordinating staff member shall contact customs for current requirements regarding travel into a foreign country, and develop a plan for informing parents/guardians of these requirements in sufficient time to prepare the appropriate documentation.

The building administrator/designee and coordinating staff member must develop a process for determining the level of support for the trip by parents/guardians of students in the group. A high percentage of parent/guardian support shall be required in order to proceed with planning the activity. Records shall be kept of the dates of meetings, number in attendance, and handouts and information given.

For outdoor education experiences, the coordinating staff member shall make arrangements for the camp reservation, transportation, food service, health service, student supervision, curriculum planning, and training for adult supervisors and student counselors.

2. Field Trip Planning

When reviewing the field trip proposal with the building administrator/designee prior to gaining final approval, the coordinating staff member must provide documentation of the following:

- A. Written learning objectives to be accomplished by the field trip.
- B. Indications of how students will be prepared to receive educational value from the trip.
- C. Efforts to accommodate low-income students so that the cost will not cause undue pressure or hardship on the individual student, parents/guardians, or on other school activities. A plan shall be developed to make every effort to ensure that no student is excluded from participation solely on the basis of family socio-economic status.
- D. Plans for any necessary financial arrangements. No fund-raising for a specific trip will commence prior to official approval by the building administrator/designee and notification of the board of directors. All fund-raising activities must be aligned with Procedure 3530P, Student Fund-Raising Activities. ASB funds shall only fund ASB approved activities.
- E. The coordinating staff member shall contact the site to be visited to establish the date, time, and cost of the field trip, including transportation or any admission fees and emergency response times and potential hazards or special requirements of the trip site. Questions relating to high-risk activities shall be referred to the district Risk Manager to determine insurance coverage or special requirements.
- F. Housing information, including cost, address, and contact telephone number(s).
- G. Certain group situations may require adult supervisors to share accommodations with students (e.g., camp bunkhouses). These situations shall be reviewed with the building administrator/designee and parents/guardians to ensure security, privacy, and informed consent for all participants and parents/guardians. Parents/guardians must be informed of the housing of students in private homes. The district can give no assurances regarding such housing arrangements.
- H. Coordinating staff members and adult supervisors must have rooms that are separate but adjacent to the rooms of students under their supervision. Student sleeping accommodations shall be separated by gender. Coordinating staff members shall set and enforce a reasonable curfew and arrange for bed checks.

- I. Room assignments will be made with consideration given to ease of supervision and reasonable separation of students appropriate to gender and age difference. It is advised that each student have at least one roommate if possible. Adult supervisors should do visual student room checks each evening and be aware of student locations at all times. On trips with large student numbers, an adult supervisor should be available in the evening at all times and monitor hallways if needed.
- J. Adult supervisors will be trained in their responsibilities and receive written instructions. Records of attendance must be kept. It is recommended that the school or district's Title IX officer assist with the training.
- K. For travel to Victoria or Vancouver, BC area, all participants must follow current customs requirements for traveling into Canada and for the return to the U.S. All participants on the trip, including adult supervisors, must determine their immigration status before entering a foreign country, and shall take appropriate credentials with them.
- L. Outdoor education experience planning should include the following: emergency procedures, common sense camp practices, camp instructional schedule, supply and equipment inventories, student luggage procedures, lodging assessments, assignment of supervisory duties, and adult emergency information. For further assistance refer to the outdoor education procedure packet. Whenever possible teachers will be encouraged to participate in scheduled in-service programs.
- M. Completion of general provisions and arrangements listed on pages 1-7.

3. Final Approval

At least forty (40) school days prior, the coordinating staff member shall meet with the building administrator/designee, who shall determine if all requirements have been met. Approval is obtained with a signature on the Informed Consent Notice.

At least thirty-five (35) school days prior, field trip plans approved by the building administrator/designee shall be forwarded to the office of the regional deputy/assistant superintendent for review and for notification to the superintendent and board of directors.

4. Field Trip Plan Implementation

Upon approval by the appropriate building administrator/designee, the coordinating staff member shall do the following:

- A. Carry out the plans as described above.
- B. Issue an Informed Consent Notice that is specific to the planned activity and contains health and emergency information.
- C. Inform parents/guardians in writing of:
 - the purpose of the trip and its relationship to the curriculum or activity program,
 - the goals, and objectives of the trip,
 - costs of the proposed field trip,
 - transportation plan,
 - a detailed daily student itinerary, including departure time and place, and major events,
 - emergency procedures and emergency response times,
 - potential hazards or special requirements of the trip site,
 - travel, housing, and meal arrangements,
 - planned stops,
 - special equipment or clothing requirements,
 - time and place for return.

Written information will also include plans for non-attendees, budget and fund-raising, arrangements for adult supervisors and notification that all school rules and consequences apply during the trip.

- D. At least fourteen (14) school days prior, require students to return the signed Informed Consent Notices. Only students with completed, signed Informed Consent Notices may participate on field trips. Faxed, signed Informed Consent Notices will be accepted.
- E. Provide all participant medical information as indicated on the Informed Consent Notice to the district registered nurse/health room assistant. The staff member designated to administer medications shall review any special medication or personal health care needs with the district registered nurse/health room assistant.
- F. Duplicate all Informed Consent Notices, one (1) copy to remain at the school submitted prior to departure, one (1) copy for adult supervisors for the students under their direct supervision, and the original carried by the coordinating staff member.

Students who do not attend the field trip will be appropriately supervised and will engage in meaningful learning experiences planned by the coordinating staff member at school where appropriate.

The board of directors, superintendent, school district administration, building administrator/designee, or coordinating staff member in consultation with an administrator, may cancel a field trip at any time.

Category 3: International Travel

International travel is defined as travel to a foreign country, including Canada but excluding Victoria and Vancouver, BC area. International travel that conforms to the following criteria are eligible for district sponsorship and shall comply with the guidelines appropriate to the planned activity: The activity is scheduled as a district function, such travel is under the supervision of a district employee acting within the scope of his/her employment, and the trip is directly related to the adopted curriculum of a particular course of study or extra curricular programs of the school and is available only to students currently enrolled in the course.

Timelines

1 year prior,
at minimum--

- Meet with building administrator/designee to request preliminary approval to proceed with planning. The Field Trip Request form establishes preliminary approval.
- The building administrator/designee will forward the field trip plans to the office of the regional deputy/assistant superintendent. After review, the regional deputy/assistant superintendent will forward the plans to the superintendent and board of directors for approval.
- Alert district registered nurse/health room assistant of planned trip and need to review special medication or health care needs.
- Contact district risk manager regarding foreign general liability insurance.
- Begin fund-raising only after approval of the board of directors. No communication, publicizing or fund-raising regarding the trip should occur prior to approval.

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|------------------------|--|
| 6 months prior-- | <ul style="list-style-type: none">• Meet with building administrator/designee to determine if all requirements have been met and obtain approval signature on Informed Consent Notice.• Provide signed Informed Consent Notice to parents/guardians and Adult Supervisor Informed Consent Notice to volunteers with trip information.• Submit Volunteer Disclosure Statement forms for adult supervisor(s) for approval.• Parent/guardian information meetings should be held.• Obtain foreign liability insurance. |
| 90 school days prior-- | <ul style="list-style-type: none">• Submit to the regional deputy/assistant superintendent a copy of the trip information including: Field Trip Request form, Informed Consent Notice, Adult Supervisor Informed Consent Notice, destination, itinerary, contact person, accommodations information, number of students and adult supervisors, mode of transportation for all and emergency phone numbers. |
| 60 school days prior-- | <ul style="list-style-type: none">• Require return of signed Informed Consent Notice from parent/guardian and Adult Supervisor Informed Consent Notice signed by volunteer.• Provide district registered nurse/health room assistant with all participant medical information obtained from the Informed Consent Notice.• Adult supervisors will be trained in their responsibilities and receive written instructions. Records of attendance must be kept. It is recommended that the district's Title IX officer assist with the training. |
| 30 school days prior-- | <ul style="list-style-type: none">▪ The staff member designated to administer medications shall review any special medication or personal health care needs with the district registered nurse/health room assistant.▪ Notify transportation department if buses are to be used. |
| 14 school days prior-- | <ul style="list-style-type: none">▪ All medications, prescription and non-prescription, as well as licensed health care professional orders and signed parent/guardian permission for medications must be in the health room. |
| Day of trip/return-- | <ul style="list-style-type: none">• The staff member designated to administer medications shall pick up and count medications in the office before departure. Upon return, all medications will be counted and returned to the health room along with the paperwork. |

1. Preliminary Approval

A minimum of one (1)-year prior, the coordinating staff member proposing an international field trip shall meet with the building administrator/designee to request preliminary approval to proceed with planning the international field trip. The building administrator's/designee's tentative agreement must be obtained before any promotion of the trip or engagement in detailed planning occurs. Preliminary approval is established by the Field Trip Request form.

The building administrator/designee will forward the field trip plans to the regional deputy/assistant superintendent. After review, the regional deputy/assistant superintendent will forward the plans to the superintendent and board of directors for approval.

The building administrator/designee shall be presented with sufficient information to determine if the proposal meets the criteria for a district-sponsored activity. This information shall include, but is not limited to, the following:

- proposed educational benefit of the proposed travel plan;
- departure and return dates;
- transportation plan;
- financial plan: estimated costs and proposed funding;
- estimated number of students participating;
- potential hazards or special requirements of the trip site;
- number of proposed adult supervisors;
- proposed housing plan;
- access to emergency services and length of response time; and
- planned activities for students unable to participate.

Whenever possible, trips should not require students to miss any school time. Students participating in trips will be allowed to make up work missed in other classrooms.

The coordinating staff member must contact customs for current requirements regarding travel into a foreign country, and develop a plan for informing parents/guardians of these requirements in sufficient time to prepare the appropriate documentation. Contact the district risk manager regarding foreign general liability insurance.

Approval of international travel shall be subject to the United States 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 as long as the worldwide caution is in effect.

Competitive pricing shall be obtained to assure maximum student participation at the lowest possible cost.

The building administrator/designee and coordinating staff member must develop a process for determining the level of support by parents/guardians of students in the group. A high percentage of parent/guardian support shall be required in order to proceed with planning the activity. Records shall be kept of the dates of meetings, number in attendance, and handouts and information given.

2. Field Trip Planning

When reviewing the field trip proposal with the building administrator/designee prior to gaining approval, the coordinating staff member must provide documentation of the following:

- A. Written learning objectives to be accomplished by the field trip.
- B. Indications of how students will be prepared to receive educational value from the trip.
- C. Efforts to accommodate low-income students so that the cost will not cause undue pressure or hardship on the individual student, parents/guardians, or on other school activities. A plan shall be developed to make every effort to ensure that no student is excluded from participation solely on the basis of family socio-economic status.
- D. Plans for any necessary financial arrangements. No fund-raising for a specific trip will commence prior to approval by the building administrator/designee and notification of the board of directors. All fund-raising activities must be aligned with Procedure 3530P, Student Fund-Raising Activities. ASB funds shall only fund ASB approved activities.
- E. The coordinating staff member shall contact the site to be visited to establish the date, time, and cost of the field trip, including transportation or any admission fees, emergency response times and hazards or special requirements of the trip site. Questions relating to high-risk activities shall be referred to the district Risk Manager to determine insurance coverage or special requirements.
- F. Housing information, including cost, address, and contact telephone number(s).
- H. Certain group situations may require adult supervisors to share accommodations with students (e.g., camp bunkhouses). These situations shall be reviewed with the building administrator/designee and parents/guardians to ensure security, privacy, and informed consent for all participants and parents/guardians. Parents/guardians must be informed of the housing of students in private homes. The district can give no assurances regarding such housing arrangements.
- I. Staff members and adult supervisors must have rooms that are separate but adjacent to the rooms of students under their supervision. Student sleeping accommodations shall be separated by gender. The coordinating staff member shall set and enforce a reasonable curfew and arrange for bed checks.
- J. Room assignments will be made with consideration given to ease of supervision and reasonable separation of students appropriate to gender and age difference. It is advised that each student have at least one roommate if possible. Adult supervisors should do visual student room checks each evening and be aware of student locations at all times. On trips with large student numbers, an adult supervisor should be available in the evening at all times and monitor hallways if needed.
- K. The coordinating staff member shall be responsible for securing necessary adult supervision for the trip and for providing appropriate orientation and training for adult supervisors. The number of adult supervisors shall be determined by the coordinating staff member in consultation with the building administrator/designee, while considering the age of the students and the nature of the activity.
- L. Adult supervisors will be trained in their responsibilities and receive written instructions. Records of attendance must be kept. It is recommended that the district's Title IX officer assist with the training.

- M. Safety concerns, including potential hazards or special requirements of the trip site and emergency procedures and response times, must be communicated with students, parents/guardians, and adult supervisors before the trip begins. At least one (1) first aid kit checked out from the district registered nurse/health room assistant and an emergency phone shall be taken. Safety, including potential hazards or special requirements of the trip site and emergency procedures, must be communicated with students and adult supervisors before the trip begins. Attendance shall be taken several times a day.
- N. The coordinating staff member is responsible for providing a written itinerary of the planned trip, including time of departure, time of return, agenda of planned activities, emergency procedures, meal plans, housing, special equipment or clothing requirements, and notification that all school rules and consequences apply during the field trip.

3. Final Approval

At least six (6) months prior, provide Informed Consent Notice signed by building administrator/designee to parents/guardians and Adult Supervisor Informed Consent Notice to volunteers with trip information. Forward copies of trip information to the office of the regional deputy/assistant superintendent.

Parent/guardian meetings should be held. Records shall be kept of the dates of meetings, number in attendance, and handouts and information given.

Decisions regarding insurance should be made in conjunction with the district's Risk Manager.

4. Field Trip Plan Implementation

Upon approval by the appropriate building administrator/designee, the coordinating staff member shall do the following:

- A. Carry out the plans as described above.
- B. Issue an Informed Consent Notice signed by building administrator/designee that is specific to the planned activity and contains health and emergency information.
- C. Inform parents/guardians in writing of:
 - the purpose of the trip and its relationship to the curriculum or activity program,
 - the goals, and objectives of the trip,
 - financial plans and costs of the proposed field trip,
 - transportation plan,
 - a detailed daily student itinerary, including departure time and place,
 - listing of major events,
 - emergency procedures,
 - potential hazards or special requirements of the trip site,
 - travel, housing, and meal arrangements,
 - planned stops,
 - special equipment or clothing requirements, and
 - time and place for return.

Written information will also include budget and fund-raising plans, arrangements for adult supervisors, and notification that all school rules and consequences apply during the trip.

- D. At least sixty (60) school days prior to the trip require students to return the signed Informed Consent Notices. Only students with completed, signed Informed Consent Notices may participate on field trips.
- E. Provide all participant medical information as indicated on Informed Consent Notice to district registered nurse/health room assistant. At least thirty (30) school days prior, the staff member designated to administer medications shall review any special medication or personal health care needs with the district registered nurse/health room assistant. All students who will be taking medication during a field trip need properly completed district medication forms on file. A copy of this form must be given to the coordinating staff member designated to administer medications. All medications will be held by the adult trained to administer medications and must be in the original container, labeled with the student's name, dosage, and time medication is to be given as per RCW 28A.210.260. Notify transportation if buses are to be used.
- F. Duplicate all Informed Consent Notices, one copy to remain at the school, one (1) copy for adult supervisors for the students under their direct supervision, and the original carried by the coordinating staff member. At least fourteen (14) school days prior, all medications, prescription and non-prescription, as well as licensed health care professional orders and signed parent/guardian permission for medications must be in the Health Room.

Students who do not attend the field trip will be appropriately supervised and will engage in meaningful learning experiences planned by the coordinating staff member at school where appropriate.

The board of directors, superintendent, school district administration, building administrator/designee, or coordinating staff member in consultation with an administrator, may cancel a field trip at any time.

Cross Reference: Board Policy 2320 Field Trips

Adopted: August 23, 1993
Updated: May 1999
Revised: August 1999
Revised: September 1999
Revised: November 1999
Revised: May 2001
Revised: August 2003
Revised: November 2003
Revised: June 2004
Revised: September 2004
Revised: February 2007
Updated: September 2007
Revised: August 2008
Revised: September 2010
Updated: November 2011
Updated: September 2012
Revised: August 2013
Revised: June 2014
Updated: March 2017