



Field Trip Procedures



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A. Introduction and definitions

The purpose of this handbook is to provide guidance to help ensure the safety of all students, staff and volunteers, and to effectively eliminate and/or reduce loss exposures and risks. The following guidance is organized by the three categories of field trip activities recognized by the district.

1. [Board Policy 2320](#) and [Procedure 2320P](#)

This guidance supplements the district's related field trip policy and procedure. Field trip organizers must refer to and comply with all applicable district policies and procedures.

2. [Field trip definition](#)

Field trips are defined as any travel (including walking) away from school premises, under the supervision of coordinating staff members, for 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.

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.

3. [Types and categories 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 Board Policy 2151 , Interscholastic Athletics/Activities.

Field trips fall under the following categories:

- 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

4. [Student safety](#)

Staff are responsible for creating and maintaining the safest possible environment for students at all times. ([Board Policy 3420](#) and [Procedure 3420P](#), Student Safety)

B. Description of field trip activities and administrative approval process

1. [Description of field trip activities](#)

A full description of the proposed activity will include the following:

- a. Written proposed educational benefit/learning objectives to be accomplished.
- b. Detailed information on the activities in which the students will be participating (*it answers who, what, when, where, why, and how*):

- The date, and departure and return time
 - Transportation plan; means of transportation identified
 - Where the trip will be to/from
 - Estimated costs including any admission fees, proposed funding and fundraising plans
 - Estimated number of students participating and number of proposed adult supervisors
 - Potential hazards or special requirements of the trip site including any high-risk activities defined in the Everett Public Schools Business Manual ([7.01 Insurance Coverage](#)).
 - Length of emergency response time
 - Proposed medication plan
 - Planned activities for students unable to participate
 - Proposed housing plan (for category 2 and 3) including cost, address, and contact telephone number(s)
 - Means of providing food identified (if applicable)
- c. Plan developed 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. Every effort should be made to ensure that no student is excluded from participation solely based on socio-economic status.

2. High-Risk Activities Matrix

The High-Risk Activities Matrix defines which high risk activities will be permissible and under what conditions. Any exception to this matrix must have prior approval from General Counsel as coordinated through the appropriate regional superintendent.

Activity	No	Yes -Conditions
Climbing and Bouncing		
Climbing Walls as a part of an instructional program at an established camp with proper liability insurance (Camp Killoqua, Cedar Springs, etc.)		Yes – Through field trip approval
District owned traverse climbing walls		Yes – Per district guidelines
District owned vertical climbing walls	No	
Dunk tanks by PTA (Not approved for ASB or a school field day) or PTA Carnival (No use of building funds)		Yes – No students allowed in the dunk tank
Inflatable or Bounce House/activities (Except PTA sponsored with proper liability insurance)	No	
Portable vertical climbing walls brought to schools (district or PTA)	No	
Trampolines	No	
Amusement/Water Parks/Beaches/Boats/Motorized Vehicles		
Amusement parks (Major parks - Disneyland, Disney World, Fun Forest, Universal Studios, Sea World)		Yes – Through field trip approval
Beaches (private or public) with calm water where supervised students wade (no deeper than the knee and no swimming)		Yes – Through field trip approval
Go Carts, Bumper Cars, Bumper Boats (motorized activities)	No	
Kayaks or Canoes as a part of an instructional program (NOT on fast moving water) at an established camp with proper liability insurance (Camp Killoqua, etc.)		Yes – Through field trip approval

Activity	No	Yes -Conditions
Amusement/Water Parks/Beaches/Boats/Motorized Vehicles		
Kayaks or canoes (renting) from a private commercial enterprise for unsupervised use (local city (Silver Lake), port or cruise ship)	No	
Other rides/attractions where equipment is brought in for the event (Evergreen State Fair, Puyallup Fair, etc.)	No	
Rivers (fast moving) where students do not enter the water and stay a safe distance away		Yes – Through field trip approval
Swimming in a commercial pool with insurance, lifeguards and proper safeguards (This does not refer to district swim teams)		Yes – Through field trip approval
Swimming in a private pool	No	
Swimming in lakes, rivers or other open waters	No	
Water parks (commercial) (high school only with proper liability insurance and hold harmless)		Yes – Through field trip approval
Other Activities		
Archery for PE or after school activity (K-8)	No	
Archery for PE curriculum (high school only)		Yes – Prior approval required
Archery at an established camp with proper liability insurance		Yes – Through field trip approval
Biking events on paved surfaces with proper safeguards (supervision, helmet, good equipment, etc.)		Yes – Through field trip approval
Biking on trails (mountain biking)	No	
Bon fires at high school with prior regional superintendent approval (fire permits, and proper safeguards)		Yes - Prior approval required
Bungee jumping (district or camp/commercial facility)	No	
Climbing ropes in district facilities	No	
Dodge Ball as PE activity (curriculum)	No	
Dodge Ball as voluntary PE activity/club activity	No	
Hikes and nature walks (moderate)		Yes – Through field trip approval
Horseback riding	No	
Ice/roller skating at an established commercial business with proper liability insurance (Angel of the Winds Arena, Skate Deck, etc.)		Yes – Through field trip approval
Indoor sky diving activities	No	
Paintball at district or at camp/commercial facility	No	
Laser Tag	No	
Paintball (district or camp/commercial facility)	No	
Powder Puff Football	No	
Recess activities/model rocketry/cooking/etc. should be coordinated with athletics and/or regional superintendent		Yes – Through risk management approval
Rock/mountain climbing, cave exploring, rappelling, wilderness survival	No	
Rope courses (low level) at schools or camp facilities		Yes - No high ropes courses
Skiing (district sponsored snow and water)	No	
Zip Lining	No	

Questions relating to high-risk activities may be referred to the General Counsel office to determine insurance coverage or special requirements.

3. Administrative approval process

- a. Field trips provide a valuable educational benefit. However, off-site situations can expose students to hazards that are not present in the normal school environment. As a result, it is important for administrators to carefully review and monitor field trips to ensure that risks and potential school liability are minimized.
- b. Administrators should do the following:
 - Ensure the coordinating staff member considers the various aspects of the field trip, and completes all sections of the *Field Trip Request Form*
 - Determine the appropriateness of activities for the students' age(s), skill(s) and behavior level(s)
 - Assist the coordinating staff member with specific field trip risk identification
 - Ensure district insurance coverage extends to the field trip location and activities
 - Work with the procurement department to review and sign related contracts
 - Obtain or provide certificates of insurance related to contractual agreements and/or facility use
 - Provide preliminary administrative approval for the field trip
 - Ensure the completed field trip paperwork is provided to the regional superintendent for approval if it involves an overnight stay, out-of-state, or out-of-country travel
 - Ensure coordinating staff **do not** make out-of-state travel plans/registrations/reservations without **prior approval** of the superintendent
 - Continue to follow up with the coordinating staff member to ensure appropriate actions are being taken

C. **Risk identification and documentation**

In order for a parent/guardian to provide informed consent for their child to participate in a field trip, the parent/guardian must be aware of all activities and potential risks involved.

1. Identify and assess risks

Based on the full description of all activities with the itinerary, assess risks associated with the field trip. Try to imagine all the things that could go wrong and injure people or damage property - involve the district risk manager/safety officer if needed.

Add this information to the field trip description. Then use the identified risks to plan strategies for improving safety on the field trip. In addition, provide the appropriate Informed Consent Notice for parent/guardian signature in order to document consent to participate in any risky activities.

2. Be familiar with facilities and equipment

Require the coordinating staff member to become familiar with the facilities and related equipment that will be used. Have the coordinating staff member attempt to survey all areas the students will be using to evaluate the site for potential hazards or special requirements for the field trip and complete a written evaluation.

3. Determine student medical needs

Determine specific student medical needs and how to accommodate them (i.e., allergies). Determine how to accommodate specific needs of high-risk students throughout all phases of the field trip.

4. Comply with medication procedures

Contact the building nurse well before the scheduled field trip to conform to school district policy and procedures on administration of oral medications. Ensure that parents/guardians complete the district medication form. Take this form on the field trip. If any student is to receive medication, give a copy of this form to the person designated to administer the medications.

D. Supervision and adult supervisor selection

1. Determine how many and what kinds of adult supervisors are needed throughout the trip

- a. The number of adult supervisors shall be determined by the coordinating staff member in consultation with the building administrator, while considering the age of the students and the nature of the activity.
- b. It is recommended that a minimum of two (2) adults supervise a field trip.
- c. Out-of-state field trips require at least two (2) adult supervisors to accompany students. Preferably, an adult supervisor of the gender of all students.

2. Volunteer adult supervisor selection

The coordinating staff member shall be responsible for securing necessary adult (21 years or older) volunteers for the trip and for providing appropriate orientation for adult supervisors, whether staff or a volunteer.

- a. All adult volunteers must be approved ([Procedure 5430P](#)) through a [Volunteer Disclosure Statement](#) and submit an Adult Supervisor Informed Consent Notice. Adult supervisors participating in overnight field trips will receive [overnight field trip volunteer training](#) in their responsibilities at least one time per year.
- b. If a volunteer adult supervisor will drive students, have them complete the [Approval for Use of Private Vehicle: Non-Employee Adult form](#).

E. Transportation

As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms. Listed below are transportation options and issues related to each. Be sure to specify the means of transportation on all required forms.

1. District bus

This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, bus drivers are trained employees, and using Everett Public Schools buses keeps the money used for transportation in the district.

2. Other district vehicles

For smaller groups, such as small clubs and teams, a district van may be the most cost-effective method of providing student transportation. The rental or use of vans rated to carry more than ten people, including the driver, is strictly prohibited in transporting students. 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.

3. Charter bus

If district buses are not available, a licensed, insured commercial charter bus service may be used. Field trips using charter buses require prior approval of the transportation supervisor.

4. 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 regional superintendent must be consulted.

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 buses must use seat belts.

5. Walking

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

Determine the safest route to/from the school and the place(s) to be visited. When determining a safe route, consider the time of day, lighting, sidewalks, weather conditions, intersections, traffic, neighborhood, and any other factors that could affect student safety. Increased supervision may need to be provided to keep all students in sight of an adult supervisor.

6. Air transportation

Field trips requiring commercial air transportation shall conform to travel procedures established by the business office.

7. 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.

F. Providing food on field trips

Be sure to specify how food and drink will be provided on the [*Field Trip Category 2 and 3 Overnight, Out-of-State and International Travel Report form*](#) and in the detailed itinerary.

G. Overnight field trips - housing

1. Arrangements

Prior to the trip, arrange sleeping accommodations for the students and adult supervisors. Student sleeping accommodations shall be separated by gender, age difference, and to accommodate students with unique needs or circumstances.

2. Supervision

Special consideration should be given to the number of adult supervisors on an overnight trip. Additional adult supervisors may be needed. Ensure students have supervision at all times while on a school sponsored field trip. Staff members and adult supervisors must have rooms that are separate but adjacent to the rooms of students under their supervision.

3. Inspection

The coordinating staff member shall set and enforce a reasonable curfew and arrange for bed checks. 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.

4. Providing information to parents/guardians

Communicate housing information, including cost, address, and contact telephone number(s).

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. Parental information and consent

1. Inform parents/guardians

- a. 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, an Informed Consent Notice signed by the building administrator and coordinating staff member and a completed field trip description and itinerary form will be sent to the parents or guardians of each student who will participate.

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.

- b. Certain overnight field trips require families and the district to place non-refundable deposits. If a field trip requires such a deposit, parents/guardians will be informed by the field trip coordinator of the amount and when such deposit becomes non-refundable. If a student becomes unable to attend a field trip for any reason after a non-refundable deposit has been placed, neither the school nor the district will refund that amount to the parent/guardian unless the field trip venue also refunds the district. Therefore, the district strongly encourages parents/guardians to consider purchasing appropriate travel insurance to protect against that risk.
- c. Parents/guardians must be provided with a written field trip description and itinerary form 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.

2. District policies apply

The Everett Public Schools [Student Rights and Responsibilities Handbook](#) and school rules of conduct apply during a field trip. In any case of student behavior that violates district discipline policies, 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.

3. Related documents

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.

4. Repeat similar activities

One 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.

I. Student preparation and adult supervisor training

1. Pre-trip training

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.

2. Clothing and equipment

The coordinating staff member is responsible for providing a written itinerary with information regarding special equipment or clothing requirements.

3. Valuables and money

Students should be encouraged not to bring valuables or large amounts of money on field trips.

4. Student 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 Office of General Counsel to determine whether foreign general liability insurance must be obtained.

5. Adult supervisor responsibilities and training

a. 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 are expected to travel with students on the chosen mode of transportation.

- Each adult supervisor's primary responsibility is supervising students on a field trip. Therefore, family members, including younger children and friends, shall not participate with adult supervisors on a field trip as they might distract from an adult supervisor's primary responsibility.
 - Adult supervisors will enforce all school rules. Consequences, as necessary, shall be determined and enforced by the building administrator 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.
- b. Training
- Information regarding district required [Overnight Field Trip Volunteer Training](#) is available on Docushare.
- c. Transportation
- Supervisors, whether staff or volunteer, will travel with students in positions to monitor student behavior.
 - Supervisors will always be alert and attentive.
 - Supervisors traveling to a destination on the bus, must return on the bus.
 - An adult supervisor will travel home with any student who is asked to depart the field trip early.
- d. Lodging
- Supervisors, whether staff or volunteers, will have rooms that are separate but adjacent to the rooms of students under their supervision.
 - As supervisors, staff members will set a reasonable curfew.
 - Two (2) adult supervisors will do visual student room checks each evening.
- e. Supervision
- Establish regular check-ins with students for whom you have responsibility.
 - If supervision responsibility is transferred to another adult volunteer or staff member, ensure that the adult assuming this responsibility is aware of the new duties.
 - **Take attendance before leaving campus, before leaving to the trip site and again at the end of the trip.**
- f. Harassment, intimidation and bullying
- Harassment, intimidation and bullying (HIB) means any intentional electronic, written, verbal or physical act that harms a student or a student's property, could interfere with a student's education, is severe, persistent or pervasive enough that it creates an intimidating, embarrassing or threatening educational environment or that has the effect of substantially disrupting the orderly operation of school.
 - HIB can take many forms and caused by different motivations.
 - HIB is not to be tolerated, and HIB must be reported. [District Policy 3204](#) and [Procedure 3204P](#) explain the reporting responsibilities of students and adults and include processes and steps that must be followed when HIB occurs.

g. Student conduct

- Before each field trip, coordinating staff members will review the standards of conduct of the trip with students and adult supervisors. These standards should include using the buddy system.
- Everett Public Schools [Students Rights and Responsibilities Handbook](#) and school rules of conduct apply during a field trip.
- If any instance occurs of student behavior that violates district discipline policies, the coordinating staff member must consult with school administration as soon as possible and maintain close supervision of student(s).
- Staff adult supervisors must report all disciplinary incidents to school administration immediately upon return to school.

h. Emergencies

- At least one (1) first aid kit 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 end 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, 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 (1) adult must remain with the student at all times. The coordinating staff member will complete an accident report upon conclusion of the trip.

i. 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 (1) or more students taking part in the trip require the administration of medication, one (1) accompanying staff member must be trained in the proper administration of medications.
- Only staff members may administer medication and non-emergency medical treatment.
- 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](#).

J. Handling emergencies on field trips

1. First aid kit

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.

2. Notifying proper authorities

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.

3. Medications and personal healthcare 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](#).

K. 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.

L. Field trips in remote locations or hiking

Questions relating to any high-risk activities shall be referred to the district's Office of General Counsel to determine insurance coverage or special requirements.

M. Outdoor education field trips

Elementary schools may make available to students in the fifth grade an overnight outdoor education experience. Specific school arrangements and pre-planning shall be the responsibility of the building administrator and coordinating staff member(s) and should follow procedures for Category 2: Overnight or Out-of-State trips.

N. 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.
- Students from other schools or school districts may be included in the trip.

O. International field trips

International travel is defined as travel to a foreign country, including Canada. International travel conforming to district criteria are eligible for district sponsorship and shall comply with the guidelines appropriate to the planned activity.

1. School board approval

School board approval must be granted before talking to students and parents about the proposed trip. Proposed plans for student travel out of the country must be formally approved one year in advance of the trip. Discuss the proposed plan with the parents/guardians of the students participating, either in writing or verbally through group meetings. Keep records of the dates of these meetings, the number of parents in attendance, and any handouts/information. Provide parents/guardians and students with a planned itinerary for the trip, including at least the following information: departure time, place, major events/activities, travel arrangements, planned stops, time for return, and place for return.

2. Use of outside sponsoring groups

District sponsored international field trips can be handled with or without outside organizations providing travel, housing and curriculum plans and insurance protection.

If the district decides to use an outside company to sponsor the international field trip, screen the tour company for the following:

- a. Reputable company with a good safety record
 - i. Ask the tour company about their safety record
 - ii. Call other school references that have used the tour company
- b. Has adequate liability insurance
 - i. At least \$1 million limits liability insurance (minimum coverage) from reputable insurance company
 - ii. International coverage (at least countries being visited)
 - iii. No impairment of aggregate limit (no recent large losses)
- c. Can offer protection for the district
 - i. Names district as additional insured on liability policy
 - ii. Indemnification (hold harmless) provision in contract protects district

- d. Tour company screens vendors (subcontracted tours, hotels, land transportation, agencies) they use:
 - i. For current evidence of liability insurance, at least \$1 million limits
 - ii. For good safety record (loss history)
 - iii. For good performance
- e. Has written emergency procedures in place for all aspects of the tour

In both informational meetings with students and parents and in written materials, provide details of the trip, including locations to be visited, major activities including tours, travel arrangements, housing/sleeping arrangements, eating arrangements, suggested clothing and equipment, and insurance protection. Clearly outline the activities that the district is controlling and those provided by the tour company. Be careful what types of representations the district is making.

When the district makes the choice to include an outside sponsoring organization (i.e., International Exchange Programs), many of the risks and liabilities are transferred to that organization. As the sponsoring organization has experience in the preparation, planning and participating in out-of-country activities, it is versed in the potential “pitfalls” that can result in potential injuries, accidents, and travel delays and discomforts. It should have secured protection from such risks by purchasing insurance to provide protection for the activity and students. It should have developed screening programs for host families, housing, and travel and for agencies that it has contract with for other services. It may have connections that provide valuable assistance in making the international trip an enjoyable experience.

If district staff chooses to make the plans without the use of an outside agency, it is important that it carefully plan ahead. Consult the board policy to assure compliance.

3. Information about foreign countries

Provide information about traveling in a foreign country. Discuss potential safety risks of the particular country being visited with the students, parents/guardians and adult supervisors prior to departure. Ensure that students and adult supervisors have the proper immunizations, identification (passports, visas, etc.), and knowledge of laws specific to the country regarding drugs and prescription medication.

Review information from the U.S. Department of State International Travel website at: <https://travel.state.gov/content/travel/en/international-travel.html> for tips on traveling abroad, requirements for U.S. citizens, and for travel warnings. Consult with the local Consulate office of the foreign country for specific requirements of visitors to that country.

Advise non-US citizens to determine their immigration status before entering a foreign country and to take appropriate credentials with them. Advise all other students to take appropriate identification.

4. Land transportation

Prior to taking a vehicle to a foreign country, or renting a vehicle, obtain information related to automobile insurance requirements and make arrangements **in advance** to purchase proper automobile coverage. The district should purchase full coverage, including physical damage (comprehensive and collision coverage), for any vehicle that it assumes responsibility for through a rental agreement.

Identify designated drivers. Obtain Motor Vehicle Reports on all designated drivers, prior to the trip to ascertain if designated drivers have good driving records. Never allow students to drive motorized vehicles during a trip or to ride with an unauthorized individual. Know the driving rules of the foreign country.

All occupants in vehicle must use seatbelts. Vans with seating capacity in excess of nine passengers, plus driver are not to be used to transport students.

Decide if charter carriers are to be used, and if so, confirm they have at least \$1 million in liability insurance coverage.

5. Air transportation

Make travel arrangements in accordance with established district procedures. It is important to notify the parents/guardians that they can purchase flight insurance through the carrier.

6. Housing

Housing of students in private homes will be approved **ONLY** if organized and sponsored by a host organization. Otherwise, the cost of housing must be obtained.

Determine room arrangements for students and adult supervisors. Make sure adult supervisors and room divisions are gender specific.

Housing information, including name, address and telephone number(s) of the proposed housing unit(s) must be communicated to both parents and students.

It is advisable that pre-inspection of the proposed housing be made, prior to deciding to use the facility.

7. Insurance outside of the U.S.

Supervisors for international travel must contact the district's Office of General Counsel to determine whether foreign general liability insurance must be obtained.

a. For students

Student accident insurance companies can provide coverage for medical insurance claims that happen outside the United States. This is secondary coverage but is advisable.

b. For staff

Workers' compensation covers employees injured in the course of employment in most countries in the world. However, some medical providers may need to be paid for services at time of rendering.

c. For the district

Check with the district's insurance Risk Pool for liability coverage outside of the United States. Consider the purchase of International Travel Liability Insurance to ensure protection if a third party is harmed or alleged to be harmed and suit is brought in a foreign country.

d. Consider other insurance

i. Baggage and property insurance

ii. Tour Cancellation and Interruption Insurance

8. Informational meetings for students and parents/guardians

Pertinent information regarding the proposed trip must be discussed with parents and they must be allowed to state their opinions individually. Informational meetings should include details of the trip including:

- A detailed itinerary
- Travel and housing arrangements
- Suggested clothing and equipment
- Emergency procedures
- Budget and fundraising activities
- Rules of conduct
- Arrangements for adult supervisors
- Advisor/ adult supervisor responsibilities
- Potential safety risks
- Permission requirements
- Insurance protection
- Medication procedures

Provide information related to travel in a foreign country such as:

- Required immunizations
- Passport procurement
- Required personal identification
- Laws specific to that country regarding drugs and prescription medications
- Travel Warnings issued to describe long-term, protracted conditions that make a country dangerous or unstable
- Advise aliens, including exchange students, to determine their immigration status before entering a foreign country and to take appropriate credentials with them.

Keep records of dates of meetings, number in attendance, and handouts/information given.

P. Field trip related forms

The *Field Trip Procedures* that precede this section of forms provide detailed guidance for many aspects of planning and executing field trips. They serve as both a reference for field trip sponsors and a training tool for staff new to conducting school field trips.

This section contains the related forms that will be used by field trip sponsors. These forms briefly summarize many aspects of the procedures that follow. Fillable electronic forms are available online at <https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-429>.

Following is a list of, and brief description of, the forms that are part of these procedures:

• ***Field Trip Request***

This [form](#) establishes preliminary approval of the field trip. Once preliminary approval is given by the building administrator, the coordinating staff member must provide the completed Field Trip Request form to the school office manager/office staff to create a trip request in Triptracker.

• ***Informed Consent Notice Student***

After a field trip has been approved by the building administrator, a [Student Informed Consent Notice](#) signed by the building administrator and coordinating staff member is provided to parents/guardians. 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.

- ***Informed Consent Notice Adult Supervisor***

All adult supervisors are to complete an [Adult Informed Consent Notice](#) for emergency purposes.

- ***Approval for the Use of Private Vehicle: Employee***

An [Approval for Use of Private Vehicle form](#) must be submitted when any non-district vehicles are used to transport students.

- ***Approval for the Use of Private Vehicle: Non-Employee Adult***

To be an approved driver, non-staff members (21 years or older) shall submit to the building administrator an [Approval for the Use of Private Vehicle: Non-Employee Adult form](#). In addition, they will submit a current Department of Licensing driving abstract and a valid Washington State driver's license. The building administrator must review any plan to use a non-employee driver with the regional superintendent.

- ***Assumption of Risk for Overnight Field Trips***

This [form](#) must be provided to parents/guardians for all overnight, out-of-state and international field trips. This form provides information regarding the potential risks associated with field trips including COVID-19 and the potential for nonrefundable deposits for certain overnight field trips.

- ***Overnight, Out-of-State and International Travel Report***

This 2-page [form](#) must be completed for all overnight, out-of-state and international field trips. In addition to providing the financial plan for the field trip, it also provides supplemental information on special events; fundraising activities; meal and housing provisions; any benefits to adult supervisors beyond transportation, lodging, and food; and other pertinent information including lodging and emergency contact numbers for staff members.

- ***Field Trip Description and Itinerary Form***

Parents/guardians must be provided with a written [field trip description and itinerary form](#) 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. A [sample field trip description and itinerary](#) is available for reference purposes.



Checklist for Out-of-State and Overnight Field Trips

Trip date(s): _____ Trip name: _____

Destination: _____ Coordinating staff: _____

Out-of-State Field Trips	
☐	Out-of-state trips (including Victoria and Vancouver, BC area) require superintendent prior approval. Prior to creating a trip request in <i>Triptracker</i>, the completed Field Trip Request form and written trip details are forwarded by the building administrator/designee (following district required timelines) to the office of the regional superintendent for review and submission to the deputy superintendent/superintendent for approval of the request. Written trip details include the following: ☐ Field Trip Request form ☐ Informed Consent Notice for student ☐ Assumption of Risk for Overnight Field Trips form ☐ Informed Consent Notice for adult supervisor (excluding any personal information) ☐ Category 2 and 3 Overnight, Out-of-State and International Travel Report ☐ Category 2 and 3 Overnight, Out-of-State and International Travel Report Required Supplementary Information ☐ Field Trip Description and Itinerary form (can be a draft) ☐ Itinerary (can be a draft) ☐ Once approved, the regional superintendent's office notifies the school of approval and ok to proceed. The appropriate staff member creates a trip request in <i>Triptracker</i> and uploads the superintendent signed Field Trip Request form and other required forms.
Overnight Field Trips	
☐	For overnight trips, the completed Field Trip Request form and written trip details (following district required timelines) are provided to the appropriate staff member to create a trip request and upload to <i>Triptracker</i>. The trip request is then routed in <i>Triptracker</i> for review and approval (i.e., school administrators, budget authorities, regional superintendent.) The following forms are required: ☐ Field Trip Request form ☐ Informed Consent Notice for student ☐ Assumption of Risk for Overnight Field Trips form ☐ Informed Consent Notice for adult supervisor (excluding any personal information) ☐ Category 2 and 3 Overnight, Out-of-State and International Travel Report ☐ Category 2 and 3 Overnight, Out-of-State and International Travel Report Required Supplementary Information ☐ Field Trip Description and Itinerary form ☐ Itinerary
☐	☐ District RN/HRA has been alerted to review student medication needs. ☐ District volunteer approval process has been followed. ☐ Training/written instructions for overnight adult supervisors is planned/has been provided. ☐ Administrator verified overnight volunteer's authorization status prior to departure. ☐ Completed Field Trip Description and Itinerary form provided to parents.