

## INSTRUCTION

### Field Trips

Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom. The following procedures shall apply. Procedures for overnight athletic travel will be consistent with procedures for overnight field trips.

### Field Trips

- A. Each school shall determine a field trip expenditure allocation process.
- B. The staff member shall submit a completed Field Trip Authorization Request form to the principal at least seven days prior to the field trip and three weeks prior to an overnight field trip.
- C. The staff member shall contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom instructional program.
- D. The staff member shall be responsible for securing additional adult supervision for the trip (one adult to a maximum of ten students for kindergarten through eighth grade; one adult to a maximum of fifteen students for ninth through twelfth).
- E. If private vehicles are used, field trip forms shall be completed which acknowledge the name of the driver of each vehicle to be used. Each driver will contact the district office to determine insurance coverage and proper driver's license. For any trip that will include transportation other than district approved or public transportation, the principal/teacher shall contact the business office for information concerning insurance needs.
- F. Each student participating in a field trip must first return an official permission slip signed by his/her parent/guardian. Such permission slip should include the range of activities and itinerary to allow for parents/ guardians to give informed consent and provide emergency medical release information. Parents/guardians shall be informed if private vehicles are to be used for the field trip. A comprehensive parent/guardian permission slip may be used on an annual or semester basis for walking field trips pertaining to classroom activities (i.e., Port Townsend Library, historical museum, architectural review).
- G. Board Policy 3416/3416P: Medications at School is in effect for all field trips. The required form Administration of Medication at School must be completed by the parent and signed by the Licensed Health Professional prior to participation in the field trip, if medication is not routinely being given by the school.

### Outdoor Education

- A. The outdoor education plans for the coming school year shall be presented to the board for approval at the May board meeting.
- B. All staff to be involved shall be notified of plans after board approval.

- C. The proposed curricula for the outdoor education school shall be presented to teachers at least one month prior to the session.
- D. Information to parents regarding fees and waivers or reductions if offered, special clothing, dates, supervising proposed activities, and other duties shall be sent to parents at least one month prior to the session. The parent must sign an approval form.
- E. If feasible, parents may opt to have their child participate in daytime activities only.
- F. Students who do not elect to attend shall engage in meaningful learning experiences at school.
- G. Students must purchase accident insurance or have family accident insurance.
- H. If the district can absorb the cost or has access to funds to cover waivers or reductions, students who are unable to pay the fee may be granted a waiver or reduction if they meet the USDA Child Nutrition Program guidelines

#### Overnight Field Trips

- A. The staff member must submit to the principal a written plan, including purpose, supervision, itinerary, cost, housing, and student costs (if any) at least three weeks prior to submission to the board. An alternative plan for students who won't be going on the field trip must also be submitted.
- B. After approval by the principal, the proposal should be submitted to the superintendent at least two weeks prior to the board meeting. A sample parent permission slip including "A" above should be attached to the request as well as any other information given to the parents.
- C. The staff member should attend the board meeting to answer any questions the board may have.
- D. After approval by the board, the written information and description of the overnight field trip shall be sent to the parent. All such field trips are optional. Parent permission is required. Students participating in out-of-country field trips who were born out-of-country need their passports or appropriate identification for re-entry. Students using air travel should be sure to have photo identification.

**Date: 6/29/94; 3/24/97; 9/10/01; 11/22/04.**