

FIELD TRIPS AND EXCURSIONS

Puget Sound Educational Service District (PSESD) recognizes that field trips, when used as a device for teaching and learning integral to the preK-12 curriculum, are an educationally sound and important ingredient in the instructional and child development program. Such trips can supplement and enrich learning by providing experiences in an environment beyond the classroom.

All field trips must be approved by PSESD's Assistant Superintendent for Learning, Teaching and Family Support or his/her designee using ESD procedures and forms (see forms accompanying Procedure 2320P). Program managers must forward all request forms to the PSESD Assistant Superintendent for Learning, Teaching and Family Support's office for notification/approval. PSESD program staff requesting the field trip are also expected to follow any required procedures of the local district in which the PSESD program operates for notifying staff and receiving field trip approval.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of students, and opportunity for students to assimilate the experience during and at the conclusion of the trip. To this end, PSESD teachers and program managers will be expected to consider the following factors in selection of field trips:

- 1) value of the activity to the particular group of students;
- 2) relationship of the field trip activity to a particular aspect of instruction;
- 3) suitability of the activity and distance traveled in terms of the age level; and
- 4) cost.

Safety of students and staff shall be the primary consideration. Parent permission must be obtained before any student participates in a field trip. Private vehicles may not be used to transport students.

Field trips which take students out of the state or keep students out overnight must be approved in advance by the Assistant Superintendent for Learning, Teaching and Family Support or his/her designee following procedures for the approval/disapproval of requests for such field trips, outdoor education activities, and overnight excursions.

Adopted: June, 2013

Relevant PSESD Board Governance Policy: Executive Limitations 9, Asset Protection

Cross References:

Legal References: RCW 28A.310.180 ESD board — Compliance with rules and regulations — Depository and distribution center — Cooperative service programs, joint purchasing programs, and direct student service programs including pupil transportation.

WAC 181-87-090 Improper remunerative conduct