

**Tumwater School District
Board Policy**

**SCHOOL SPONSORED FIELD TRIPS AND
OFF CAMPUS ACTIVITIES**

School Sponsored Off-Campus Activities

It is the belief of the Tumwater School District Board of Directors that properly planned school sponsored off-campus activities are an integral part of academic and co-curricular programs are a valuable part of the learning experience. The feasibility of school sponsored off-campus activities will be evaluated each year. Though recognized as an important part of the educational process, school sponsored off-campus activities will be authorized only as district funds permit at the time such activities are proposed.

Extended School Sponsored Off-Campus Activities

An extended school sponsored off-campus activity shall be defined as an out-of-state venture organized as part of or complementary to an approved academic or co-curricular program.

The following constraints shall apply to all proposed extended school sponsored off-campus activities within the Tumwater School District:

1. All extended school sponsored off-campus activity proposals shall be formulated and initially reviewed at the individual school building level, according to district procedures. No school sponsored off-campus activity shall be presented to students until it has been approved by the principal and the district office.
2. All non-school initiated extended school sponsored off-campus activities shall include arrangements made through an agency which has received prior approval by the building principal.
3. No costs shall be incurred by the school district for non-school-initiated extended school sponsored off-campus activities. The school district shall be reimbursed by the sponsoring organization for substitute teacher pay, with reimbursement to be made prior to or not later than the day of return by the teacher or teachers involved.
4. The board prefers that extended school sponsored off-campus activities be scheduled during weekends, breaks, or vacation periods so that students and teachers do not miss classroom instruction. All extended school sponsored off-campus activity shall be conducted only with board approval, upon recommendation of the building principal and superintendent, according to established district procedures. Teacher and student absence from the classroom shall be minimized.

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