

LAKEWOOD SCHOOL DISTRICT #306  
ADMINISTRATIVE PROCEDURES  
BOARD POLICY #2320

**Field Trips and Outdoor Education**

**Field Trips**

1. Planning/Choice of Activity – Field trips provide a valuable contribution to a child's education when they are well planned and enhance the classroom experience. Field trips are to be directly related to established curricula, be age appropriate, and provide educational benefit. Field trips solely for extrinsic rewards are discouraged and may not be approved. Trips to water parks will only be approved on a case-by-case basis, when in conjunction with another approved educational or athletic activity.
2. Field Trip Approval Request Forms and Administrative Approval – All field trips must have written administrative approval. The building administrator is responsible for reviewing all aspects of the field trip. Requests for approval of day field trips must be submitted to the administrator a minimum of three weeks prior to a day trip.
3. Parental Permission – Each student must turn in a Field Trip Activities Consent/Clearance Form (2320F) to participate on a day field trip or to participate on an over-night field trip. Students who do not return this form will remain at school during the field trip.
4. Transportation – District vehicles are to be used for student transportation unless the Transportation office, consistent with collective bargaining agreements, determines that charter buses are required. Schools must arrange all transportation through the Transportation office by filling out a Transportation Request Form. Transportation requests are to be made a minimum of three weeks prior to a day trip and a minimum of three months prior to an overnight or out-of-state field trip. Students may not drive during the course of a field trip or school event, unless pre-authorized through the field trip approval process. Private vehicles may not be used to transport students, except under conditions described in Policy 6625. In such instances, parents or a responsible adult driver, must be approved as volunteers and authorized to transport students, which includes providing copies of a valid driver's license and abstract of driving record.
5. Risk Management and Medical Concerns – Prior to the field trip, the following information and supplies must be gathered by the staff member in charge:
  - A. Field Trip Activities Consent/Clearance Form (Form 2320F) for each student.
  - B. Emergency contact information for each student
  - C. Medication for those students needing administration of medicine.
  - D. First-aid supplies.

When a student emergency occurs away from school, the student will be evaluated by the staff member in charge. The staff member in charge will notify the building administrator.

6. Supervision – Chaperones must be a minimum of 21 years of age and, for overnight field trips, 25 years of age. A principal may approve younger chaperones if they are a staff member or the parent/guardian of one of the students and considered a responsible adult. There must be both a male and female supervisor/chaperone if male and female students are on the overnight field trip.  
For day trips, a minimum of one adult supervisor/chaperone, not including the bus driver, is required for every 10 students at the elementary level, one for every 15 students at the middle school level, and one for every 20 students at the high school level.  
For overnight trips, a minimum of one adult supervisor/chaperone is required for every 10 students at all levels.
7. Screening Requirements – Chaperones must complete the Lakewood School District volunteer application packet, including a Washington State Patrol background check, prior to the field trip. Expectations for chaperones and their responsibilities will be reviewed with them prior to the trip. The building principal or designee will review and approve the list of chaperones included in the field trip request.  
Staff member chaperones must submit travel leave requests, and receive principal approval, prior to submission of the request to the School Board, Superintendent or designee. Consideration of a teacher, other than the field trip organizer, as chaperone will include the following criteria:
  - A. The anticipated impact of that teacher being absent from his/her classes for the duration of the field trip
  - B. The extent to which that teacher is critical to the functioning of the group or field trip
8. Student Expectations – The teacher will review behavioral expectations with the students prior to the field trip. School rules apply during field trips.
9. Day of the Trip Activities – On the day of the trip, the teacher will take roll, provide name tags for K-4 students, assign students to specific chaperones, and assure that required food, equipment, medicine, and other supplies are ready.
10. Overnight/Out-of-State Field Trips – Field trips that fall outside a 325 mile radius of Lakewood and/or include overnight accommodations must be approved by the School Board. The Superintendent or designee may approve field trips that are within a 325 mile radius of Lakewood and do not include overnight accommodations. Must complete 2320F2.
  - A. Requests must be submitted to the Superintendent and/or School Board approval at least three months prior to the date of the trip. Such requests must include:
    - 1) Travel leave requests for staff members and a list of approved chaperones who will be participating. Chaperones must travel and lodge with the group for the entire trip. In the event the list of chaperones is not known three months prior to the trip, a final list of chaperones going on the field trip, must be submitted no less than two weeks before the date of the field trip.
    - 2) Detailed budgets, including costs for transportation, housing, meals, entrance or sightseeing fees, etc. Budgets should show both revenue and expenditure figures.

- 3) Arrangements for student and chaperone housing. Chaperones may not be housed in rooms with students. Students must be housed with students consistent with the gender with which they identify.
  - 4) Arrangements for transporting students.
  - 5) Detailed itinerary for entire trip. In the event itinerary is not known three months prior to the trip, an anticipated itinerary will be accepted. An updated itinerary is required before departure.
  - 6) A list of students. In the event the list of students is not known three months prior to the trip, a final list of students going on the field trip, must be submitted at the time of making final travel arrangements, and no less than two weeks before the date of the field trip.
- B. Parents or guardians will provide the school with the following information for all overnight or out-of-state travel prior to departure:
- 1) Field Trip Activities Consent/Clearance Form (2320F)
  - 2) Written proof of medical insurance (see Parent/Guardian Proof of Medical Insurance form)
- C. Field trips for which important details, including student rosters and trip logistics, may not yet be available, must still receive tentative school board pre-approval at least three months prior to the date of the trip, pending the submission of all required paperwork for final approval. In such instances, all required paper work must be submitted to the superintendent least four weeks prior to the field trip for final school board approval.
- D. Field trips for high school students involved in Washington Interscholastic Activities Association (WIAA) sanctioned playoffs or other school-sanctioned activities with post-seasons or competitions announced with short notice may be approved by the Superintendent or designee. All other requirements of this policy must be met.
- E. Under exceptional circumstances, trip authorization may be given by the Superintendent or designee.

### **Outdoor Education**

1. The outdoor education plans for the coming school year shall be presented to the board for approval at the May board meeting.
2. All staff to be involved shall be notified of plans after board approval.
3. Information to parents regarding fees, 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.
4. If feasible, parents may opt to have their child participate in daytime activities only.
5. Students who do not elect to attend shall engage in meaningful learning experiences at their school.

**Date: 08.04; 12-7-11; 10.22**