

## Instruction

### Field Trips Procedures

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 (Form 2320F2a) must be submitted to the administrator a minimum of 3 weeks prior to a day trip.

Prior to an overnight/out-of-state trip Form (2320F1a) must be submitted a minimum of 4 weeks in advance of the over-night field trip.

3. **Parental Permission** – Each student must turn in a Field Trip Activities Consent/Clearance Form (2320F2) to participate on a day field trip, or Form (2320F1) to participate on an over-night field trip. If a field trip includes an amusement park visit, Overnight Field Trip Theme Park Consent Form (2320F1b) will be required to participate. Students who do not return these forms will remain at school during the field trip.
4. **Transportation** – District vehicles are to be used for transportation. 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, and in that case they must complete the off-campus activity/travel agreement. Private vehicles may not be used to transport students, except under conditions described in Policy 6540.
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 2320F2 for day trips, Form 2320F1 for over-night trips, and Form 2320F1b for amusement park trips) for each student.
  - b. Cell phone.
  - 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 for a day field trip and, a minimum of 25 years of age for overnight field trips. A principal may approve younger chaperones if they are 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 register and be approved on Safe Visitor at <https://secure.safevisitor.io/Safe/Volunteer/snohomish/volunteer> which includes running a Washington State Patrol background check, prior to the field trip. The Chaperone Guidelines Form (2320F3) (will be provided to each chaperone by the staff member in charge. A list of chaperones will be reviewed by the building principal or designee prior to the field trip.

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 are farther than a 350-mile radius of Snohomish must be approved by the School Board. The Superintendent or designee may approve field trips that are within a 350-mile radius of Snohomish.
    - a. Requests must be submitted to the Superintendent and/or School Board approval at least four weeks prior to the date of the trip. The packet includes:

- 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.
  - 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 their same gender.
  - 4) Arrangements for transporting students.
  - 5) Detailed itinerary for entire trip.
  - 6) A list of students participating in 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 (2320F1 for over-night field trips)
  - 2) Over-Night Field Trip Theme Park Consent Form (2320F1b) if the field trip includes any kind of theme park as part of the itinerary.
  - 3) If a field trip is Out-of-Country a School Sponsored Foreign Travel Guidelines and Requirements Check List Form (2320F1c) must be turned in. The Out-of-Country Field Trip/Excursion Consent Form (2320F1d), The Verification of Insurance Coverage (Out-of-County) Form (2320F1e), is necessary for any person driving a vehicle. The Out-of-County Field Trip/Excursion Volunteer Consent Form (2320F1f) is required for any volunteers.
  - 4) Written proof of medical insurance (see Parent/Guardian Proof of Medical Insurance form)
- c. Field trips for high school students involved in Washington Interscholastic Activities Association (WIAA) sanctioned playoffs announced with short notice may be approved by the Superintendent or designee. All other requirements of this policy must be met.
- d. Under exceptional circumstances, trip authorization may be given by the Superintendent or designee.

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