



EDUCATIONAL FIELD TRIPS AND EXCURSIONS

Field trips are defined as travel away from school premises, under the supervision of staff members, for the purpose of affording students experiences not available on the school site.

The superintendent or designee reserves the right to cancel or revoke sponsorship of any field trip if it is deemed to not be in the best interests of students. Adequate pre-planning is required to cover any financial burden incurred as a result of the district's cancellation of a trip. Examples of reasons a trip may be canceled or sponsorship revoked include, but are not limited to, lack of funding, an increase in national security status, health alerts, or terrorism.

DISTRICT SPONSORSHIP

If the field trip is District sponsored, then the school district is responsible for and must control the activity. Field trips that conform to the following criteria are eligible for district sponsorship and shall comply with the guidelines appropriate to the planned activity:

GENERAL (State and Federal) FUND

- Activity is scheduled as a District function during the school calendar.
- Trip is directly related to the adopted curriculum or a particular course of study and is available only to students currently enrolled in the course.
- Teachers or staff are responsible for the safety and supervision of the students.
- School district staff, acting within the scope of their employment, receive their pay from the district during the field trip.

ASSOCIATED STUDENT BODY

- Trip is directly related to a current ASB organization and approved by the Student Body.

NON-DISTRICT SPONSORED

If an individual organizes a trip that does not meet the above criteria, the district will neither approve nor disapprove the trip. All responsibility rests with the individual person and/or the travel agency involved. To safeguard the school district from liability, time shall not be taken from instruction to organize or take such trips, no district information or equipment may be used by staff members in planning or promoting such a trip, parents shall be clearly informed that the



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trip is not sponsored by the school district, and material developed to advertise the trip shall carry a disclaimer that clearly states *this is not a school-sponsored field trip*. There shall be no relationship between involvement in travel and course grades or credit, and school facility use, promotions and advertisements are restricted to district regulations for outside organizations including room fees for profit promotions.

GENERAL REQUIREMENTS THAT APPLY TO ALL FIELD TRIPS

Permission - Written parent/guardian permission is required for all field trips.

Code of Conduct - All school and district policies are in effect on field trips and apply to students, chaperones and staff who show courtesy and respect toward others at all times; will not possess or use tobacco products; will not consume or possess illegal substances (alcohol, drugs, paraphernalia); will not use vulgar or obscene language or engage in any acts of lewdness; and all rules, including schedules and curfew, will be strictly enforced.

The staff advisor in charge of the field trip shall review acceptable standards of conduct with students and chaperones in advance of the trip.

Statement of Disciplinary Action - The following are examples of disciplinary action which may be taken in the event that the Code of Conduct, school policies, or district policies are not followed: student will be sent home immediately at his/her own expense with a parent/guardian, or school personnel, whenever possible; student will be placed in the care of a chaperone; student will be confined to a specific area; student will be referred to school administration for disciplinary action which may include expulsion or suspension and may result in loss of credits, denial of a diploma or removal from school activities such as, but not limited to, commencement, additional trips, etc.

Insurance - Proof of student accident insurance in order to be able to participate in the field trip is highly recommended.

Participation - If field trips are conducted during school time, students who do not participate for any reason shall engage in meaningful experiences at school. Students have the right to attend authorized school sponsored field trips and are expected to make up any work missed. Students



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will not be penalized for class time missed while on authorized field trips. Field trips during educational time may not be used as a reward for fundraising.

Supervision - All field trip groups shall be under the direction of a district staff member. Students must be supervised at all times. Students are not to explore on their own. The staff member in charge shall be immediately available to participants at all times while on the field trip. At least one adult supervisor must hold a current first aid and CPR card. Prior to departure, the staff member in charge will confirm that adequate supervision is present as prescribed during the planning stages. The staff member in charge shall be responsible for training and assigning specific duties and responsibilities to the chaperones, as indicated in the following section.

Chaperones - At least two (2) chaperones are required for each field trip, with a **minimum chaperone/staff to student ratio of 1:10.**

All chaperones must be approved as a volunteer by the designated district personnel prior to the field trip.

Training should be provided to chaperones. This training should include a review of their responsibilities such as: supervising students, following and enforcing the code of conduct, and separate but proximate room arrangements for chaperones. Schools may pay for any field trip related expenses for chaperones/staff.

The following must be considered when developing a list of chaperones and ratio of chaperones to students: age of students; development and behaviors of students; size of group; medical needs of students; mode of transportation; location of field trip; potential hazards at location; time of year; length of trip; and planned activities for field trip.

Transportation - Transportation of students on school sponsored trips should, whenever possible, be by school bus, licensed commercial carrier, or district arranged transportation.

Emergencies - A first aid kit is to be on location on all field trips. Medical emergency information must be completed for each student, chaperone, and staff member attending. In case a student becomes ill or is injured, one adult must remain with the student at all times. In any emergency, call 911 or the local emergency number. The building principal, superintendent or designee and the parent/guardian shall be notified as soon as possible. In cases of an accident,



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staff members or chaperones should secure names, addresses and phone numbers of witnesses, and on return to school, will complete an accident report. The permission slip and the medical consent form of the injured students shall be filed with the accident report.

Water Activities - The scheduling of swimming, boating, or other water-related activities, must be under the direct supervision of an adequate number of **certified lifeguards**. The following lifesaving equipment must be available at the site: first aid kit, extension pole, and ring buoy with line, blankets and whistle. A minimum adult/student ratio of 1:7 is required. One chaperone must be a certified lifeguard or there must be a person at the site who is a certified lifeguard or who is certified by training such as WSI or occupation (i.e. fireman, police, medic etc.) to effect a water rescue. The certification should be documented with the field trip supervisor prior to the field trip. Where phones are not easily accessible, one supervisor must carry a cellular phone. Prior to making any plans for a boating field trip, staff must get approval from the district risk management office.

Students involved in boating activities must wear Coast Guard approved lifejackets or Type I approved personal floatation devices. These will be worn in a properly fastened manner at all times during the activity. Each craft shall have an approved personal floatation device for each person, a paddle, a bailer and a whistle for each person. Appropriate floatation and a spare paddle will also be in the boat.

Ensure that the owner/operator of a boat over 26 feet in length has appropriate and adequate liability insurance coverage and provides certificates of insurance prior to utilizing his/her services. (Exception is a vessel owned and operated by the State of Washington, such as a state ferry.)

SPECIFIC REQUIREMENTS BY FIELD TRIP TYPE

SAME DAY, IN STATE FIELD TRIPS

1. A staff member shall contact the site to be visited to establish the date, time and cost of the field trip.
2. The staff member should review the site for potential hazards or special requirements.
3. Upon request, risk management will review any questions relating to proposed activities to determine insurance coverage or special requirements. **Only the superintendent or designee can sign contracts, rental or hold harmless**



agreements associated with field trips.

4. A plan must be submitted for approval to the principal **prior the trip, allowing sufficient time for all necessary reviews and subsequent approvals.**
5. Notification to parents should include requests for health information, medical authorization and insurance responsibility.
6. The field trip itinerary, items for a student to bring, including any special clothing needs, and transportation information should also be included.
7. Medication authorization signed by physician and parents must have prior review from the district nurse **a minimum of 10 working days prior to the trip.** The district nurse will coordinate training for the person administering medication. Medication must be in a proper medical bottle.

OVERNIGHT OR OUT-OF-STATE FIELD TRIPS

1. A plan, and all items stated in the “Same Day/In State Field Trips” section of this procedure should be submitted for approval to principal **prior to the trip**, allowing sufficient time for all necessary reviews and subsequent approvals.
2. **The superintendent/designee must approve overnight and out-of-state field trips prior to the trip.**
3. Medication authorization signed by physician and parents must have prior review from the district nurse **a minimum of ~~21~~ 10 working days prior to the trip.** The district nurse will coordinate training for the person administering medication. Medication must be in a proper medical bottle.
4. The district purchasing office shall review facility use contracts for prejudicial language that may be to the district’s disadvantage.
5. There should be a pre-established curfew time, generally no later than midnight for students and chaperones, with a room/bed check conducted at that time.

INTERNATIONAL TRAVEL

The district does not support international travel.