

INSTRUCTION

Field Trip/Co-Curricular Travel

Field trips are defined as any travel away from school premises under the supervision of an advisor/teacher/coach of an approved course of study, to provide students a direct learning experience not available in the classroom. The following procedures apply:

Field Trips

- A. Each school building receives a field trip allocation if budget funds allow. In addition, buildings may submit applications for state-funded field trips.
- B. The staff member must complete and submit a [Travel Request Form](#) at least two weeks prior to the field trip.
- C. The staff member must contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies.
- D. The staff member is responsible for securing additional adult supervision for the trip (one adult to a maximum of ten students). Trips that take students out of the Tri-Cities must meet this requirement. Exceptions for other trips may be made by the assistant superintendent of K-12 education based on the following components of the trip:
 1. Distance from the school and the ability to provide additional support for emergencies or unexpected circumstances.
 2. Age and maturity level of students including behavior, academic, and attendance history.
 3. Nature of the event including duration, environment, and the proximity to other adult supervisors.
- E. If personal or rental vehicles are used, Form F-3 2320 Employees and Non-Employees Using Personal or Rental Vehicles to Transport Students, and Form F-4 2320 Employee and Non-Employee Authorization to Drive Vehicles & Transport Students, must be completed acknowledging the name of the driver of each vehicle to be used and the driver's insurance company and insurance limits. In case of an accident, the driver's insurance is primary. The district's insurance will be secondary only as respects the district; the district's insurance coverage does not cover the private vehicle owner.
- F. The parent/guardian of each student participating in a field trip must provide written/electronic permission prior to participating in the field trip. Parents/guardians must be informed if private vehicles are to be used for the trip.

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- G. The building’s school nurse must review the list of all students participating in a field trip to ensure awareness of medical conditions and to provide for medical needs.
- H. A letter of appreciation should be sent to the site host upon completion of the field trip.

Out of State and Overnight Field Trips

- A. The staff member must complete and submit a [Travel Request Form](#) along with a written plan, which includes the purpose, supervision, itinerary, cost, housing, and student costs (if any) to the principal within the timelines specified on the form for type of trip.
- B. Upon principal approval, the proposal must be approved by the assistant superintendent of K-12 education.

Amended: August 2003
Amended: November 2013
Amended: August 2024