

**PROCEDURE - FIELD TRIPS, EXCURSIONS, AND
EXTRA/CO-CURRICULAR TRAVEL****2320P**

Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom. The following procedures will apply:

Field Trips

- A. The staff member will submit a completed field trip request form to the principal as far in advance as practical, and except when unique scheduling circumstances do not allow, at least three weeks prior to the field trip. The trip plan will include the purpose, itinerary, cost, housing, and student costs (if any).
- B. The staff member will submit a list of students participating in the field trip or outdoor education experience to the school nurse at least two weeks prior to the trip. If a participating student has a documented "Life Threatening Condition," a three-week notice must be given to the nurse in order that, if necessary, special accommodations can be made. Teachers needing training in administration of medication must request training when lists are submitted.
- C. The staff member will 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 will be responsible for securing additional adult supervision for the trip (dependent upon student age, special needs, health concerns, and requirements or special conditions of the site being visited) to assist in properly supervising the class or group.
- E. Each student participating in a field trip must first return a permission slip signed by their parent/guardian. An emancipated student may sign their permission slip.
- F. Students will normally travel to and from field trips by district-provided transportation. If district transportation is not available, commercial carrier transportation will be arranged by the district.
- G. District employees, other than a district bus driver, must complete a district driving safety course and have a certified abstract of the employee's driving record on file with Transportation before driving students. They may transport students in a vehicle with a seating capacity of ten (10) or fewer including the driver.
- H. Students traveling to field trips in other than district transportation will complete a parent/guardian/driver approval form prior to traveling to the event. Students transported by private vehicle may only ride with their own parent/guardian to and from field trips.

Overnight Field Trips

- A. The staff member must submit to the principal a written plan, including purpose, supervision, itinerary, cost, housing, and student costs (if any) at least three weeks prior to submission to the superintendent.
- B. After approval by the principal, the proposal should be submitted to the superintendent or designee at least three weeks prior to the trip.
- C. After approval by the superintendent or designee, a written description of the overnight field trip will be sent to parents/guardians. All such field trips are optional. Parent/guardian permission is required.

Procedures for Extra- and Co-Curricular Travel

1. Prior Trip Forms and appropriate transportation requests will be completed as far in advance as practical, and except when unique scheduling circumstances do not allow, at least three weeks before the event. The trip plan will include the purpose, itinerary, cost, housing, and student costs (if any).
2. The principal or designee, including the head coach, is to immediately notify the Transportation Department of cancellations. Reschedules are not to be assumed confirmed until bus availability is confirmed.
3. Students will normally travel to and from Extra and Co-Curricular trips by district-provided transportation. If district transportation is not available, commercial carrier transportation will be arranged by the district.
4. For certain extra- and co-curricular events occurring within Thurston County outside the school day or on a non-school day, district transportation might not be provided. Transportation of students to and from such events will be the sole responsibility of a student's parent/guardian. No driver to or from such trip will be considered to be driving as an employee, agent, or volunteer of the school district in connection with such transportation.

The assessment and decision whether it is safe to allow a student to drive to such event, or to allow the student to ride with another student or another student's parent/guardian driving, is a family decision to be made between students and their own parents/guardians.

5. District employees, other than a district bus driver, must complete a district driving safety course and have a certified abstract of the driving record of the employee on file with Transportation before the employee transports students. They may transport students in a vehicle with a seating capacity of ten (10) or fewer including the driver.
6. Students traveling to or from extra-curricular/co-curricular events in other than district transportation, when transportation is provided, will complete a parent/guardian/driver approval form prior to traveling to the event. Students transported by private vehicle may only ride with their own parent/guardian.

Student Transportation for Elective Courses and Programs

When a student is required to travel individually (i.e., not as part of a group) off-campus as part of an elective course or school-sponsored program—such as a Career & Technical Education course, Associated Student Body (ASB) service, internship, practicum, or similar activity—transportation may not be provided by the district. In such cases, travel arrangements are the sole responsibility of the student’s parent, guardian, or custodian.

The decision to allow a student to drive or ride with another student to elective off-campus courses or school sponsored programs is a personal and family matter, to be made between the student and their parent, guardian, or custodian.

No student may travel individually off-campus for elective courses or programs unless a completed transportation agreement form is submitted by the parent, guardian, or custodian to the course teacher or program advisor.

International Travel

Approval of international travel is subject to the United States Department of State travel warnings. Travel warnings are issued when the state department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. District travel to Canada and Mexico will be approved unless either country is identified through a travel warning.

- A. The staff member must submit a written request for approval, including purpose, supervision, itinerary, cost, housing, and student costs six months before the date of the trip and before any fundraising begins or deposits are placed for the trip.
- B. After approval by the principal, all requests for both single and multi-school trips must be approved by the Superintendent.
- C. After approval, a written description of the international, overnight field trip will be sent to the parent. All such international trips are optional. Parent permission is required.
- D. All signed approval forms and trip records will be kept on file at the school.
- E. Staff members and sponsors will obtain competitive pricing to assure maximum student participation at the lowest possible cost.

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North Thurston School District