

**Tumwater School District
Procedures**

**SCHOOL SPONSORED FIELD TRIPS AND
OFF CAMPUS ACTIVITIES**

The following procedures shall be used to develop School Sponsored Off-Campus Activities as defined in Policy 2320:

School Sponsored Off-Campus Activities

1. Requests shall be presented to the building principal or designee at least two weeks prior to the School Sponsored Off-Campus Activity for consideration as part of the building-level academic and co-curricular program.
2. Requester shall notify the Wellness Center of activity date and time
3. Requester shall also notify Food Services, if applicable.
4. After approving a School Sponsored Off-Campus Activity, the principal/designee shall complete the appropriate form to schedule school district bus service and submit it to the Transportation Department.
5. Written parent permission is required for all School Sponsored Off-Campus Activities which involve any student(s) leaving the school campus. In cases of re-occurring field trips which are a part of the classroom/school curriculum during the school year, (e.g. Science Center, farms, Fire Stations, community locations, wetland visitations, etc.) schools may secure written permission from parents once at the beginning of the year and keep those on file in the office. These notices should set forth the anticipated destination and approximate day/times of the re-occurring field trip for the year.
6. The Transportation Department shall schedule the School Sponsored Off-Campus Activity if bus service is available on the requested date. If service is not available, the Transportation Department shall notify the principal immediately so that an alternate schedule may be considered.
7. Students and teachers shall receive appropriate information about district bus safety and conduct rules prior to the departure of school Sponsored Off-Campus Activity.
8. Charges for School Sponsored Off-Campus Activities shall be assessed to the building budget.

Extended School Sponsored Off-Campus Activities

1. Extended School Sponsored Off-Campus Activities for a given academic year should be proposed for administrative review not later than the second week of September. In cases where advance knowledge of a trip is not available during September, originators should submit requests at least four weeks prior to departure.
2. Requests shall be presented to the building principals or designee on the appropriate district form for consideration as part of the building-level education program in accordance with annual goals and student learning objectives. Requests shall not be presented to students nor any fund raising activities initiated until approved by the principal and district office.
3. Following analysis of the request, the principal shall submit a recommendation to the district office for consideration. All Extended School Sponsored Off-Campus Activities will be presented to the school board for approval. Approval, amendment or denial of a request shall be forwarded to the principal for communication to the originator.

The District Office shall provide a periodic summary of extended School Sponsored Off-Campus Activity request actions to the school board.

4. Coordinators of approved extended School Sponsored Off-Campus Activities shall:
 - a) Verify to the principal at least one week prior to the trip that arrangements have been made for students to complete any work missed.
 - b) Submit a trip roster to the principal at least four weeks prior to departure.
 - c) Schedule a meeting or meetings with parents and students at least two weeks prior to the trip.
 - d) Obtain and file with the principal parent permission slips at least one week prior to the trip.

IMPLEMENTED: March 27, 2014

REVISED: October 9, 2014

Attachment A

TSD School Sponsored Off-Campus Activity Checklist

Follow school specific procedures which should include the following actions:

1. Submit proposal to site administrator for approval of activity
2. Complete transportation trip request form (if needed)
 - a. Provide transportation with request form
 - b. Give copy of request form to school secretary or ASB secretary
3. Request purchase order from secretary or ASB secretary for budget code and administrator signature (if petty cash will be needed)
4. Request secretary to post activity on activity calendar
5. Notify Wellness Center staff of activity date/time
 - a. Wellness Center staff will assure that staff member has:
 - i. current list of students with health conditions
 - ii. student medications which need to be taken on the activity
 - b. Site nurse will consult with administrator if there are concerns with availability of staff for administering medication to students or with providing care at the activity for a student who has a medical condition
6. Notify Food Services (if applicable)
7. Provide guidelines to parent (academic and/or behavior)
8. Distribute student permission forms
9. Distribute parent consent forms for students to be transported in private vehicle (if applicable and students will be allowed to ride in vehicle with someone other than parent)
10. Collect signed permission forms and student fees and give to secretary or ASB secretary
11. Notify parents of students who are not eligible to attend activity

Tumwater School District No. 33
Extended School Sponsored Off Campus Activity Request

School: _____

Date of Request: _____

Name of Originator: _____ Department (if applicable) _____

Destination: _____

Dates of Trip: Departure _____ Return _____

Mode of Travel: _____

Number of Students Involved: _____ Total Cost of Trip: _____ Total Cost Per Pupil: _____

Method of Financing (explain):

Student: _____

Fund Raising: _____

Plans for Providing Adequate Supervision: _____

Description of Trip's Relationship to Individual, Building, District Goals: _____

Description of How Trip Information Can Be Shared: _____

Evaluation Plan: _____

☐ Before traveling with students, the Advisor has read Policy 3211 – Gender Inclusive Schools.
Please reach out to the District's Gender Inclusive Schools Coordinator if there are questions.

Approval: Principal: _____ Date: _____

District Office: _____ Date: _____

School Board: _____ Date: _____

TUMWATER SCHOOL DISTRICT FIELD TRIP PERMISSION

FIELD TRIP PERMISSIONS SLIP (To be signed/returned by parent for each field trip). We understand the arrangement for taking your school group to _____

We believe the necessary precautions and plans for the children's care have been made. We feel that reasonable vigilance in the care and supervision of the children during the trip will be exercised.

We hereby give consent for our child, _____,
to go on the trip to _____ (Place) _____ (Date).

(Parent's Signature)

TUMWATER SCHOOL DISTRICT FIELD TRIP PERMISSION

FIELD TRIP PERMISSIONS SLIP (To be signed/returned by parent for each field trip). We understand the arrangement for taking your school group to _____

We believe the necessary precautions and plans for the children's care have been made. We feel that reasonable vigilance in the care and supervision of the children during the trip will be exercised.

We hereby give consent for our child, _____,
to go on the trip to _____ (Place) _____ (Date).

(Parent's Signature)

Tumwater School District No. 33

FIELD TRIP PERMISSION SLIP

Parent Signature form for Annual/Re-occurring Field Trips

Dear Parents/Guardians,

Throughout the school year our students have the opportunity to attend various activities off campus like the Science Lab, Fire station and other local destinations. We felt it would be helpful to reduce some of the paper work to ask that you sign one permission slip for your child to attend these activities. By signing this form you will be granting permission for your child to leave campus for ongoing school sponsored field trips for the entire year. Activities authorized by this signature include the following:

<u>Destination</u>	<u>Date</u>	<u>Time</u>	<u>Contact Person</u>
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You will continue to be notified by your child's classroom teacher prior to any of these off campus trips, however you would not need to sign off each time.

Sincerely

I give permission during the 20____-20____ school year for my son/daughter to participate in off campus activities on school provided transportation, city buses or walking to close by destinations under the supervision of school for the following activities:

<u>Destination</u>	<u>Date</u>	<u>Time</u>	<u>Contact person</u>
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Parent/Guardian
Signature _____ Date _____