

FIELD TRIPS, EXCURSIONS AND OUTDOOR EDUCATION

The board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

Field trips which take students out of the state (unless are within 250 miles of Grandview WA) or are planned to keep students out of the district overnight must be approved at least 21 calendar days in advance by the board at a regularly scheduled board meeting. Outdoor education resident school plans shall be presented to the board for annual approval. The superintendent has the authority to approve all other field trips.

The superintendent shall develop procedures for the operation of a field trip or an outdoor education activity which shall insure that the safety of the student shall be protected and that parent permission is obtained before the student leaves the school. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness. Private vehicles may be used to transport students if approval is obtained in advance from the principal.

No staff member may solicit students for any privately arranged field trip or excursion without board permission.

Cross References:	Board Policy 3520	Student Fees, Fines, and Charges
Legal References:	RCW 28A.330.100(5) 67.20.020 WAC 180-87-090	Additional powers of board Parks, bathing beaches, public camps — Contracts for cooperation Improper remunerative conduct

Field Trips, Excursions, and Outdoor Education

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 transportation costs for all such field trips conducted during school hours shall be borne by the district. The following procedures shall apply:

- Field trips which take students out of the state (unless they are within 250 miles of Grandview WA) or are planned to keep students out of the district overnight must be approved at least 21 calendar days in advance by the board.
- Outdoor education resident school plans shall be presented to the board for annual approval.
- The superintendent has the authority to approve all other field trips.

Field Trips

- A. Each school shall receive a field trip allocation.
- B. For in-state or non-overnight field trips, the staff member shall submit a completed field trip request form to the principal at least 30 calendar days prior to the field trip.
- C. The staff member shall 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 shall be responsible for securing additional adult supervision for the trip.
- E. If private vehicles are used, field trip forms shall be completed which acknowledge the name of the driver of each vehicle to be used. The principal will contact the district office to determine if the district's liability insurance coverage will protect the driver.
- F. Each student participating in a field trip must first return a permission slip signed by his/her parent. Parents shall be informed if private vehicles are to be used for the field trip.
- G. A letter of appreciation should be sent to the site host upon completion of the fieldtrip.
- H. Field trips which take students out of the state (unless are within 250 miles of Grandview WA) or are planned to keep students out of the district overnight must be approved 21 calendar days in advance by the board at a regularly scheduled board meeting.

EXCEPTION: Overnight stay for state-qualifying events (athletics, music, DECA, Skills USA, HOSA, etc.) do not require a 21-day advanced approval and may be approved by the superintendent.

EXCEPTION: If travel is less than 250 miles from Grandview, WA and does not include an overnight stay, the staff member may use the in-state trip request guidelines.

(Note: Approvals must be submitted to the Executive Assistant to the Superintendent no later than Wednesday prior to a board meeting. School Board meetings are typically the 2nd and 4th Tuesday of the month, except for November, December, July)

- a. If 21-day advanced notification is not possible, a memo for advanced request may be submitted to the board via the superintendent as early as possible while the travel request is being completed.

This memo, based on the information available at the time, must include:

- i. An overview of the trip (purpose, location, dates, etc.)
- ii. A brief explanation of why an exception to the 21-day advance notification is necessary
- iii. An outline of the purpose of the trip
- iv. An estimate of how many students and adults will attend
- v. An estimate of cost and identify funding source(s)
- vi. Employee point of contact and contract information

Memo must be submitted (in person or via email) to the Executive Assistant to the Superintendent.

Outdoor Education

- A. The proposed curricula for the outdoor education school shall be presented to teachers at least one month prior to the session.
- B. Information to parents regarding fees and waivers or reductions if offered, special clothing, dates, supervising proposed activities, and other duties shall be sent to parents at least one month prior to the session. The parent must sign an approval form.
- C. If feasible, parents may opt to have their child participate in daytime activities only.
- D. Students who do not elect to attend shall engage in meaningful learning experiences at school.
- E. Students must purchase accident insurance or have family accident insurance.
- H. If the district can absorb the cost or has access to funds to cover waivers or reductions, students who are unable to pay the fee may be granted a waiver or reduction if they meet the USDA Child Nutrition Program guidelines.

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 30 calendar days prior to submission deadline to receive board approval.
- B. After approval by the principal, the proposal should be submitted to the superintendent at least two week prior to the board meeting.
- C. The staff member or designee should attend the board meeting to answer any questions the board may have.
- D. After approval by the board, a written description of the overnight field trip shall be sent to the parent. All such field trips are optional. Parent permission is required.

International Travel

Approval of international travel shall be 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. No district sponsored international travel will be approved to any other country as long as the worldwide caution is in effect.

- A. The staff member must submit to the principal 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.
 - a. Approval must be obtained from the board of directors at least 4 months prior for international travel
- B. After approval by the principal, all requests for both single and multi-school trips shall be approved by the superintendent and the board prior to any fundraising beginning or any deposits being placed for the trip.
- C. The staff member should attend the board meeting to answer any questions from the board.
- D. After approval by the board, a written description of the international, overnight field trip shall be sent to the parent. All such international trips are optional. Parent permission is required.
- E. All signed approval forms and trip records shall be kept on file at the school.
- F. Staff members and sponsors shall obtain competitive pricing to assure maximum student participation at the lowest possible cost.

Date: May 23, 2005
Updated: April 29, 2026