

Field Trips, Excursions and Outdoor Education

For the purpose of these procedures, trips are subdivided into the categories of Local Field Trips, Activity Trips, Non-Local or Overnight Field Trips, Extended Field Trips, Secondary Field Experiences and Non-District Sponsored Educational Tours.

General Procedures

Responsibilities of staff person initiating trips:

1. Complete appropriate field trip notice forms
 - a. Local field trips
 - b. Non-local, overnight and extended field trips
 2. Obtain approvals
 - a. Principal's approval: all trips
 - b. The Superintendent of Elementary or Secondary Education provides the second approval for overnight trips, non-local trips, or extended trips. School Board provides final approval for overnight or extended trips. Requests requiring board action must be approved by the school board a minimum of one month prior to departure date. Contact your principal for board meeting dates. All paperwork must be submitted seven days prior to this school board meeting so the trip may be included on the board agenda. Emergency Requests: Situations will arise in which the principal could not be expected to foresee, within the above timelines, the need for a non-local, overnight, or extended field trip. Under such circumstances, the principal may submit, for Superintendent or designee's approval, a field trip notice form containing complete information as requested.
 - c. Before planning a non-district sponsored educational tour, contact the appropriate assistant superintendent and follow steps to obtain school board approval to solicit students to participate.
 3. Specify means of transportation
 - a. District Transportation Request (all bus and van travel)
 - b. Private Vehicles (*Note: All children up to age 8, unless they are 4'9" and 80 pounds, must use an approved child restraint system*)
 - c. Travel Agency
 - d. Rental car (requires superintendent approval)
 4. Complete names and addresses of adult chaperones (1:10 ratio). For activity trips, non-local or overnight field trips, and extended field trips, chaperones must be of both genders when students of both genders are participating in the field trip. It is recommended that schools attempt to provide a 1:5 ratio for primary students whenever possible.
 5. For all trips that involve water or air transportation, and overnight and/or extended field trips, appropriate insurance coverage must be arranged through the district administrator in charge of insurance. When district students are traveling to an area where services such as medical and law enforcement may not be equivalent to USA standards, the student's parent/guardian(s) must be notified and must sign a release. This release shall hold the district harmless. The student's parent/guardian(s) should also be assured that in the event of an emergency, the district teacher/advisor in charge of the trip is responsible to ensure every reasonable attempt is made to mitigate the circumstance. It shall be the principal's responsibility to coordinate and assure acquisition of appropriate insurance coverage, including liability and health or special coverage.

Failure to address special insurance needs with participants, or to assist in securing appropriate coverage, shall result in the cancellation of the travel, excursion or event.
- After trip has been approved and transportation confirmed:**
6. Obtain signed parent/guardian(s) permissions/medical authorization forms – must be on file in school office.
 - a. A written description of the trip must be sent to parent/guardian(s) along with permission form.
 - b. Parent/guardian(s) must be notified if using private vehicles.
 - c. Student conduct on field trips must be the same as when in school.
 7. Check appropriate "type of trip" section for additional specific requirements.

8. Immediately upon trip approval, notify the school nurse so that student medical needs can be researched and addressed.

Adult Supervision

A minimum of one adult per every ten students is required for all field trips except Activity Trips. If the large group separates into smaller ones, each small group must have at least one cell phone with them to facilitate communication.

Volunteer Chaperones

All groups on field trips are to be under the direction and control of a teacher or coach/advisor. Volunteers to assist teachers need to be cleared (including Washington State Patrol background check) by the human resources office once every two years. If it is necessary to use the services of a volunteer who is in the process of being cleared, the volunteer may assist as long as there is another adult present who has been cleared.

Parent/Guardian(s) Permission/Medical Authorization

Parent/guardian(s) are required to complete the Parent/Guardian's Consent for Field Trip/Medical Authorization form before students may participate in field trips.

Cancelled Trips – Use of Funds

If a trip is not approved or cancelled, identifiable donors will have their contributions returned upon request. Any remaining monies will be deposited in the ASB fund.

Types of Trips

1. **Local Field Trips** – Trips that take students away from school premises and are within the Stanwood-Camano School District. If using district transportation, confirmation for a bus will come from the transportation department. Final approval for local field trips rests with the building principal.
2. **Activity Trips** – Trips in which students perform or participate in some activity, such as athletic events, within a 300-mile radius of the district and within the state of Washington. Final approval for activity trips rests with the building principal.
3. **Non-local Field Trips** – Trips that take students outside the Stanwood-Camano School District and extend beyond a 300-mile radius of the district and are in the boundaries of Washington state. Final approval requires signature by the appropriate assistant superintendent and must be approved at least three months before the departure date. Extenuating circumstances should be brought to the attention of the appropriate assistant superintendent.
4. **Overnight and/or Extended Field Trips** – Trips that require students to be away overnight or trips that take students outside of the district and extend beyond a 300-mile radius of the district or are out of the boundaries of Washington state. Final approval requires Board action and must be approved at least three months before the departure date. Extenuating circumstances should be brought to the attention of the superintendent or designee. All overnight field trips will be optional for students. Outdoor education experiences fall into this category (see below).
 - a. Trips must contain educational value consistent with the goals of the district.
 - b. Every effort should be made to restrict extended field trips to non-instructional days.
 - c. Student conduct requirements must be consistent with school board policy.
 - d. Trips must generally be at no cost to the district. Fundraising activities must be consistent with school board policy.
 - e. In respect to student safety and liability concerns, all overnight trips should include provisions for lodging in commercial establishments, school facilities, college dorms and the like, but should not include lodging in private homes and/or residences.
5. **Secondary Field Experiences** – These experiences are defined as course of study, which includes a component that provides on-the-job training experiences in local businesses or industries, or attendance at a school other than the home school for part of the school day. When transportation for these experiences is not available, principals will advise parent/guardian(s) of their responsibility for student transportation.

- 6. Non-District Sponsored Educational Tours** – Individuals who conduct extended educational tours for students during non-school time will be required to clearly state in writing to parent/guardian(s) and students in advance of registration for such tours that such tours are neither sponsored nor endorsed by the school district. Such individuals, if an employee of the district, shall further expressly state that such an individual is not acting in his/her capacity as an employee or as an agent of the district. In addition, parent/guardian(s) of students in the tour must sign a letter of understanding in which the parent/guardian(s) of the student agree that the tour is not approved, endorsed, or otherwise sanctioned by the district and participants, their families, and heirs release the district from any liability associated with such tours. Individuals must obtain Board approval to solicit students for participation, working with the appropriate assistant superintendent.

Individuals will not use school time whether or not they are employees to promote or solicit such activities or tours. The district prohibits any promoting or soliciting of such activities on school district property by individuals, whether or not they are employees, except as provided below:

- a. Contact the appropriate superintendent before planning a trip. A poster advertising such tours may be displayed but only on school bulletin boards consistent with the principal's instruction, and the district approval process for such postings.
- b. Non-promotional announcements may, at the building principal's discretion, be included in school newsletters or announcements.
- c. The school may provide for use of a room, outside the student's school day, for planning consistent with school board policy and procedures for use of school facilities.

7. Outdoor Education

- a. The outdoor education plans for the coming school year shall be presented to the Board for approval, at the beginning of the school year.
- b. All staff to be involved shall be notified of plans after Board approval.
- c. The proposed curricula for the outdoor education school shall be presented to teachers at least one month prior to the session.
- d. Information to parent/guardian(s) regarding fees and waivers or reductions (if offered), special clothing, dates, supervision of proposed activities, and other related information would be sent to parent/guardian(s) at least one month prior to the sessions. The parent/guardian(s) must sign an approval form.
- e. If feasible, parent/guardian(s) may opt to have their child participate in daytime activities only.
- f. Students who do not elect to attend shall engage in meaningful learning experiences at school.
- g. 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.