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 or are planned to keep students out of the district overnight must be approved 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.

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 6625 Private Vehicle Transportation

3520 Student Fees, Fines, Charges

Legal References:

RCW 28A.330.100(5)

Additional powers of board

67.20.020

Parks--Contracts for cooperation

WAC 180-87-090

Improper remunerative conduct

Adoption Date:

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

- A. Each school shall receive a field trip allocation.
- B. The staff member shall submit a completed field trip request form to the principal at least two weeks 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 (one adult to a maximum of ten students).
- 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 field trip.

Outdoor Education

- A. The outdoor education plans for the coming school year shall be presented to the board for approval at the May board meeting.
- 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 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.

- E. If feasible, parents 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.

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 two weeks prior to submission to the board.
- B. After approval by the principal, the proposal should be submitted to the superintendent at least one week prior to the board meeting.
- C. The staff member 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.