

Section: **INSTRUCTIONAL PROGRAM**

Regulation Title: **Field Trips**

Field trips are defined as travel away from school premises, under supervision of staff members, for the purpose of affording students direct learning experiences not available on the school site. The following procedures apply:

Field Trips

1. A field trip is a student trip for the purpose of curriculum-related study, interscholastic athletics, and co-curricular activities.
 - A. Curricular Field Trips - A classroom-oriented learning experience outside the school campus, i.e. Outdoor School, post office.
 - B. Co-curricular Field Trips - School-sponsored, non-classroom-oriented experiences that have little or no school time involved, i.e. Natural Helpers, Pep Club.
 - C. Interscholastic Field Trips - Interscholastic, out-of-district events under the direction of WIAA in which students participate as representatives of the student body, i. e. debate tournaments, marching band, cheerleaders, athletics.
2. The number of adult supervisors is to be determined by the principal/ designee based upon the age of students, duration of the trip, safety considerations, and nature of activities planned. Students must be under the supervision of a lead teacher/chaperone. Student conduct during the activity must be appropriate and in consideration of the personal and property rights of others. District policies and procedures pertaining to pupil conduct, discipline and rights apply to pupils while on field trips.
3. Pre-planning considerations for field trips should include:
 - A. The principal or other appropriate administrator must approve all field trips.
 - B. Safety and well being of students, staff, and chaperones shall be of primary concern.
 - C. Field trips shall relate to the curricular, co-curricular or interscholastic activities.

- D. Evaluation and follow-up activities shall occur in conjunction with field trips.
 - E. Behavior and safety standards shall be reviewed with students before departure.
 - F. A district staff member shall accompany students on field trips. Exceptions may be made at the discretion of the principal/designee. In such cases, a lead chaperone will be designated.
4. It is the responsibility of the principal or designee to review the policy and procedures with appropriate staff to authorize and supervise the process utilized by the teacher and the students.
 5. A Transportation Request/Field Trip Ticket must be completed by the teacher/chaperone and approved by the principal/designee at least two weeks in advance of the scheduled field trip. The building principal or designee will arrange transportation. Recommended scheduling is 9:30 a.m. to 2:30 p.m. to allow buses to service their normal home-to-school runs.

Anyone who transports students must either be a Kelso School District bus driver or a person who holds a current Type II certificate. This includes parents. No one under the age of twenty-one (21) years of age may transport students on field trips. All vehicles transporting students must have been inspected and approved by the state patrol prior to commencement of the trip.

6. After a field trip has been approved and prior to the trip, a Field Trip Permission/Medical information Form is to be sent to parents and guardians of each student who is expected to participate. It is the parent/student responsibility to return this form to the teacher prior to the beginning of the field trip. Failure to return a signed copy of the Field Trip Permission Form/Medical Information Form by the parent/student will be considered the parent's denial of permission for their student to participate in the field trip. The lead teacher/chaperone must have the field trip permission forms with him/her while on the trip.
7. When taking a walking field trip, the field trip permission form should also be filled out. A lead teacher/chaperone must accompany a class when taking a walking field trip.
8. An accounting of students will occur each time students are loaded on the bus. This must be accomplished by checking off the name of each student as they board the bus. Buses and vans will not leave for their next destination until advised by the lead teacher/chaperone. Should a student fail to board the bus, the lead teacher/chaperone will contact the principal/designee and report the student

missing. The principal/ designee shall determine whether the bus shall leave and the specific procedures to follow in searching for the student.

9. Upon conclusion of the field trip, and providing school is not in session, the lead teacher/chaperone is not to leave until all students have left the premises or have made appropriate arrangements. Under no circumstance is a student to be left outside a locked school upon return from a field trip.
10. In the event of an emergency during a field trip, the lead teacher/chaperone will first notify proper authorities, then his/her principal/designee. The nature and extent of the emergency should be evaluated to determine which other individuals should be notified.
11. The principal/designee at his/her discretion may impose additional requirements or conditions on the operations of a field trip based upon any extraordinary circumstances.
12. The law says the driver has ultimate charge of the school bus.

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 world-wide 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.
- B. After approval by the principal, all requests for both single and multi-school trips shall be approved by the superintendent at least one week prior to the board meeting.
- C. The staff member should attend the board meeting to answer any questions from the board.

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- 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.

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