

District-Related Travel for Field Trips, Excursions and Outdoor Education

Administrative authorization is required for students to participate in field trips, excursions, outdoor education or events away from school. This travel will be tied to a unit of study or interscholastic activity.

SAME DAY TRIPS (LESS THAN 75 MILES)

- a. Same day trips less than 75 miles from the district must be authorized by the school principal.

Actions:

- Complete form 2320-F1.
- Trip request should be submitted at least four weeks in advance to allow time to process the paperwork.
- School secretary or designee will ensure chaperones meet minimal requirements and have participated in training during the current school year.
- The school secretary will enter trips into Trip Direct.
- Employee district releases are required to be entered into AESOP.
- The principal shall work with the risk manager to determine if insurance coverage is required.
- Once the trip is approved, a signed parent/guardian authorization form will be required for each student who will be involved.
- Alert kitchen staff, at least two weeks in advance, if sack lunches are required or if students will not be taking lunch.
- Alert nurse, at least four weeks in advance, in case you have students with medical needs that should be addressed. In addition, it should be determined if the care plan requires a chaperone who is CPR/First Aid certified.
- The school secretary or ASB secretary must receive all forms/fees five school days before trip.

TRIPS MORE THAN 75 MILES, OVERNIGHT OR OUT OF STATE

- a. Same day trips more than 75 miles from the district must be authorized by the assistant superintendent.
- b. Overnight trips within the state of Washington must be authorized in advance by the superintendent.
- c. Field trips outside the state of Washington require authorization by the board of directors.
- d. All overnight and/or out of state field trip requests should be received by the assistant superintendent at least one month in advance of the event to ensure all approving parties have time to review and if necessary request additional documentation.

Actions

- Complete form 2320-F2.
- School secretary or designee will ensure chaperones have participated in training current school year.

- The school secretary will enter trips into Trip Direct.
- The principal shall work with the risk manager to determine if insurance coverage is required. In the case of overnight or out of state travel for students, the risk manager must review all field trip request forms and backup documentation.
- School employees participating in an overnight field trip, excursion or outdoor education with students must submit a “Travel Request and Claim” form to the principal along with a written plan that outlines the purpose, supervision, itinerary, mode of transportation, housing and cost details. All travel policies and procedures will be adhered to. Employee district releases are required to be entered into AESOP. If a district employee accompanies a student or students and is required to pay for the expenses of the student(s), the employee must submit a separate Travel Request and Claim form for those expenses and serve as custodian for the students.
- Alert nurse, at least four weeks in advance, in case you have students with medical needs that should be addressed. In addition, it should be determined if the care plan requires a chaperone who is CPR/First Aid certified.
- If approved, the principal will submit a Field Trip Request Form (Form 2320-F2) to the assistant superintendent for consideration.
- The superintendent must receive requests for out of state travel at least 10 working days prior to a board meeting.
- Once the trip is approved, a signed parent/guardian authorization form will be required for each student who will be involved.
- The school secretary or ASB secretary must receive all forms/fees at least five school days before trip.

TRANSPORTATION

The school secretary will enter trips into Trip Direct. This will be monitored online by assistant superintendent weekly. Bus transportation should be used whenever possible. Any exceptions must be approved by the superintendent or designee and coordinated through the transportation department in advance of the trip.

- a. Local trips require a minimum of two-week notice; non-local trips require four-week notice.
- b. Field trips unable to be handled in-house may be chartered. All charges related to the chartering of trips will be the responsibility of the requester but arrangements **will** be made by the transportation department.

Privately-owned vehicle use will be limited to the individual transport of a student by their parent/guardian only. Principals are responsible for advising parents involved in the activity in writing that the district cannot provide mileage reimbursement for such trips; the district liability insurance covers only the district and not the parent operating a privately-owned vehicle.

CHAPERONE ORIENTATION

Training is required for all chaperones and must be updated each school year. Chaperones must be Clover Park School District employees. The ratio for chaperones is 10:1. Same sex chaperones are required. If more than one male and female chaperone is required, volunteer chaperones may be considered. Volunteer chaperones must have completed background checks within the current school year and meet the training requirement. Each school will designate an

individual to manage chaperone training. This person will also maintain a log of those persons who have completed the training.

Parents and volunteers who participate in field trips must have a background check completed at least one week prior to departure.

For certain events, the requirement for district-employed chaperones may be waived for the event activities and/or during breaks or evening time after the activities have concluded. A district-employed chaperone is always required while students are being transported via district transportation. The following requirements must be met for consideration of the waiver:

- The event host must accept responsibility for the chaperones, their training and background check. The training and background requirements must meet or exceed the district requirements for chaperones.
- The event host(s) must accept responsibility for the care and supervision of students to include medical responsibilities as described by parent on the field trip permission form. The care and supervision must meet or exceed the expectations of district chaperones.
- Parents must be provided the field trip form for approving their student's participation which specifically communicates to parents that the chaperones are non-district employees. This must be on the sponsoring organizations letterhead.
- The event organizer must claim the district as an additional insured party on their coverage policy. A copy is to be provided to the risk manager for the district file.

PARENT/GUARDIAN AUTHORIZATION

Parent/guardian authorization forms are required for each student who will be involved in the trip. The parent authorization form specifies the purpose, date, time, destination and mode of transportation for each field trip. Blanket field trip authorization forms (permission slips for multiple field trips) are prohibited.

The parent authorization form must be in the possession of the person who is directly supervising the field trip, with a copy maintained by the school office designee. At the conclusion of the field trip, all permission slips and other pertinent documents shall be returned to the school office designee.

MEDICAL CARE PLAN

You may have students with medical needs participating on the trip. The school nurse should be alerted whenever there is a field trip to determine if specific needs must be addressed. For example, classroom teachers may need to be trained on how to give medications. The training session should be arranged with the nurse. In addition, a student's care plan may require a member of the grade-level team to be CPR/First Aid certified. Substitute authorization and costs should also be considered for that person as part of the authorization process.

STUDENT BEHAVIOR

Students who have behavior concerns may need a plan developed to have a successful field trip – this must be arranged in advance by the classroom teacher, counselor and parent. This arrangement can include the parent attending the field trip to support the student's supervision.

LESSON PLAN – NON ATTENDEES

Lesson plans to support a student’s day of learning must be prepared in the event a student from the classroom does not participate in the trip. This plan should be in writing and provided to the principal in advance.

If more than 10 students from the grade level do not attend the field trip, a staff member must stay back to support the learning for the day.

Legal References: RCW 28A.320.040 Bylaws for board and school government

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