

## 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 activities by providing learning experiences in an environment beyond the classroom.

The board also recognizes the value of student participation in co-curricular after school sports and activities and that field trips associated with supporting student skill development, teamwork, and experiential opportunities can provide for positive student growth in the areas of social, physical, artistic and intellectual development.

Field trips that take students out of the state (with the exception of the Portland, OR metropolitan area) or are planned to keep students out of the district overnight must be approved in advance by the board. The superintendent has the authority to approve all other field trips.

The superintendent will develop procedures for the operation of a field trip or an outdoor education activity which will ensure that the safety of the student is 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 that enhance its usefulness. Private vehicles may be used to transport students if approval is obtained in advance from the principal.

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

Cross References:	Board Policy 3520 Board Policy 6625	Student Fees, Fines, or Charges Private Vehicle Transportation
Legal References:	RCW 28A.330.100(5) RCW 67.20.020	Additional powers of board Parks, bathing beaches, public camps — Contracts for cooperation
	WAC 181-87-090	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 following procedures will apply:

### Field Trips

- A. The staff member will submit a completed field trip request form to the principal at least one week prior to submission to the board;
- B. The staff member will contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies;
- C. The staff member will be responsible for securing additional adult supervision for the trip (one adult to a maximum of ten students);
- D. If private vehicles are used, field trip forms will 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. Appropriate background checks are required related to the amount of supervised contact with students;
- E. Each student participating in a field trip must first return a permission slip signed by his/her parent. Parents will be informed if private vehicles are to be used for the field trip; and
- F. A letter of appreciation should be sent to the site host upon completion of the field trip.

### Outdoor School

- A. The proposed curricula for the outdoor education school will be presented to teachers at least one month prior to the session;
- B. Information to parents regarding special clothing, dates, supervising proposed activities, and other duties will be sent to parents at least one month prior to the session. The parent must sign an approval form;
- C. Students who do not elect to attend will engage in meaningful learning experiences at school;

### 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; and
- D. After approval by the board, a written description of the overnight field trip will be sent to the parent. All such field trips are optional. Parent permission is required.

### International Travel

Approval of international travel will 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;
- B. After approval by the principal, all requests for both single and multi-school trips will 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;
- D. After approval by the board, a written description of the international, overnight field trip will be sent to the parent. All such international trips are optional. Parent permission is required;
- E. All signed approval forms and trip records will be kept on file at the school; and
- F. Staff members and sponsors will obtain competitive pricing to assure maximum student participation at the lowest possible cost.



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**PRINCIPAL or ADMINISTRATOR AUTHORIZATION for FIELD TRIPS—REQUIRED**

(Please refer to Board Policy and Procedure 2320 to assure that all timeline requirements and considerations are met.)

**TEACHER COMPLETES INFORMATION AND SUBMITS FORM TO ADMINISTRATOR FOR SIGNATURE**

**GENERAL INFORMATION**

Teacher(s) in charge: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Grade Level(s) of Students Participating: \_\_\_\_\_ Estimated Number of Students: \_\_\_\_\_

Field Trip Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Field Trip Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

Purpose of Field Trip: \_\_\_\_\_

Field Trip Destination: \_\_\_\_\_

Number of Approved Adults (Employees and Volunteers) Attending: \_\_\_\_\_

**TRAVEL ARRANGEMENT & BUDGET**

Do you have the required parent permission form completed? \_\_\_Yes \_\_\_No

Does this trip involve student travel out of Washington or Portland? \_\_\_Yes \_\_\_No

Does this trip involve a contract with another business or agency? \_\_\_Yes \_\_\_No

If Yes, attach a copy of the contract \$\_\_\_\_\_ total amount of contract

**Check transportation to be used:**

- \_\_\_ Washougal School District Bus      \_\_\_ District Vehicle
- \_\_\_ Parent arranged transportation      \_\_\_ Taxi or airport/hotel shuttle
- \_\_\_ Public bus/train transportation      \_\_\_ Airplane

Estimated total transportation costs: \$\_\_\_\_\_ total for all participants

Registration/entrance fee for all students and adults? \$\_\_\_\_\_ total for all participants

If applicable, cost for substitute(s): \$\_\_\_\_\_

**If applicable, provide information on the estimated cost for meals:**

- Breakfast \$\_\_\_\_\_ x number of days x number of participants \$\_\_\_\_\_ total for all participants
- Lunch \$\_\_\_\_\_ x number of days x number of participants \$\_\_\_\_\_ total for all participants
- Dinner \$\_\_\_\_\_ x number of days x number of participants \$\_\_\_\_\_ total for all participants

Does this trip involve overnight travel? \_\_\_Yes \_\_\_No \$\_\_\_\_\_ total for all participants

If Yes, attach information showing overnight accommodations, location, contact numbers, date(s) of stay.

**BUDGET ANALYSIS:** Total Trip Cost Estimate \$ \_\_\_\_\_

- \_\_\_ ASB Funds
- \_\_\_ General Funds

Revenue Source(s): \_\_\_\_\_ Account Code: \_\_\_\_\_

**PRINCIPAL/ADMINISTRATOR SIGNATURE:**

\_\_\_\_\_  
Principal/Administrator Signature      Print Principal/Administrator Name      Date

If Board approval is needed, send a copy of this signed form to the Superintendent's office for inclusion on a board agenda.