

Field Trips, Extended Field Trips, Outdoor Education, International Travel

Field trips are defined as travel away from school premises for an approved course of study or an activity, under the direct supervision of certificated staff during the duration of the trip. The purpose of the field trip will be to afford students a learning experience that is not available in the classroom. All field trips should be subject to administrative approval. Athletic trips during each particular sport season are NOT part of the field trip definition but are subject to administrative approval if extended or overnight travel is needed for out of state or out of the country.

I. Procedures

- A. Requests for any field trip must be prepared by a certificated staff member and submitted for approval to the principal.
- B. The certificated staff member must secure written authorization and emergency health information from parent/guardian(s) of each participating student.
- C. The certificated staff member must arrange for adequate supervision and clear the supervisory plan with the principal. If parental supervision is part of the plan, the staff member must clarify parent supervision expectations with the volunteers. One adult to a maximum of ten students is required.
- D. No student will be excluded from participation in a curricular field trip due to a fee requirement.
- E. Transportation is contingent upon the availability of vehicles, source of private vehicles, and funding at the local building/district level. The principal or designee will arrange for transportation.
 - 1. Any district employee who transports students for school activities in a district or private vehicle must have a valid driver's license and proof of insurance. Such drivers may only operate vehicles with a manufacturer's rated seating capacity of ten or less.
 - 2. All non-bus like vehicles transporting students must be equipped with state approved and required restraining devices, including seat belts and booster seats.

3. When private vehicles are used for transportation, the following requirements are necessary:
 - i. The parent/guardian of each student will sign a permission slip consenting to the use of private transportation.
 - ii. The Risk Management Pool Volunteer Driver Checklist must be completed and signed by driver.
 - iii. The administrator will assume responsibility for determining that the driver and vehicle are approved for the trip by reviewing and signing the Risk Management Pool Volunteer Driver Checklist.

II. Outdoor Education

- A. The Board incorporated Elementary Science Camp into the 5th grade curriculum in March 2004. The Director of Teaching and Learning will be responsible for monitoring consistency in curriculum and presenting any changes to the Board.
- B. The proposed curricula for the outdoor education school will be presented to teachers at least one month prior to the session.
- C. Information to parents regarding fees and waivers or reductions, if offered; special clothing; dates; supervising proposed activities; and other duties will be sent to parents at least one month prior to the session. The parent/guardian must sign an approval form.
- D. If feasible, parents may opt to have their child participate in daytime activities only.
- E. Students who do not elect to attend will engage in meaningful learning experiences at school.
- F. Students must purchase medical insurance or have family medical insurance.
- G. 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.

III. Extended Field Trips

- A. Extended field trips are defined as those trips which take students out of state overnight or out of the country (including Canada). Extended field trips must be approved in advance by the Board of Directors at a regularly scheduled Board Meeting.
- B. An extended field trip form (P2030-F1) will be submitted to the Superintendent for approval at least 20 school days in advance of the planned excursion.
- C. The Superintendent will submit for approval to the Board of Directors all extended field trips that require overnight out of state or out of the country travel.
- D. The principal should approve the student/staff ratio. All accompanying volunteer(s)/parent chaperone(s) will be screened in compliance with district policy.
- E. Athletic teams qualifying for scheduled WIAA playoffs and/or tournaments requiring extended and/or overnight travel out of state or out of the country will be approved by the principal.

IV. District-Approved 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 students' costs at least six (6) 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 (1) week prior to the board meeting. The staff member should attend the board meeting to answer any questions from the board.
- C. District approved trips cannot be organized by a for-profit tour company.
- D. The trip must present some demonstrated educational benefit to the district and its participants that is meaningful and documented.

- E. 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.
 - F. All signed approval forms and trip records will be kept on file at the school.
 - G. Staff members and sponsors will obtain competitive pricing to assure maximum student participation at the lowest possible cost.
 - H. The group may have to pay a pro-rated portion of any additional insurance premium the district must purchase for international travel.
- V. Non-School (District)-Sponsored Trips
- A. Definitions of a non school, (district)-sponsored trip:
 - 1. A for-profit company organizes the field trip.
 - 2. Teachers are earning a free trip (or reduced cost) by chaperoning or otherwise overseeing the trip.
 - 3. The school district is not paying wages to the teacher for supervising the trip.
 - 4. The trip does not occur during the school calendar.
 - 5. The school district does not control the activity.
 - B. Teachers participating in a non-school, (district)-sponsored field trip must observe the following guidelines:
 - 1. All handling of money/funds should be by the sponsoring organization. It is recommended strongly that you do not handle any cash or checks.
 - 2. You are strongly discouraged from participating in a field trip that occurs during regularly scheduled school days. Please schedule these field trips to coincide with holiday or vacation periods.
 - 3. If a field trip does take place during regular school days and a substitute teacher is necessary, you will be responsible for the cost of the substitute. Class coverage stipends will also not be allowed for a colleague who agreed to “cover your class.” You may use your own personal leave days for this purpose, but no other leave.
 - 4. Should additional release days become necessary, beyond personal leave, it will be deducted from your pay warrant on a per-diem basis.

5. You are encouraged to review the liability coverage of your sponsoring organization. A minimum of \$5,000,000 is suggested. You may also want to consult with your own personal insurance company for additional coverage.

- F. Disclaimer Required: You are required to prominently state on all correspondence and communication regarding your private field trip a disclaimer that your trip is not a school (district)-sponsored field trip and that the Riverview School District accepts no liability associated with information promulgated to students and parents/guardians. You are also not allowed to use district equipment, such as copiers or telephones, nor district supplies (letterhead, postage, etc.) to advertise this non-school (district)-sponsored event. Any district employee wishing to promote this type of private trip must have all announcements submitted to the Superintendent's Office for approval. This is done to limit the liability of the district and to ensure that disclaimer language is included.

- G. Equal Treatment Regarding Use of Facilities: Any district employee wishing to promote this type of private trip must follow district guidelines regarding the use of school facilities. This means no promotion or discussion of the trip can occur during regular school hours. This may also include a payment for room usage, based upon the district fee schedule, regarding for-profit groups.

Legal References:	RCW 28A.330.100(5) 67.20.020	Additional powers of the board Parks, bathing beaches, public camps-Contracts for cooperation
	WAC 181-87-090	Improper remunerative conduct

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