

ANACORTES SCHOOL DISTRICT #103

Procedure No. 2320-P
Instruction

FIELD TRIPS, EXCURSIONS, AND OUTDOOR EDUCATION

Field trips, excursions and outdoor education are defined as district sponsored travel, away from school premises under the supervision of a teacher, which is related to an approved course of study for the purpose of affording students a direct learning experience not available in the classroom. The following general procedures shall apply:

Staff members must have approval from their supervisor before engaging in discussions with students or parents about potential field trips activities.

Field trip supervision must be provided by a District employee. All chaperones must either be district employees, under the direct supervision of a district employee, or have been approved and fingerprinted per District Policy and Procedure 5630.

No staff member may solicit students for privately arranged trips, excursions, or foreign study excursions without board approval. Any staff member involved in such activity must clearly differentiate and separate their activity from their school district time, resources, facilities, and employment. Students and parents must be specifically and clearly informed that such trips have no relationship to the district.

The transportation costs for field trips conducted during school hours shall be borne by the district. With prior approval, individuals, groups, or organizations may contribute, or pursue fund-raising, to support overnight or extended field trips, outdoor education and excursions.

No individual payments to a private vendor may be made for a District sponsored field trip, outdoor education or excursion. Payments must be processed following District accounting procedures. All individual payments, contributions or proceeds from fundraising must be paid directly into an approved ASB or District account.

GENERAL PLANNING PROCEDURES

1. Approval in concept. Prior to any detailed planning, parent or student involvement, the teacher will prepare a conceptual description and rationale for the proposed trip.
2. Trip Planning. After approval in concept, the staff member is responsible to work with the principal to develop a detailed plan including curricular rationale, supervision, itinerary, cost, housing, student costs, fund raising plans, and other details.
3. Trip Approval. Overnight, extended travel, out-of-state, out-of-country trips and outdoor education programs require school board approval. The principal and the superintendent approve other activities under this policy.

FIELD TRIPS – ONE DAY

1. Each school shall annually establish a field trip budget allocation.
2. It is the responsibility of the principal to authorize each field trip and supervise the process used by the teacher and students. The staff member shall submit a completed field trip request form to the principal at least two weeks prior to the field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness and relationship to the instructional program.



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ANACORTES SCHOOL DISTRICT #103

3. The staff member shall contact the field trip site to make specific arrangements so that the desired activity can be coordinated with classroom studies.
4. The staff member shall be responsible for securing additional adult supervision for the trip (general guideline: one adult to a maximum of ten students). The principal and staff member responsible should consider a variety of factors including: age of students, special needs of students, location, facilities, potential hazards, planned activities, and other appropriate conditions when assigning adult supervisors. The principal may decide to appoint a designee to assist the staff member responsible with supervision on the trip.
5. Walking field trips in the vicinity of the school may be approved by the principal. Supervision guidelines in (4) must be followed.
6. If district vehicles are not used, transportation arrangements require prior approval of superintendent/designee.
7. The staff member shall be responsible to contact parents providing reasonable advance notice with information regarding the purpose of the trip and other pertinent information. Each student participating in a field trip must first return a permission slip signed by his/her parent. It is the responsibility of the teacher scheduling the trip to see that permission forms have been completed for each student prior to going on the trip. Only authorized forms signed by the parent or guardian will be accepted. The staff member/teacher in-charge must carry copies of up-to-date and completed emergency cards for each student. Emergency cards and/or permission slips must contain parent permission for a health care provider to deliver emergency medical treatment. Insurance and billing information must also be provided.
8. Teachers may, with the principal's approval, outline field trips for the year and obtain parent/guardian permission for multiple similar trips on one form (Form 2320-F-1), provided that the dates for all included events are specified. If this process is used, follow-up communication must be sent to parents prior to each trip providing specific information on when their child will be away from the school.
9. In the event of an emergency while on a field trip, the staff member in charge will notify his or her supervisor to make arrangements for promptly notifying parents of all students involved.
10. The staff member will make provisions for those students in his or her responsibility not participating in the field trip.
11. A letter of appreciation should be sent to the site host upon completion of the field trip.

FIELD TRIPS - OUTDOOR EDUCATION

1. The outdoor education plans for the coming school year shall be approved by the board prior to the May board meeting.
2. Involved staff shall be notified of board approval.
3. The proposed curricula for the outdoor education school shall be prepared by the teachers and approved by the District.
4. 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.
5. If feasible, parents may opt to have their child participate in daytime activities only.

ANACORTES SCHOOL DISTRICT #103

6. Students who do not elect to attend shall engage in meaningful learning experiences at school.
7. Students must purchase accident insurance or have family accident insurance.
8. Students who are unable to pay the fee will be granted a waiver or reduction if they meet the USDA Child Nutrition Program guidelines.
9. All other requirements for this type of trip must be met as noted in "Field Trips" above.

FIELD TRIPS INVOLVING PRIVATELY-OWNED VEHICLES, AIRPLANES, OR WATERCRAFT FOR TRANSPORTATION

Field trips involving privately-owned vehicles, airplanes or watercraft are discouraged. However, teachers exploring any trip that involves privately-owned vehicles need to take steps in addition to all previously stated procedures. These activities will not be approved if District risk management concerns are not met.

1. Provide the items listed below to the District Business Office at least two months prior to the event:
 - A. A certificate of insurance proving insurance coverage on the vessel, including liability insurance
 - B. A copy of the licensing and bonding of the vessel
 - C. A copy of the current Coast Guard inspection of the vessel
 - D. A copy of the itinerary
 - E. A copy of the supervision/chaperone plan
 - F. A copy of the parent permission/trip notification form.
2. The following items must be kept on file at the school:
 - A. Registration/parent permission slip for each child, including release of medical attention and release of liability. This should be a trip-specific permission slip, not a "blanket" permission slip.
 - B. A copy of the itinerary for the trip.
3. All other requirements for this type of trip must be met as noted in "Field Trips" above.

OVERNIGHT TRIPS

Overnight trips are defined as one or two nights away from the Anacortes School District, but within the borders of Washington State. The following procedures shall apply to overnight trips in addition to those listed for one-day field trips:

1. 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 months prior to submission for board approval.
2. After approval by the principal, the proposal should be submitted to the superintendent at least two weeks prior to the board meeting.
3. The staff member should be available to answer supervisor questions and to attend the board meeting if requested.



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ANACORTES SCHOOL DISTRICT #103

4. Overnight trips involving student/parent fundraising activities must be submitted to the Board for approval prior to the initiation of fundraising activities.
5. 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.

EXTENDED TRAVEL

Extended travel is defined as more than two nights in duration and/or travel beyond the borders of Washington State. Extended travel opportunities associated with fundraising activities must follow District approved procedures. Such trips will be of an optional nature. Trips that relate directly to the classroom, given their optional status, will not count for grades. Non-participating students will be provided alternate learning activities if the rest of the class and the teacher are away during the related class time.

1. It is understood that the primary focus of such trips is to be educational, and education-related activities will comprise the bulk of the trip itinerary. Proposed trips that do not support a clear educational purpose will be denied.
2. Students who fund-raise in the name of the school may only use such funds in support of the publicized event. All fees paid directly from parents or students must be deposited into an approved District or ASB account. All payments for the travel must be disbursed from these District accounts.
3. Only fees directly paid by parents or students (not fund-raised money) may be refunded. Funds/fees paid to a contracted travel provider will be subject to all rules and conditions of that organization.
4. Out of safety concerns for our students, the district reserves the right to cancel or rescind support for the trip in the event of any of the following:
 - A. Terrorism threat level as defined by the Homeland Security Agency at orange or above.
 - B. The planned destination (country or region) is subject to a specific travel advisory issued by the US State Department.
 - C. International health organizations have expressed serious concerns about the given country/region.
 - D. Internal or transportation threats including but not limited to strikes, protests, severe questions about airline safety, biological, chemical, or nuclear threats.
 - E. Threat of war, civil unrest, or environmental hazard that may place our students at risk.

OUT-OF-STATE TRIPS

All trips in this category require the trip be approved by the administration and Board prior to the solicitation of parents and students and the beginning of fundraising activities. Other applicable procedures above apply.

OUT-OF-COUNTRY TRIPS

The following procedures shall apply to out-of-country trips in addition to applicable procedures listed above.

1. The parent permission form, in addition to including student name, home address, date of birth, emergency contact information, must also clearly indicate that the parent understands that the trip involves crossing an international border. The teacher must carry the original set of parent permission forms, and leave a complete copied set with the school main office.

ANACORTES SCHOOL DISTRICT #103

2. The parent must attach the documentation of the student's citizenship.

For trips to Canada only:

- A. U.S. Citizens – All persons on the trip, including bus driver, teacher, and any chaperones, must have a certified copy of their birth certificate or a valid US passport.
- B. Permanent Residents – All persons must have the actual green card – a copy will not be accepted.
- C. Exchange Students/Other All students must have a passport, visa, I-94, and either I-20 or IAP-66.

For all other international trips:

- A. U.S. citizens must have a valid passport.
- B. Students of other countries of origin should be instructed to check with their home country and the destination country for immigration rules.

3. The teacher must have a list of adults on the trips that include: name, address, date of birth, and country of citizenship.

EXCHANGE TRIPS FROM OTHER COUNTRIES

1. An outside agency interested in bringing a group of students from another country to visit and/or attend Anacortes schools must request approval for such a visit using the following process. The agency must be a non-profit organization approved by the Office of the Superintendent and/or the Association of Washington School Principals. The agency should submit a written request for such a visit or exchange trip at least six months in advance. The request should be sent to the superintendent or designee.

The request should include the following information:

- A. Number of students
 - B. Age/grade level of students
 - C. Length of trip and number of days of school attendance
 - D. Expectations for school attendance: number of classes per day, subject areas, etc.
 - E. Expectations for students participating in the exchange
2. A district employee interested in bringing a group of students from another country to visit and/or attend schools must request approval for such a visit through the principal of the building the students would attend during the exchange trip.

The request should be made at least 6 months prior and include the following information:

- A. Number of students
- B. Age/grade level of students
- C. Length of trip and number of days of school attendance
- D. Expectations for school attendance: number of classes per day, subject areas, etc.
- E. Expectations for students participating in the exchange

The building principal will review the request, and if approved, provide information to the superintendent about the exchange trip.

Approval Date: 9/23/04

