

## 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 transportation costs for all such field trips conducted during school hours shall be borne by the district. The following procedures shall apply:

### Field Trips

- A. The staff member shall submit a completed field trip request form to the Principal at least two weeks prior to the field trip.
- B. The staff member shall 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 shall be responsible for securing additional adult supervision for the trip (one adult to a maximum of ten students).
- D. Each student participating in a field trip must first return a permission slip signed by his/her parent/guardian. Phone permission is allowable and must be documented by a staff member.
- E. Students must participate in all classes and a majority of fund-raising activities as provided by the chaperones.
- F. A letter of appreciation should be sent to the site host upon completion of the field trip.
- G. Update the school board at the end of each semester on contract compliance.

### Outdoor Education

- A. The outdoor education plans for the coming school year shall be presented to the Board for approval at the May board meeting.
- B. All staff to be involved shall be notified of plans after board approval.
- C. The proposed curricula for the outdoor education school shall be presented to teachers at least one month prior to the session.
- D. Information to parents/guardians regarding fees and waivers or reductions if offered, special clothing, dates, supervising proposed activities, and other duties shall be sent to parents/guardians at least one month prior to the session. The parent/guardian must sign an approval form.
- E. If feasible, parents/guardians may opt to have their child participate in daytime activities only.
- F. Students who do not elect to attend shall engage in meaningful learning experiences at school.

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.

#### 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 1 month 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.

D. After approval by the Board, a written description of the overnight field trip shall be sent to the parent/guardian. All such field trips are optional. Parent/Guardian permission is required.

E. Student qualification contracts (Appendix A) for travel will be signed the *first week of school*. The level of qualifications will be determined by the Principal/designee. Areas of focus will be, but not limited to; academic, attendance, and behavior referrals. Contracts will be reviewed with students by class advisors monthly and on an individual basis as needed.

F. A meeting will be held in the fall outlining, but not limited to; expectations, dates, potential cost, and permission etc... for students and parents/guardians. A parent/guardian meeting will be held two months prior to the trip providing details concerning the trip.

G. Chaperones will be selected by the building Principal, coordinator of the trip, and class advisor. A meeting one month in advance will be scheduled to discuss chaperone expectations, student behavior expectations, and details of the trip. **The School Board will have final approval on the choice of chaperones.**

H. All school policies/rules will be adhered to during the trip. This includes, but is not limited to smoking and the use of drugs. A staff member will deal with severe behavior issues and abuse of school policies.

I. If a student is inappropriate and representing our district in a negative manner, they will be sent home by the lead staff member. Communication to the Principal should happen immediately.

J. Daily Meetings will be held for staff/chaperones; itineraries for the day, review expectations, and debrief the day.

K. There will be a trip evaluation by participants/chaperones and these results will be shared with the School Board.

**Adoption Date:**

**School District Name: Wellpinit School District**

(Appendix A)

OVERNIGHT FIELD TRIPS

WELLPINIT SCHOOL DISTRICT  
WELLPINIT, WASHINGTON

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This agreement is to provide information on the requirements and qualifications for those students applying for the \_\_\_\_\_ trip to \_\_\_\_\_ in \_\_\_\_\_, 20\_\_.

1. Must have \_\_\_\_ credits by \_\_\_\_\_, 20\_\_.
2. Must have a 2.0 accumulative grade point average.
3. Student must not have more than \_\_\_\_ absences, excused or unexcused, in the \_\_\_\_\_ semester prior to the trip and no more than \_\_\_\_ absences during the \_\_\_\_\_ semester of the trip.
4. Student must demonstrate exceptional behavior during the year leading up to the trip.
5. Positive indication of drug or alcohol use will result in the student being dropped from the program and the cancellation of the student's trip.
6. Students must participate in all classes and a majority of fund-raising activities as provided by the chaperones for the preparation of the trip.
7. Update the school board at the end of each semester on contract compliance.

I \_\_\_\_\_, have read and accept all the conditions and requirements for travel to \_\_\_\_\_. I am aware that the entire cost of the trip is being funded by the Wellpinit School District with the following stipulation: *That should I fail to complete all the requirements for participating in the trip, I will reimburse any non-refundable expenditure that was incurred by the district.*

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

