STUDENTS

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. All costs, including transportation for all students, for district-approved field trips conducted during school hours shall be borne by the district if the trip is mandatory and student grades are taken for related activities. All optional field trip costs for ungraded field trips may be borne by the student. Students with financial need may use the Shoreline Scholarship form to apply for a reduction or waiver in fees that are covered by a donating organization (PTA, grant, etc.), fundraising, or individual donations, if funds are available.

The following guidelines should be considered with building administrators when making plans for field trips and/or excursions:
- cost of the trip, both for students and district;
- number of days the teacher is out of the building;
- length of time for the field trip - consideration should be given for the relationship between the number of students and the amount of time gone from school (e.g., 5 days requires a minimum of 25 students)
- frequency of the trip - how often is this field trip opportunity offered;
- curricular value of the trip;
- review of fundraising activities;
- equity and access by all students; and
- chaperones secured (gender representation is required for all overnight field trips with mixed groups)

In order to assure optimal safety and supervision, all students will be required to comply with the specific travel arrangements, accommodations, and activity itineraries provided by the supervising staff. Exceptions will be made by the principal and supervising staff if arrangements are made in advance according to one of the following exceptions:

1) the student participates in the entire activity/itinerary from departure to the conclusion of the event, but is released to the parent or guardian at the end of the event, or
2) the student needs to leave the event to allow participation in another school event or activity.
3) the parent may pre-arrange to bring the student to the event due to some scheduled appointment that conflicts with the departure/arrival time. (Parent-authorized child-care providers may transport the child in place of the parent, if the parent pre-arranges the transportation and it requires no further staff effort.

In either case, it is required that the student be physically turned over to the parent/guardian and that no additional efforts are required on the part of the supervising staff.
STUDENTS

Field Trips, Excursions, and Outdoor Education (continued)

One Day Local Field Trips
A local field trip is defined as a one day trip, on a regular school day, within the range of Bellingham to the north, Olympia to the south, the Cascade summit to the east, and the Puget Sound to the west. The following procedures shall be followed:

1. Each school shall determine a field trip budget allocation;
2. The staff member shall submit a completed local field trip request form to the principal at least two weeks prior to the field trip. Forms for one day local field trips shall be submitted to the IMC seven days before the trip. Final approval is granted by the superintendent. The IMC will maintain district records of all local field trips.
3. If school district buses are to be used for the trip, it shall be the responsibility of the teacher to check with the transportation department to assure that district buses are available for the field trip prior to submitting the field trip form to the IMC;
4. In order to assure optimal safety and supervision, all students will be required to comply with the specific travel arrangements, accommodations, and activity itineraries provided by the supervising staff. Exceptions will be approved through the superintendent/designee for the purpose of allowing participation in more than one school activity or event or for special education modifications.
5. All staff members accompanying field trips and activities must have a completed PS 102 form on file in the school office.
6. The staff member shall contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with classroom studies.
7. The staff member shall be responsible for contacting parents with information regarding the purpose of the trip and other pertinent information. This information and process will be reviewed by the building principal.
8. If private vehicles are used, parent drivers must file their insurance information with the school on an annual basis. Seat belts must be used by all students traveling in privately-owned vehicles.
9. Insurance coverage for employees and/or volunteers using privately owned vehicles while on official business will be as follows:
   a. The liability always follows the vehicle. The individual policy on the vehicle is the prime insurance; and
   b. The school district has protection for non-owned vehicles and employees or volunteers who are acting in some sort of official capacity. In the event of an accident, the school district’s insurance is secondary to the insured individual policy.
10. Each student participating in a field trip must first return a permission slip signed by his/her parent. The permission slip must include parent and physician contact information. Parents shall be informed if private vehicles are to be used for the field trip.
11. A letter of appreciation should be sent to the site or host upon completion of the field trip.
12. The staff member will make provisions for those students in his/her responsibility not participating in the field trip.
13. Staff members are discouraged from taking students off-campus for activities which are scheduled for the purpose of providing incentives for learning or awards for achievement. If these activities are to occur, they are subject to the guidelines and procedures for field trips.
14. It is important that staff members travel with the students, maintaining the same schedule for departures and arrivals as the students. {Any exceptions to this procedure must be pre-approved by the building principal and district administration with notice to parents.}
STUDENTS
Field Trips, Excursions, and Outdoor Education (continued)

School Sponsored Off-Campus Activity, Club, or Organization Activities
It is understood that activity groups, including athletics, clubs, and school organizations, will sponsor activities and fundraising experiences from time to time which are held off-campus. It is also understood that participation in these activities is voluntary for all students. The following procedure will apply:

- Advisors and/or sponsors for such school related activity, club, or organization activities will notify all parents in writing of such intended activities at the beginning of the school year, semester, or activity season and gain written permission for the student’s participation in such activities. (In the case of class-sponsored activities at the high school, a reverse consent form will be used by class advisors at the beginning of each year.) A copy of that written correspondence will be submitted to the principal for filing with school records; parent permission forms will be held by the sponsor or advisor.

Extended Field Trips
There are two types of extended field trips. All require completion and submission of the Extended Field Trip Request and Proposal form. It is recommended that all extended field trip forms be accompanied by a letter explaining the context of the trip as well as any specific information that will increase understanding of the trip.

1. **Extended local one-day field trips on Saturday, Sunday, or other non-school day and within** the range of Bellingham to the north, Olympia to the south, the Cascade summit to the east, and the Puget Sound to the west.
   - An Extended Field Trip Request and Proposal form shall be submitted to the IMC for approval by the superintendent or designee seven days in advance of the trip. School Board approval will not be required for these trips unless fundraising is involved.
   - All procedures under one-day local field trips shall apply to extended local one-day field trips.

2. **Extended field trips that involve an overnight stay; over water (excluding Washington State ferries); a Saturday, Sunday; and/or extend past** Bellingham to the north, Olympia to the south, the Cascade summit to the east, and across Puget Sound to the west. require board approval. The following procedures shall apply to these trips, in addition to those listed for local field trips:
   - Extended field trips funded by district budget shall be submitted to the IMC for approval by the superintendent or designee seven days prior to the next school board meeting (call the school board secretary for dates of school board meetings). All procedures under one-day local field trips will be followed.
   - Extended field trips dependent on student/parent fundraising activities must be submitted to the board for approval on the extended field trip proposal form prior to the initiation of fundraising activities.
   - It is important that the staff members who sponsor extended field trips shall travel with the students, maintaining the same schedule for departures and arrivals as the students.
   - In the event that an unpredictable, extended field trip needs to be planned on short notice without the possibility of receiving board approval in advance (such as athletic tournaments in which students or teams advance to final competitions or playoffs), information will be forwarded to board members individually with formal approval taking place at the next scheduled board meeting.
STUDENTS

Field Trips, Excursions, and Outdoor Education (continued)

Extended Field Trips (continued)

For out-of-state field trips which include those beyond Portland, Oregon; Vancouver, B.C.; and Lewiston, Idaho -

- The staff member must submit to the principal an Extended Field Trip Request and Proposal including curricular purpose, supervision, itinerary, cost, housing, student costs, and fundraising plans, if any, for district and/or private sponsorship of out-of-state or overnight field trips. Budget accounts shall be provided on the extended field trip form for all expenses.
- After approval by the principal, the proposal shall be submitted to the IMC for approval by the superintendent or designee. In all cases, the board will receive the proposal prior to the initiation of fundraising activities, preferably one year in advance of anticipated departure date;
- After approval by the school board, a written description of an out-of-state overnight field trip shall be sent to the parent. All such field trips are optional;
- Upon notification of board approval, trip advisor will meet with the purchasing office to establish budget and purchasing procedures. All funds collected for these activities will be deposited and disbursed through district accounts;
- Staffing of approved out-of-state trips will be coordinated with the personnel office. PS 102 forms will be filed at least seven days in advance of the trip; and
- It is important that the staff members who sponsor extended or overnight field trips travel with the students, maintaining the same schedule for departures and arrivals as the students.

Outdoor Education

The outdoor education field trips will be presented to the board at a regular board meeting for approval no later than eight weeks prior to the event. All staff to be involved are to be notified of plans after board approval.

The proposed curricula for the outdoor education school shall be presented to teachers at least at least one month prior to the session. Information to parents regarding fees and waivers or reductions, 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. Fees may be charged for outdoor school so long as the trip is optional and the participation does not affect the student grade. Students who are unable to pay the fee may be granted a waiver or reduction if they meet the Shoreline Scholarship guidelines.

Students who do not elect to attend shall engage in meaningful learning experiences at school.
STUDENTS

Field Trips, Excursions, and Outdoor Education (continued)

Privately Sponsored Excursions and Trips
The district does not sponsor, support, or approve privately sponsored trips and/or excursions. Any staff member who wishes to sponsor such a trip must do so outside of school time and may only use facilities under the same policies that govern other private use. Students may not be contacted at school and recruiting or planning meetings may not be held on school time. School district administrators will not provide any assistance, consultation, or advice regarding such trips. The school and district name may not be used in conjunction with such trips. Staff members sponsoring such private trips must include in communications with parents disclaimers indicating that the trip is not sponsored by, supported by, or approved by the school district. The district accepts no responsibility or liability for such trips.