



FIELD TRIPS

Field trips are defined as travel away from school premises, under the supervision of staff members, for the purpose of affording students direct learning experiences not available on the school site. The following procedures shall apply:

1. A field trip is a student trip that is approved by the school district through established procedures for the purpose of curriculum related study, for curriculum related or personal enrichment, or for the interscholastic and co-curricular activities program.
 - A. Curricular A classroom-oriented learning experience outside the school campus. **Example:** DECA, Post Office, City Library.
 - B. Co-curricular School sponsored, non classroom-oriented experiences of a nature that normally have little or no school time involved. **Example:** Natural Helpers, Science Fair.
 - C. Interscholastic Interscholastic, out-of-district events under the direction of the WIAA in which students participate as representatives of the Mount Vernon School District. While regularly scheduled competitive activities do not require a Field Trip Permission Form; practices arranged outside the district do. **Example:** Debate tournaments, band, cheerleaders, athletics.
2. The number of adult supervisors to be determined by the teacher should be based upon the age of the students, duration of the trip, safety considerations, and nature of activities planned. Students should be under the direct supervision of a staff member or adult supervisor/chaperone. All adult supervisors/chaperones must be minimum age 21. Student conduct during the activity should be based on consideration for the personal and property rights of others. District policies and procedures pertaining to pupil conduct, discipline and rights apply to pupils while away from the school campus on school-sponsored field trips.
3. Pre-planning consideration for field trips:
 - A. A district staff member shall accompany students on field trips.
 - B. Safety and well-being of students, staff, and chaperones shall be of primary concern.
 - C. Field trips shall relate to the curricular, co-curricular or interscholastic activities.
 - D. Follow-up activities shall occur in conjunction with field trips.
 - E. Behavior safety standards shall be reviewed with students before departure.

- F. The staff member shall contact the site to become familiar with the location and any hazards or dangers. Specific arrangements will be made for the field trip so that the desired activity can be coordinated with the objectives.
- G. Facilities, such as eating and play areas and restrooms, shall be identified.

- 4. It is the responsibility of the principal to review the policy and procedures with appropriate staff, to authorize the trip, and to supervise the process utilized by the teacher and the students.
- 5. The proposed trip will be organized so that all students enrolled in the appropriate class(es) or ASB activity may participate if they and their parents so desire and if all conditions for participation are met.
- 6. The school secretary will contact the Transportation Department to schedule vehicles for the trip. District or commercial vehicles should be used for all field trips.

However, there are times when a staff member may transport a small group of students in his or her private vehicle, e.g., special recognition events, delivering of food baskets. For those situations, the staff member must meet the following criteria:

- A. Utilize a vehicle which is in compliance with all applicable State laws and regulations and is mechanically sound and reliable.
 - B. Possess a current, valid Washington State Driver's license with appropriate driving experience.
 - C. Maintain valid personal auto liability insurance with adequate limits.
 - D. Have on file with the Transportation Department, issuance of the Type 2 driver's license.
 - E. Complete and have prior approval of "Approval For the Use of Private Vehicle."
 - F. Never transport one student at a time.
- 7. After a field trip has been approved and prior to the trip, an advance informed consent notice and itinerary form (Field Trip Permission Form) will be sent to the parents or guardians of each student who is expected to participate. The staff member in charge must have the Field Trip Permission Form with him/her while on the trip. A duplicate copy must be on record in the school office.

It is the responsibility of the teacher scheduling the trip to see that all permission forms have been completed for each student prior to going on the trip. Only written permission signed by the parent or guardian will be accepted.

- 8. When taking a walking field trip, the Field Trip Permission Form should also be filled out. Adults should accompany a class taking a walking field trip.
- 9. In the event of an emergency while on a field trip, the staff member in charge will first notify proper authorities then his or her supervisor and make arrangements for

promptly notifying parents of all students involved in the field trip activity.

Overnight/Out-of-State Field Trips

1. For student overnight and out-of-state field trips, the staff member must submit to the principal for approval a Student Field Trip Request Form (# 2320F), including purpose, supervision, itinerary, cost, lodging, and student costs, at least six weeks prior to submission to the superintendent. Both overnight and out-of-state trip proposals are submitted to the superintendent for review and submission to the school board.
2. The School Board must approve all student overnight and out-of-state trips. Such communication is presented with the Student Field Trip Request (Form 2320F) through the superintendent's office, and must be received by that office at least two weeks prior to the next scheduled board meeting. A participating staff member should be present at the board meeting to answer any questions.
3. When approved, the staff member will make available to the student and parent the Field Trip Permission Form including a detailed itinerary. The staff member will be responsible for distribution and collection of completed field trip permission forms. No participant will be allowed to attend the activity unless the Field Trip Permission Form is fully completed and returned.
4. A complete list of all participants including students, chaperones, and staff will be made available to the school, transportation, and all adult supervisors attending the activity. There must be a current First Aid and CPR qualified individual on every overnight or out-of-state field trip.
5. For trips involving any time outside school hours (overnight, weekends), the staff member will create a telephone tree listing all students, their parents or guardians, and phone numbers. One copy of this list is to be left with one of the parents or guardians, at home, who would be willing to accept the responsibility for implementing the telephone tree if necessary. A second copy is to be left with the building administrator (although they are not included on this list) and one copy is taken on the trip.