

FIELD TRIPS AND EXCURSIONS

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 following procedures apply:

FIELD TRIPS

- A. The staff member will submit a completed field trip request form and “Field Trip Check List” to the principal at least two weeks prior to the field trip.
- B. The staff member will submit a list of students participating in a field trip, excursion or outdoor education experience to the school nurse at least two weeks prior to the trip. If a participating student has a documented “Life Threatening Condition”, a three week notice must be given to the nurse in order that, if necessary, special accommodations can be made. Teachers needing training in the administration of medication must request training when lists are submitted.
- C. The staff member will contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies.
- D. The staff member will be responsible for securing additional adult supervision for the trip (one adult to a maximum of ten students).
- E. If private vehicles are used, forms must be completed which acknowledge the name of the driver of each vehicle to be used. The principal will contact the District office to determine if the District’s liability insurance coverage will protect the driver.
- F. Each student participating in a field trip must first return a permission slip signed by his/her parent. Parents will be informed if private vehicles are to be used for the field trip.
- G. A letter of appreciation should be sent to the site host upon completion of the field trip.

OUTDOOR EDUCATION

- A. The outdoor education plans for the coming school year will be presented to the Board for approval at the May Board meeting.
- B. All staff to be involved will be notified of plans after Board approval.
- C. The proposed curricula for the outdoor education school will be presented to teachers at least one month prior to the session.
- D. 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 must sign an approval form.
- E. If feasible, parents 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. Students must purchase accident insurance or have family accident insurance.
- H. 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 three weeks prior to submission to the Board. After approval by the Principal, the proposal must be submitted to the Superintendent at least two weeks prior to the Board meeting.
- B. The staff member should attend the Board meeting to answer any questions the Board may have.
- C. After approval by the Board, a written description of the overnight field trip will be sent to the parent. All such field trips are optional. Parent permission is required.

Exceptions: Athletics and Music

If contests are scheduled so as a two-week prior notice cannot be given, exceptions may be made on a case-by-case basis. However, all athletic and music staff should anticipate unscheduled events and receive training in the administration of medication prior to the first day of school. It is the responsibility of the Site Athletic Director and Site Music Director to provide the school nurse with a list of participating students who may, at any time during the season or semester take part in activities away from school prior to the first day of that season or semester.

STUDENT TRAVEL – STUDY TOURS

Principals are to implement the following guidelines in compliance with District Policy 2320:

- A. Any staff member planning to involve District students in such a trip is to distribute the attached notice (Notice to Parents and Students in Regard to Student Travel-Study Tours) to students and parents considering such participation.
- B. Requests to advertise or otherwise promote such trips to the general student body are to be processed in accordance with established practices implementing Policy 4230, "Distribution of Materials to Students and Promotions by Outside Organizations."
- C. Fund-raising at school or involvement of Associated Student Body accounts or funds in connection with such trips is not to be permitted.
- D. Any requests for the granting of high school academic credit for students participating in such trips are to be processed in accordance with established procedures for consideration of credit for alternative learning experiences.
- E. Students will not be excused from school attendance nor staff members excused from their regularly-assigned duties to participate in such tours.

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 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 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 student costs, six 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 must be approved by the Superintendent at least one week prior to the Board meeting.
- C. The staff member should attend the Board meeting to answer any questions from the Board.
- D. 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.
- E. All signed approval forms and trip records will be kept on file at the school.
- F. Staff members and sponsors must obtain competitive pricing to assure maximum student participation at the lowest possible cost.



PROCEDURE ESTABLISHED *June 27, 1995*
RENUMBERED *May 12, 2003*
REVISED *January 24, 2005*
REVISED *April 18, 2011*

**NOTICE TO PARENTS AND STUDENTS
REGARDING STUDENT TRAVEL – STUDY TOURS**

The Olympia School District does not sponsor student travel-study groups and takes no position of approval or disapproval regarding the various organizations providing this service. The District recognizes the potential educational value of such experiences, but is not involved in promoting or endorsing them. Information regarding student travel-study tours is sometimes made available to parents and students through the schools. It is, therefore, important that parents and students having an interest in such trips, be aware that persons planning or organizing such trips are functioning as representatives of agencies other than the District.

In particular, some of the District's own staff may, on occasion, indicate to parents or students that they are involved in promoting or organizing such trips. Any staff member doing so is acting as a private individual and/or as an agent of a private tour organizer and does not represent the District. The District specifically disclaims any involvement with or responsibility for the operation of such trips.