

INSTRUCTION

Field Trip/Co-Curricular Travel

Field trips are defined as any travel away from school premises under the supervision of an advisor/teacher/coach of an approved course of study, to provide students a direct learning experience not available in the classroom. The following procedures apply:

Field Trips

1. Each school building receives a field trip allocation if budget funds allow. In addition, buildings may submit application for state-funded field trips.
2. The staff member **must** complete and submit an **“Employee Request for Student Travel”**, form **F-1 2320**, to the school principal at least two weeks prior to the field trip. A full disclosure statement of all trip activities must accompany the field trip request.
3. The staff member **must** contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies.
4. The staff member is responsible for securing additional adult supervision for the trip (one adult to a maximum of ten students). Trips that take students out of the Tri-Cities must meet this requirement. Exceptions for other trips may be made by the assistant superintendent of elementary and secondary education based on the following components of the trip.
 - A. Distance from the school and the ability to provide additional support for emergencies or unexpected circumstances.
 - B. Age and maturity level of students including behavior, academic, and attendance history.
 - C. Nature of the event including duration, environment, and the proximity to other adult supervisors.
5. If personal or rental vehicles are used, **“Employees and Non Employees Using Personal or Rental Vehicles to Transport Students”**, form **F-3 2320**, and **“Employee and Non-Employee Authorization to Drive Vehicles & Transport Students”**, form **F-4 2320**, **must** be completed acknowledging the name of the driver of each vehicle to be used and their insurance company and insurance limits. In case of an accident, the driver's insurance is primary. The school district's insurance will be secondary only as respects the District. (The District's insurance coverage does not cover the private vehicle owner.)
6. Each student participating in a field trip **must** first return a **“Student Emergency Information”** form (**F-2 2320**) signed by his/her parent or guardian. Parents **must** be informed if private vehicles are to be used for the trip.
7. A letter of appreciation should be sent to the site host upon completion of the field trip.

Administrative Regulation No. 2320
Field Trip/Co-curricular Travel – continued

Out of State and Overnight Field Trips

1. The staff member **must** complete and submit an “**Employee Request for Student Travel**” form (**F-1 2320**) along with a written plan, which includes the purpose, supervision, itinerary, cost, housing, and student costs (if any) to the principal within the timelines specified on the form for type of trip.
2. Upon principal approval, the proposal **must** to be approved by the assistant superintendent of elementary or secondary education.

Revised August 2003
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