

Procedures for Field Trips, Excursions and Outdoor Education

Field trips and international travel that conform to the following criteria are eligible for district sponsorship and shall comply with the guidelines appropriate to the planned activity:

1. Activity is scheduled as a district function;
2. Trip is directly related to the adopted curriculum of a particular course of study and is available only to students currently enrolled in the course; and
3. Teachers or staff are acting in their capacity as district employees.

Field trips and international travel not conforming to the above criteria may indicate that the activity is a privately-sponsored excursion and therefore may not be district sponsored. If a staff member organizes a trip that does not conform to these criteria, the Edmonds School District will neither approve nor disapprove the trip. Responsibility rests with the staff member and the travel agency involved in the planning of the trip. To safeguard the district from liability, the following procedures shall be followed:

1. Classroom time shall not be used to organize or participate in privately-sponsored trips;
2. The use of school facilities and the promotion and advertisement of the trip shall conform to district regulations for community use of school facilities (Board Policy #4260 and Administrative Regulation #4260P);
3. Staff members shall not use district equipment or materials in planning or promoting a privately-sponsored trip;
4. All materials developed to advertise the trip shall clearly inform parents that the trip is not sponsored by the Edmonds School District;
5. There shall be no relationship between involvement in the trip and course grades or credit;
6. Students from other schools or school districts may be included in the trip.

The following regulations are categorized according to the three types of field trip activities recognized by the board of directors. Refer to the section relative to the type of proposed field trip for the appropriate procedures to be followed:

- **Type I - Same Day, In-State Field Trips**
- **Type II - Overnight or Out-of-State Trips and Outdoor Education Programs**
- **Type III - International Travel**

TYPE I - SAME-DAY, IN-STATE FIELD TRIPS

Same-day field trips are defined as single-day, in-State travel away from school premises (site) when such travel is under the supervision of a district employee acting within their scope of employment and is integral to the curriculum/extra curriculum programs of the schools.

Guidelines

1. Preliminary Approval Required: Principal/Program Manager or Designee's Preliminary approval: Staff member shall provide information to the building principal/program manager or designee regarding the concept of the proposed field trip and receive preliminary approval prior to engaging in detailed planning.
2. Field Trip Planning
 - A. Site Arrangements
 1. Staff member shall contact the site to be visited to establish the date, time, and cost (e.g., admission fees) of the field trip. Transportation costs shall also be included.
 2. Staff member shall forward all contracts for facility use to the Risk Management office for review prior to signing.
 3. Questions relating to high-risk activities shall be referred to the Risk Management office to determine insurance coverage or special requirements.

Note: The following high-risk activities are not permitted:

- Air or flight activities (other than commercial airlines);
- Motorized races and contests (auto racing, powerboat racing, demolition contests, etc.);
- Activities involving watercraft over 26 feet in length except with written approval of the Risk Management office (Washington State ferryboats are exempt from this requirement);
- White water activities (raft, tube, or any vessel used to navigate white water) and personal motorized watercraft; and
- Para-sailing, surfing, windsurfing, scuba diving, and water-skiing.

Swimming is allowed with adult supervision in appropriate ratios. This includes swimming pools and hot tubs at hotels, residences, etc. Other activities on or near bodies of water, including watercraft activities, canoeing, kayaking, water slides, and water parks; and wilderness activities, including hiking, mountain or rock climbing, cave exploring, rappelling, wilderness survival, or search and rescue training, require consultation with the Risk Management office.

B. Transportation

Based on loss control recommendations, the following methods of transportation are covered:

1. District school bus;
2. Licensed commercial carriers;
3. District-owned vehicles driven by staff members who have completed the district's defensive driving training program;
4. Personal vehicles driven by staff members who have completed the district's defensive driving training program or by approved non-employee adults (21 years of age or older); (Note: The driver's insurance policy is primary carrier when personal vehicles are used.)
5. Rental vehicles driven by staff members who have completed the district's defensive driving training program or by approved non-employee adults (21 years of age or older). (Note: To qualify as a district rental, a purchase requisition must be approved in advance. If the vehicle is rented under an individual's name (not by district purchase order), the driver's policy is primary carrier.)

The following guidelines shall apply to student transportation:

1. Licensed commercial buses shall not be used unless approved by the Director of Transportation;
2. In addition to completing the district's defensive driving training program, employees driving personal or non-district rental vehicles shall also complete District form #T-104 (Private Transportation for School Activities);
3. Non-employee drivers shall complete district form #T-104 (Private Transportation for School Activities) and form #HR-120 (Applicant/Volunteer Disclosure Form), submit a Washington State Patrol background check, and provide a current Department of Licensing driving abstract. The district's Transportation Department shall review and approve the driving abstract prior to the driver transporting students;
4. Students shall not drive vehicles or ride with non-authorized drivers during a trip;
5. All occupants in a vehicle must use seat belts;
6. Students shall not ride in the bed of a truck.

Note: The rental or use of vans rated to carry more than ten (10) people, including the driver, is strictly prohibited in transporting students.

Please refer to School Board Transportation Policy for additional information.

3. Staff Supervisors / Chaperones

- A. The coordinating staff member shall be responsible for securing necessary adult (21 years of age or older) supervision for the trip and for providing orientation regarding chaperone expectations. In emergency situations where the coordinating staff member is unable to participate in a planned field trip activity, a substitute teacher may replace the staff member with approval of the building principal/program manager or designee.
- B. The recommended ratio of adult (21 years of age or older) chaperones to students is 1:10. Depending on the students or the nature of the activity, the number of chaperones may need to be higher, as determined by the building principal/program manager or designee. Developmentally appropriate supervision must be available.
- C. Family members and friends of staff members or chaperones shall not participate in a field trip or event unless prior approval has been obtained from the building principal/program manager or designee. Any field trip participant who is not a student in the district and who is 18 years of age or older shall complete all district forms required of adult volunteers.
- D. Advise chaperones in writing of their responsibilities, which must include:
 - 1. Students must be supervised at all times while at school-sponsored events, and staff members or adult chaperones must be readily available to respond to student requests and to provide balanced supervision;
 - 2. No drug or alcohol use by staff members or chaperones during the trip;
 - 3. Enforcement of all regular school rules and consequences.
 - 4. One or more of the accompanying staff members or adult chaperones shall have a current First Aid and CPR card.

4. Final Approval Required: Principal/Program Manager or Designee

Final approval: Principal/program manager or designee reviews process and paperwork after completion of steps 1-3, signing as necessary to indicate official approval for the trip.

5. Information Letter / Written Itinerary

- A. The building principal/program manager or designee and parents will be provided a written itinerary or information letter of the planned trip at least five days prior to the trip unless the building principal/program manager or designee approves an alternate timeline.
- B. The itinerary/letter shall provide information regarding time of departure, time of return, a brief agenda of planned activities, emergency procedures, meal plans, special

equipment or clothing requirements for students and/or chaperones, and notification that all school rules and consequences apply during the field trip.

- C. Whenever applicable, a notice shall be provided to parents that high-risk activities carry inherent risks, and unanticipated risks could result in physical or emotional injury, paralysis or fatality.

6. Written Permission Forms and Non-Participants

- A. A "Parent/Guardian Informed Consent for Field Trip" (form #T-103) that contains health and emergency information and is specific to the planned activity shall be signed by the parent or guardian and returned prior to the field trip. The staff member takes a copy on the field trip, a copy remains in the school office, and each chaperone is provided a copy for the students who are under their direct supervision.
- B. Only students with completed permission forms may participate on field trips.
- C. Students who do not attend shall engage in meaningful learning experiences at school. The staff member will arrange this with the building principal/program manager or designee.
- D. A list of field trip participants and non-participants (including their assigned locations for the day) shall be left with the school office manager.

7. Safety / Emergency Procedures

- A. At least one accompanying staff member or adult chaperone shall have a current First Aid/CPR card. At least one first aid kit shall be taken. At least one staff member or adult chaperone shall be qualified to use any life-saving equipment taken on the trip.
- B. Safety, including potential risks and emergency procedures, must be communicated with students and chaperones before the trip begins.
- C. A buddy system or small group check-in procedure shall be established and followed.
- D. If telephone service is not always readily available, a cellular phone shall be taken on the trip. The District's 24-hour emergency contact number shall be provided to the supervising staff member and all chaperones.
- E. Attendance shall be taken prior to leaving campus for the trip, prior to leaving the field trip site, and again at the conclusion of the trip.
- F. In the event of an accident, procedures for completing a student accident report (form #A-130) shall be followed.
- G. Parents/Guardians are responsible for obtaining first-party medical insurance to cover accidental injuries to students participating in field trips within the United States.

8. Medications

- A. Contact the school nurse when the trip is scheduled at least one month in advance of departure to review any special medication or other personal health care needs.
- B. All students requiring medication to be administered by staff during a field trip need properly completed district medication forms on file. A copy of this form must be given to the person designated to administer medications. Secondary students do have the option for self administration of medication
- C. All medication must be in the original container. All medication must be properly labeled with the name of the child, name of the medication, dosage, and the time medication is to be given. Prescription medication must also include the name of the licensed medical practitioner and the date the medication was filled.
- D. The building nurse must train the staff person designated to give medication on the field trip before medication is administered.
- E. All medications must be kept in a secure container and in the possession of an adult.

TYPE II - OVERNIGHT OR OUT-OF-STATE FIELD TRIPS & OUTDOOR EDUCATION PROGRAMS

These administrative procedures apply to overnight or out-of-state field trips and outdoor education programs when such travel is under the supervision of a district employee acting within their scope of employment and is either integral to the curriculum or is involving extra-curricular groups involved in State organization sanctioned playoffs, meetings, or competitions.

Overnight, in-state field trips involving high school extra-curricular groups involved in State organization sanctioned playoffs, meetings, or competitions announced with notice too short to be scheduled on the next regular board meeting may be approved by the superintendent or designee with notice to the board of directors. ***All other district-sponsored overnight or out-of-state field trips and outdoor education programs require approval by the board of directors prior to the trip.***

Guidelines

1. Preliminary Approval Required: Principal/Program Manager or Designee

Preliminary approval: At least 45 calendar days prior to the desired field trip departure date, the staff member proposing an extended field trip or travel plan shall meet with the building principal/program manager or designee to request approval to proceed with planning the overnight or out-of-state field trip or outdoor education program.

The principal/program manager or designee shall be presented with sufficient information to determine if the proposal meets the criteria for a district-sponsored activity. This information shall include, but is not limited to, the educational benefit of the proposed travel plan,

departure and return dates, estimated costs (including transportation), proposed funding, estimated number of students participating, potential risks, number of proposed chaperones, and proposed housing plan. Plans should also include activities for those students unable to participate.

2. Field Trip Planning

The following topical information addresses major areas of planning for overnight field trips. Additional planning is required when students participating in the field trip have special health, emotional, physical, or learning needs. There is an expectation that all students will be included in field trips unless it is determined that even with adequate planning student safety cannot be adequately addressed. Section 9 provides special guidelines for planning overnight field trips for students with exceptional needs.

A. Site Arrangements

1. Staff member shall contact the site to be visited to establish the date, time, and cost (e.g., admission fees) of the field trip. Transportation costs shall also be included.
2. Staff member shall forward all contracts for facility use to the Risk Management office for review prior to signing.
3. Questions relating to high-risk activities shall be referred to the Risk Management office to determine insurance coverage or special requirements.

Note: The following high-risk activities are not permitted:

- Air or flight activities (other than commercial airlines);
- Motorized races and contests (auto racing, powerboat racing, demolition contests, etc.);
- Activities involving watercraft over 26 feet in length except with written approval of the Risk Management office (Washington State ferryboats are exempt from this requirement);
- White water activities (raft, tube, or any vessel used to navigate white water) and personal motorized watercraft; and
- Para-sailing, surfing, windsurfing, scuba diving, and water-skiing.

Swimming is allowed with adult supervision in appropriate ratios. This includes swimming pools and hot tubs at hotels, residences, etc. Other activities on or near bodies of water, including watercraft activities, canoeing, kayaking, water slides, and water parks; and wilderness activities, including hiking, mountain or rock climbing, cave exploring, rappelling, wilderness survival, or search and rescue training, require consultation with the Risk Management office prior to planning the activity.

B. Transportation

1) Surface Transportation

Based on loss control recommendations, the following methods of transportation are covered:

- District school bus;
- Licensed commercial carriers;
- District-owned vehicles driven by staff members who have completed the district's defensive driving training program;
- Personal vehicles driven by staff members who have completed the district's defensive driving training program or by approved non-employee adults (21 years of age or older); (Note: The driver's insurance policy is primary carrier when personal vehicles are used.)
- Rental vehicles driven by staff members who have completed the district's defensive driving training program or by approved non-employee adults (21 years of age or older). (Note: To qualify as a district rental, a purchase requisition must be approved in advance. If the vehicle is rented under an individual's name (not by district purchase order), the driver's policy is primary carrier.)

The following guidelines shall apply to student transportation:

1. Licensed commercial buses shall not be used unless approved by the Director of Transportation;
2. In addition to completing the district's defensive driving training program, employees driving personal or non-district rental vehicles shall also complete district form #T-104 (Private Transportation for School Activities);
3. Non-employee drivers shall complete district form #T-104 (Private Transportation for School Activities) and form #HR-120 (Applicant/Volunteer Disclosure Form), submit a Washington State Patrol background check, and provide a current Department of Licensing driving abstract. The district's Transportation Department shall review and approve the driving abstract prior to the driver transporting students;
4. Students shall not drive vehicles or ride with non-authorized drivers during a trip;
5. All occupants in a vehicle must use seat belts;
6. Students shall not ride in the bed of a truck.

Note: The rental or use of vans rated to carry more than ten (10) people, including the driver, is strictly prohibited in transporting students.

Refer to School Board Transportation Policy for additional information.

2) Air Transportation

Travel arrangements shall conform to travel procedures established by the Business Office.

C. Housing Plan

1. Housing information, including address and contact telephone number(s), must be communicated to both parents and students in the parent information letter.
2. Obtain cost of housing. Staff members and chaperones must have rooms that are separate but adjacent to the rooms of students under their supervision. Same-gender chaperones relative to students are recommended.
3. Certain group situations (e.g., camp bunkhouses, etc.) may require chaperones to share accommodations with students. These situations shall be reviewed with the building principal/program manager or designee and parents to ensure security, privacy, and informed consent for all participants and parents.
4. Student sleeping accommodations shall be separated by gender. Staff member shall set a reasonable curfew, and arrange for bed checks.
5. If hotel sites are not provided by the tournament/event, arrangements shall be made in accordance with travel procedures established by the Business Office.
6. Housing of students in private homes is not permitted.

D. Expenses / Funding

1. Funding for trips that are required to achieve course objectives shall be provided for by the building budget.
2. No fundraising for a specific trip shall commence unless a trip first receives official board approval.
3. A plan shall be developed to make every effort to ensure that no student is excluded from participation solely on the basis of family socioeconomic status.
4. ASB shall fund only ASB-approved activities.
5. Expenses for district employee(s) may be reimbursed by the district based on prior written approval.

E. Parent / Student Input

1. Discuss pertinent information regarding the proposed trip with parents and students.

2. The building principal/program manager or designee and coordinating staff member must agree on a process for determining the level of support by parents of students in the group. A high percentage of parental approval shall be required in order to proceed with planning the activity.
3. Keep records of dates of meetings, number in attendance, and handouts and information given.

3. Staff Supervisors / Chaperones

- A. The coordinating staff member shall be responsible for securing necessary adult (21 years of age or older) supervision for the trip and for providing orientation regarding chaperone expectations. In emergency situations where the coordinating staff member is unable to participate in a planned field trip activity, a substitute teacher may replace the staff member with approval of the building principal/program manager or designee.
- B. The recommended ratio of adult (21 years of age or older) chaperones to students is 1:10. Depending on the students or the nature of the activity, the number of chaperones may need to be higher, as determined by the building principal/program manager or designee and subject to review by the superintendent or designee. Developmentally appropriate supervision must be available. Given the increased risk, duration, and distance traveled for overnight trips, each trip should have at least two chaperones in case a chaperone becomes sick or unavailable during an emergency, so another chaperone can be available.
- C. Family members and friends of staff members or chaperones shall not participate in a field trip or event unless prior approval has been obtained from the building principal/program manager or designee. Any field trip participant who is not a student in the district and who is 18 years of age or older shall complete all district forms required of adult volunteers.
- D. Advise chaperones in writing of their responsibilities, which must include at a minimum:
 1. Students must be supervised at all times while at school-sponsored events, and it is recommended that same-gender staff members or adult chaperones are readily available to respond to student requests and to provide balanced supervision;
 2. No drug or alcohol use by staff members or chaperones during the trip;
 3. Enforcement of all regular school rules and consequences; and
 4. Separate but proximate room arrangements for chaperones.
 5. One or more of the accompanying staff members or adult chaperones shall have a current First Aid and CPR card.

4. Final Approval Required: Board of Directors

Final Approval: At least 30 calendar days prior to the desired departure date, the principal/program manager or designee shall review and approve or disapprove the final plan. Field trip plans approved by the principal/ program manager or designee shall be forwarded to the office of the superintendent for review and approval by the board of directors.

5. Information Letter / Written Itinerary

- A. Prior to travel, an information letter and itinerary of the planned activity must be distributed to parents (along with the "Parent/Guardian Informed Consent for Field Trip" form which must be signed and returned). Information to parents must include:
 - 1. Purpose of the trip and its relationship to curriculum or activity program;
 - 2. A detailed daily student itinerary, including departure time and place, major events, emergency procedures, travel and meal arrangements, planned stops, special equipment or clothing requirements, time and place for return;
 - 3. Whenever applicable, a notice shall be provided to parents that high-risk activities carry inherent risks, and unanticipated risks could result in physical or emotional injury, paralysis or fatality;
 - 4. Proposed housing arrangements;
 - 5. Budget and fundraising plans;
 - 6. Arrangements for advisors/chaperones;
 - 7. Arrangements for supervision; and
 - 8. Notification that all school rules and consequences apply during the field trip.

6. Written Permission Forms and Non-Participants

- A. A "Parent/Guardian Informed Consent for Field Trip" (form #T-103) that contains health and emergency information and is specific to the planned activity shall be signed by the parent or guardian and returned prior to the field trip. The staff member takes a copy on the field trip, a copy remains in the school office, and each chaperone is provided a copy for the students who are under their direct supervision.
- B. Only students with completed permission forms may participate on field trips.
- C. Students who do not attend shall engage in meaningful learning experiences at school. The staff member will arrange this with the building principal/program manager or designee.
- D. A list of field trip participants and non-participants (including their assigned locations) shall be left with the school office manager.

7. Safety / Emergency Procedures

- A. At least one accompanying staff member or adult chaperone shall have a current First Aid/CPR card. At least one first aid kit shall be taken. At least one staff member or adult chaperone shall be qualified to use any life-saving equipment taken on the trip.
- B. Safety, including potential risks and emergency procedures, must be communicated with students and chaperones before the trip begins.
- C. A buddy system or small group check-in procedure shall be established and followed.
- D. If telephone service is not always readily available, a cellular phone shall be taken on the trip. The district's 24-hour emergency contact number shall be provided to the supervising staff member and all chaperones.
- E. Attendance shall be taken prior to leaving for the trip, prior to leaving each stop during the field trip, and again at the conclusion of the trip.
- F. In the event of an accident, procedures for completing a student accident report (form #A-130) shall be followed.
- G. Parents/Guardians are responsible for obtaining first-party medical insurance to cover accidental injuries to students participating in field trips within the United States.

8. Medications

- A. Contact the school nurse when the trip is scheduled at least one month in advance of departure to review any special medication or other personal health care needs.
- B. All students requiring medication to be administered by staff during a field trip need properly completed district medication forms on file. A copy of this form must be given to the person designated to administer medications. Secondary students do have the option for self administration of medication
- C. All medication must be in the original container. All medication must be properly labeled with the name of the child, name of the medication, dosage, and the time medication is to be given. Prescription medication must also include the name of the licensed medical practitioner and the date the medication was filled.
- D. The building nurse must train the staff person designated to give medication on the field trip before medication is administered.
- E. All medications must be kept in a secure container and in the possession of an adult.

9. Planning for Exceptional Students

Decisions regarding the appropriateness of student participation in an overnight field trip should be made by staff including a building administrator, teacher, the school nurse and a student's parents. It is recommended that the IEP team be used to guide the decision making process for students identified for special education programs who will require additional support and/or resources. Students may only be excluded from an overnight field trip with their class when it is determined that even with adequate planning and support student safety is compromised.

A. Site Arrangements

Before planning a field trip consider carefully the medical or Americans with Disabilities (ADA) accessibility requirements of all students in your group and consider that there is always the possibility that a student with special needs may enroll prior to the overnight trip. Sites unable to meet accessibility requirements for students with disabilities should not be selected. Sites too remote from emergency medical care to address the needs of a student with a life threatening medical condition should not be selected.

B. Transportation

Students requiring special transportation must be safely accommodated consistent with the overall guidelines in Field Trip Planning, Section B – Transportation.

C. Staff Supervisors/Chaperones

Additional support must be provided for students with special needs when such support is required for the student to safely participate in the trip. This may include appropriate certificated, classified, or medical staff. Parents may not be required to participate in a field trip to provide needed support to a student. Parents are welcome to provide needed support to a student with special needs.

D. Program Planning

Programs should be carefully planned to allow for differentiation in meeting the needs of students with special needs. Different learning materials, increased time for movement between activities, and reasonable accommodations to the physical learning environment should be made to provide accessibility to learning for a student with special needs.

E. Medical Planning

Medically fragile students (diabetic, seizure disorder, life threatening allergies or other significant health issues) require the school nurse's participation in advanced planning for students to safely participate in overnight field trips. Nurses should contact the Health Services Program Manager if additional support or resources are required.

Type III - INTERNATIONAL TRAVEL

International travel is defined as travel to a foreign country, including Canada, when such travel is under the supervision of a district employee acting within their scope of employment and is integral to the curriculum/extra-curriculum programs of the schools.

Guidelines

1. Preliminary Approval Required: Principal/Program Manager or Designee

Preliminary approval: At least 45 calendar days prior to the desired field trip departure date, the staff member proposing an extended field trip or travel plan shall meet with the building principal/program manager or designee to request approval to proceed with the planning for international travel.

Note: It is recommended that day trips to Canada comply with the 45-day preliminary approval requirement when possible; however, the building principal/program manager or designee has the authority to waive this requirement when necessary.

The principal/program manager or designee shall be presented with sufficient information to determine if the proposal meets the criteria for a district-sponsored activity. This information shall include, but is not limited to, the educational benefit of the proposed travel plan, departure and return dates, estimated costs (including transportation), proposed funding, estimated number of students participating, potential risks, number of proposed chaperones, and proposed housing plan. Plans should also include activities for those students unable to participate.

2. Field Trip Planning

A. Site Arrangements

1. Staff member shall contact the site to be visited to establish the date, time, and cost (e.g., admission fees) of the field trip. Transportation costs shall also be included.
2. Staff member shall forward all contracts for facility use to the Risk Management office for review prior to signing.
3. Questions relating to high-risk activities shall be referred to the Risk Management office to determine insurance coverage or special requirements.

Note: The following high-risk activities are not permitted:

- Air or flight activities (other than commercial airlines);
- Motorized races and contests (auto racing, powerboat racing, demolition contests, etc.);
- Activities involving watercraft over 26 feet in length except with written approval of the Risk Management office (Washington State ferryboats are exempt from this requirement);
- White water activities (raft, tube, or any vessel used to navigate white water) and personal motorized watercraft; and
- Para-sailing, surfing, windsurfing, scuba diving, and water-skiing.

Swimming is allowed with adult supervision in appropriate ratios. This includes swimming pools and hot tubs at hotels, residences, etc. Other activities on or near bodies of water, including watercraft activities, canoeing, kayaking, water slides, and water parks; and wilderness activities, including hiking, mountain or rock climbing, cave exploring, rappelling, wilderness survival, or search and rescue training, require consultation with the Risk Management office prior to planning the activity.

B. Transportation

1) Surface Transportation

Based on loss control recommendations, the following methods of transportation are covered:

1. District school bus;
2. Licensed commercial carriers;
3. District-owned vehicles driven by staff members who have completed the district's defensive driving training program;
4. Personal vehicles driven by staff members who have completed the district's defensive driving training program or by approved non-employee adults (21 years of age or older); (Note: The driver's insurance policy is primary carrier when personal vehicles are used.)
5. Rental vehicles driven by staff members who have completed the district's defensive driving training program or by approved non-employee adults (21 years of age or older). (Note: To qualify as a district rental, a purchase requisition must be approved in advance. If the vehicle is rented under an individual's name (not by district purchase order), the driver's policy is primary carrier.)

The following guidelines shall apply to student transportation:

1. Licensed commercial buses shall not be used unless approved by the Director of Transportation.
2. In addition to completing the district's defensive driving training program, employees driving personal or non-district rental vehicles shall also complete district form #T-104 (Private Transportation for School Activities).
3. Non-employee drivers shall complete district form #T-104 (Private Transportation for School Activities) and form #HR-120 (Applicant/Volunteer Disclosure Form), submit a Washington State Patrol background check, and provide a current Department of Licensing driving abstract. The district's Transportation Department shall review and approve the driving abstract prior to the driver transporting students.
4. Coordinating staff member is responsible for researching the driving and insurance requirements of the country to be visited.

5. Students shall not drive vehicles or ride with non-authorized drivers during a trip.
6. All occupants in a vehicle must use seat belts.
7. Students shall not ride in the bed of a truck.
8. Prior to commencing the trip, proper liability insurance for rental vehicles must be arranged in advance, in the foreign country or countries in which the trip occurs.
9. Charter carrier(s) must carry proper liability insurance coverage. A minimum limit of \$1 million is recommended.

Note: The rental or use of vans rated to carry more than ten (10) people, including the driver, is strictly prohibited in transporting students.

Refer to School Board Transportation Policy for additional information.

2) Air Transportation

Travel arrangements shall conform to travel procedures established by the Business Office.

C. Housing Plan

1. Housing information, including address and contact telephone number(s), must be communicated to both parents and students in the parent information letter.
2. Obtain cost of housing. Staff members and chaperones must have rooms that are separate but adjacent to the rooms of students under their supervision. Same-gender chaperones relative to students are recommended.
3. Certain group situations (e.g., camp bunkhouses, etc.) may require chaperones to share accommodations with students. These situations shall be reviewed with the building principal/program manager or designee and parents to ensure security, privacy, and informed consent for all participants and parents.
4. Student sleeping accommodations shall be separated by gender. Staff member shall set a reasonable curfew, and arrange for bed checks.
5. If hotel sites are not provided by the tournament/event, arrangements shall be made in accordance with travel procedures established by the Business Office.
6. Housing of students in private homes will be approved ONLY if arrangements are made in accordance with travel procedures established by the Business Office.

D. Expenses / Funding

1. Funding for trips that are required to achieve course objectives shall be provided for by the building budget.

2. No fundraising for a specific trip shall commence unless a trip first receives official Board approval.
3. A plan shall be developed to make every effort to ensure that no student is excluded from participation solely on the basis of family socioeconomic status.
4. ASB shall fund only ASB-approved activities.
5. Expenses for district employee(s) may be reimbursed by the district based on prior written approval.

E. Parent / Student Input

1. Discuss pertinent information regarding the proposed trip with parents and students.
2. The building principal/program manager or designee and coordinating staff member must agree on a process for determining the level of support by parents of students in the group. A high percentage of parental approval shall be required in order to proceed with planning the activity.
3. Keep records of dates of meetings, number in attendance, and handouts and information given.

3. Staff Supervisors / Chaperones

- A. The coordinating staff member shall be responsible for securing necessary adult (21 years of age or older) supervision for the trip and for providing orientation regarding chaperone expectations. In emergency situations where the coordinating staff member is unable to participate in a planned travel activity, a substitute teacher may replace the staff member with approval of the building principal/program manager or designee.
- B. The recommended ratio of adult (21 years of age or older) chaperones to students is 1:10. Depending on the students or the nature of the activity, the number of chaperones may need to be higher, as determined by the building principal/program manager or designee and subject to review by the superintendent or designee. Developmentally appropriate supervision must be available. Given the increased risk, duration, and distance traveled for overnight trips, each trip should have at least two chaperones in case a chaperone becomes sick or unavailable during an emergency, so another chaperone can be available.
- C. Family members and friends of staff members or chaperones shall not participate in a field trip or event unless prior approval has been obtained from the building principal/program manager or designee. Any field trip participant who is not a student in the district and who is 18 years of age or older shall complete all district forms required of adult volunteers.
- D. Advise chaperones in writing of their responsibilities, which must include at a minimum:

1. Students must be supervised at all times while at school-sponsored events, and it is recommended that same-gender staff members or adult chaperones are readily available to respond to student requests and to provide balanced supervision;
2. No drug or alcohol use by staff members or chaperones during the trip;
3. Enforcement of all regular school rules and consequences; and
4. Separate but proximate room arrangements for chaperones.
5. One or more of the accompanying staff members or adult chaperones shall have a current First Aid and CPR card.

4. Final Approval Required: Board of Directors

Final Approval: At least 30 calendar days prior to the desired departure date, the principal/program manager or designee shall review and approve or disapprove the final plan. Field trip plans approved by the principal/ program manager or designee shall be forwarded to the office of the superintendent for review and approval by the board of directors.

Note: It is recommended that day trips to Canada comply with the 30 day requirement for final approval when possible; however, the building principal/program manager or designee has the authority to waive this requirement when necessary, provided there remains sufficient time to obtain board approval.

5. Information Letter / Written Itinerary

Prior to travel, an information letter and itinerary of the planned activity must be distributed to parents (along with the "Parent/Guardian Informed Consent for Field Trip" form which must be signed and returned). Information to parents must include:

1. Purpose of the trip and its relationship to curriculum or activity program;
2. A detailed daily student itinerary, including departure time and place, major events, emergency procedures, travel and meal arrangements, planned stops, special equipment or clothing requirements, and time and place for return;
3. Proposed housing arrangements;
4. Budget and fundraising plans;
5. Arrangements for advisors/chaperones;
6. Arrangements for supervision;
7. Notification that all school rules and consequences apply during the field trip;

8. Whenever applicable, a notice shall be provided to parents that high-risk activities carry inherent risks, and unanticipated risks could result in physical or emotional injury, paralysis or fatality; and
9. Topics such as: Required immunizations for foreign travel; required identification for foreign travel for all members on the trip, including chaperones (resident aliens, including exchange students, must determine their immigration status before entering a foreign country and take appropriate credentials); Laws specific to the country of travel.

6. Written Permission Forms and Non-Participants

- A. A "Parent/Guardian Informed Consent for Field Trip" (form #T-103) that contains health and emergency information and is specific to the planned activity shall be signed by the parent or guardian and returned prior to the field trip. The staff member takes a copy on the field trip, a copy remains in the school office, and each chaperone is provided a copy for the students who are under their direct supervision.
- B. Only students with completed permission forms may participate on field trips.
- C. Students who do not attend shall engage in meaningful learning experiences at school. The staff member will arrange this with the building principal/program manager or designee.
- D. A list of field trip participants and non-participants (including their assigned locations) shall be left with the school office manager.

7. Safety / Emergency Procedures

- A. At least one accompanying staff member or adult chaperone shall have a current First Aid/CPR card. At least one first aid kit shall be taken. At least one staff member or adult chaperone shall be qualified to use any life-saving equipment taken on the trip.
- B. Safety, including potential risks and emergency procedures, must be communicated with students and chaperones before the trip begins.
- C. A buddy system or small group check-in procedure shall be established and followed.
- D. If telephone service is not always readily available, a cellular phone shall be taken on the trip. The district's 24-hour emergency contact number shall be provided to the supervising staff member and all chaperones.
- E. Attendance shall be taken prior to leaving for the trip, prior to leaving each stop during the field trip, and again at the conclusion of the trip.
- F. In the event of an accident, procedures for completing a student accident report (form #A-130) shall be followed.
- G. Parents/Guardians are responsible for obtaining first-party medical insurance to cover accidental injuries to students participating in field trips outside the United States.

H. International travel liability insurance, to defend and indemnify the participants and the district from claims and lawsuits in foreign courts, shall be obtained for field trips outside the United States and Canada. Parent/guardians shall be responsible for payment of the premiums. Contact the Risk Management office for information and assistance in obtaining international travel liability insurance.

8. Medications

- A. Contact the school nurse when the trip is scheduled at least one month in advance of departure to review any special medication or other personal health care needs.
- B. All students requiring medication to be administered by staff during a field trip need properly completed district medication forms on file. A copy of this form must be given to the person designated to administer medications. Secondary students do have the option for self administration of medication
- C. All medication must be in the original container. All medication must be properly labeled with the name of the child, name of the medication, dosage, and the time medication is to be given. Prescription medication must also include the name of the licensed medical practitioner and the date the medication was filled.
- D. The building nurse must train the staff person designated to give medication on the field trip before medication is administered.
- E. All medications must be kept in a secure container and in the possession of an adult.

[SS 500 Authorization for Administration of Oral and Auto-Injectable Medication at Schools](#)
[T-103 Parent/Guardian Informed Field Trip Consent for Field Trip](#)
[Field Trip Request Form \(Staff\)](#)

Edmonds School District

Adoption Date: 08.19.86

Revised Dates: 04.18.00[PML1]; 04.08.08; 11.26.13; 02.09.16; 01.09.18