



2200 M Avenue | Anacortes, WA 98221 | Phone 360-503-1200 | Fax 360-503-1201 | [www.asd103.org](http://www.asd103.org)

Procedure No. 2320-P  
Instruction

## 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. The following procedures will apply:

### Field Trips/ Including Overnight Field Trips

- A. Staff are encouraged to plan ahead for all field trips. Requests submitted with less than one week's notice will not be approved.
- B. Requestor will submit a completed Field Trip Request Form ([Form 2320-F2](#)) to the Principal:
  - 1. In State - at least 2 weeks prior to field trip.
  - 2. Overnight/Out of State - 6 weeks prior to ASD Board Meeting
  - 3. Do not proceed until approved.
- B. Principal will consult with the Superintendent's Office to determine the risk level of activities.
- C. If principal approves, submit travel approval to school board one month prior to trip, if required. School board approval is required for all overnight student travel.
- C. Once approved:
  - 1. Submit InfoFinder Bus/Van Request to the Transportation Department
    - i. School bus requests:
      - a. In general, school buses should be used during school days between 9 a.m. – 1 p.m.
      - b. If a school bus/ driver is not available, Charters will be chosen from a current OSPI approval list available from the Transportation Department, following departmental policy and procedures.
    - ii. Van Requests: The drivers must have Type 2 training through our district to drive any district vehicle with students or any non-staff adults in the vehicle.
    - iii. Follow vehicle use guidelines from Transportation Department
- D. Notify school Nurse and Attendance at least 2 weeks prior to field trip with roster for appropriate medical training.
- E. Notify Food Services at least 2 weeks in advance if meals need to be provided.
- F. Notify building secretary of staff absence and/or request a substitute.
- G. Contact the site to make specific arrangements so that desired activity can be coordinated.
- H. Send detailed permission slip home with students, ([Form No. 2320-F1](#)).

- i. For Overnight/Out of state secure proper medication documentation for home medications, (see school Nurse).
- I. Secure additional adult supervision (1 adult to 10 students). Volunteers must be approved through the ASD process.
- J. Send a list of students who will attend the field trip to all staff, including the Attendance Office.
- K. Day Of:
  - i. Secure and carry permission slips ([Form No. 2320-F1](#)) from each participating student in field trip bag.
  - ii. Secure field trip bag with medication/information from Nurse day of field trip.
- L. Upon Return:
  - i. Return field trip bag with medication/information to the school Nurse.
  - ii. Return all permission slips to office secretary
  - iii. Send a letter of appreciation, email, or note to the field trip site.

### **Outdoor Education**

The district may make available to certain grades an overnight outdoor education experience (for example: Mountain School or Camp Orkila). School staff should be scheduling and planning annual outdoor education experiences well in advance of departure. Specific school arrangements and pre-planning shall be the responsibility of the building administrator and coordinating staff member and should follow procedures for Overnight or Out-of-State trips. Professional development on the recommended curriculum activities for the outdoor education experience will be provided for all participating staff.

### **International Travel**

Approval of international travel is 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 that 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 as 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 place for the trip.
- B. After approval by the principal, all requests for both single and multi-school trips will be approved by the superintendent at least one week prior to the board meeting.
- C. 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.
- D. Notify school Nurse and Attendance at least 2 weeks prior to field trip with roster for appropriate medical training.
- E. Notify building secretary of staff absence and/or request a substitute.

- F. During Trip:
  - i. Secure and carry permission slips ([Form No. 2320-F1](#)) from each participating students in field trip bag.
  - ii. Secure field trip bag with medication/information from Nurse day of field trip.
- G. Upon Return:
  - i. Return field trip bag with medication/information to the school Nurse.
  - ii. Return all permission slips to office secretary
  - iii. Send a letter of appreciation, email, or note to the trip hosts, as appropriate.
- H. All signed approval forms and trip records will be kept on file at the school.
- I. Staff members and sponsors will obtain competitive pricing to assure maximum student participation at the lowest possible cost.

Adoption Date: 9/20/18

Classification: Encouraged

Revised Dates: **08.04; 12.11; 4/2022**