

SCHOOL BOARD FIELD TRIP REQUEST FOR OUT OF STATE OR OVERNIGHT TRAVEL

Field trips that shall take students out of the state, or are planned to keep students out of the district overnight must be approved in advance by the board. (Policy/Procedure 2320)

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 two weeks prior to submission to the board.
- B. After approval by the principal, the proposal should be submitted to the superintendent at least one week prior to the board meeting.
- C. The staff member should attend the board meeting to answer any questions the board may have.
- D. After approval by the board, a written description of the overnight field trip shall be sent to the parent. All such field trips are optional. Parent permission is required.
- E. Faculty must notify the school nurse of students planning to attend the field trip; nurse to assess students' health conditions and decide if accommodations are needed. Nurse to update and train faculty as appropriate for needed accommodations.
- F. Faculty required to verify presence of needed emergency care plans, rescue medications and other accommodations needed by students in order for student to participate in trip.

CLASS: FFA DEPT: CTE DATE OF REQUEST: 10/22/25
REQUEST FOR: BUS ☐ CAR ☐ VAN ☒ DATE OF TRIP: 11/18-11/19 DEPARTURE TIME: 6:00pm

DESTINATION: Moses Lake Fairgrounds

ADDRESS: Airway Drive Northeast, Moses Lake, WA

PURPOSE OF TRIP/ITINERARY: State Tractor Driving & Potato Judging.

OVERNIGHT (Yes or No, If YES provide details of location and contact name/number):
Ten Pin Inn & Suites, 1157 N. Stratford Road Moses Lake
(509) 253-7025

TOTAL STUDENTS: 13 TOTAL SUPERVISORS: 2 TOTAL CHAPERONES (1 to 10 students): 2
SUPERVISORS/CHAPERONES: Joshua Krieg, EJ Ontiveros.

RETURN DATE: 11/19 RETURN TIME: 8:00pm ROUND TRIP MILEAGE: 346

Was the School Nurse notified of the field trip? Yes ☒ No ☐
(Submit a list of participating students to the school nurse)

COST FOR APPROVED TRIPS WILL BE CHARGED TO BUILDING BUDGETS AS FOLLOWS:

BUS - \$5.50/mile VAN - \$1.25/mile CAR - \$.625/mile (prices as of 4/30/24 subject to change)
BUDGET CODE: 3160-27-8580-4110 TOTAL COST TO BUILDING BUDGET: \$432.50

**Transportation funding cannot be utilized for non-route expenditures per WAC*

REQUESTER SIGNATURE: [Signature] DATE: 10/22/25

PRINCIPAL APPROVAL/SIGNATURE: GRANTED ☒ | DENIED ☐ [Signature] DATE: 10-22-25

TRANSPORT APPROVAL/SIGNATURE: GRANTED ☒ | DENIED ☐ [Signature] DATE: 10-22-25

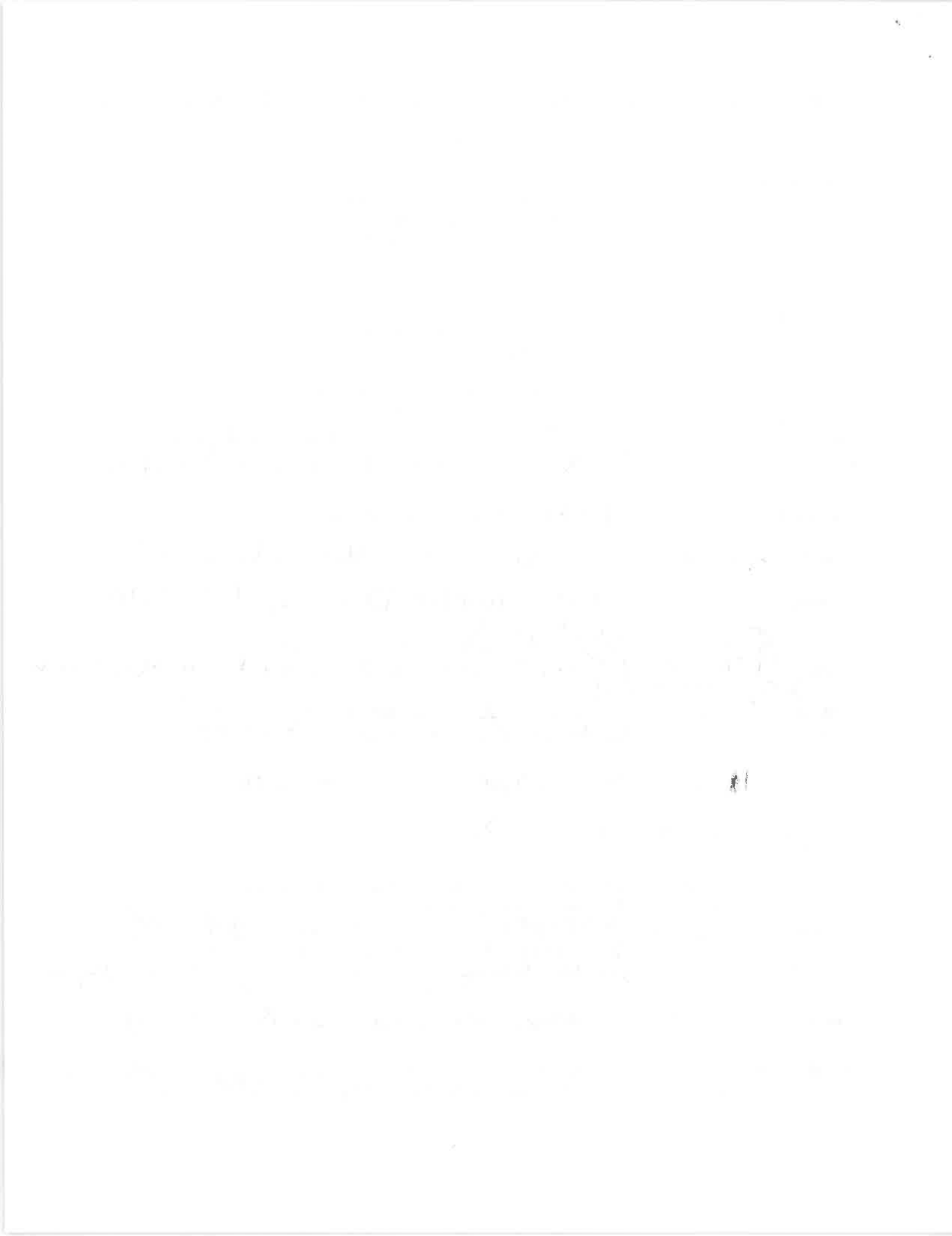
* Volunteers are unable to transport students ** Van training must be completed prior to field trip

For Office Use:

Request Granted: _____

Request Denied: _____

School Board Meeting Date: _____





Fields 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 transportation costs for all such field trips conducted during school hours will be borne by the district. The following procedures will apply:

Field Trips

- A. Each school will receive a field trip allocation.
- B. The staff member will submit a completed field trip request form to the principal at least two weeks prior to the field trip.
- 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, field trip forms will 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. Faculty must notify school nurse of students planning to attend field trip; nurse to assess students' health conditions and decide if accommodations are needed. Nurse to update and train faculty as appropriate for needed accommodations.
- H. Faculty required to verify presence of needed emergency care plans, rescue mediations and other accommodations needed by students in order for student to participate in trip.
- I. 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. Faculty must notify school nurse of students planning to attend outdoor school; nurse to assess students' health conditions and decide



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. 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 will obtain competitive pricing to assure maximum student participation at the lowest possible cost.

Classification: Encouraged

