

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: Ag DEPT: CTE DATE OF REQUEST: 6/11/26

REQUEST FOR: BUS CAR VAN DATE OF TRIP: 8/8/26 DEPARTURE TIME: 7am

DESTINATION: Wings + Waves Waterpark

ADDRESS: 460 NE Captain Michael King Smith Way, McMinnville, OR

PURPOSE OF TRIP/ITINERARY: Officer team - building / celebration

OVERNIGHT (Yes or No, If YES provide details of location and contact name/number): no

TOTAL STUDENTS: 26 TOTAL SUPERVISORS: 4 TOTAL CHAPERONES (1 to 10 students): 1:6-7
SUPERVISORS/CHAPERONES: Randi + Josh Krieg, two parents

RETURN DATE: 8/8/26 RETURN TIME: 6 pm ROUND TRIP MILEAGE: 288 miles

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: 3160-27-8580-2856 TOTAL COST TO BUILDING BUDGET: \$1584.00

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

REQUESTER SIGNATURE: [Signature] DATE: _____

PRINCIPAL APPROVAL/SIGNATURE: GRANTED | DENIED [Signature] DATE: 6-11-26

TRANSPORT APPROVAL/SIGNATURE: GRANTED | DENIED [Signature] DATE: 6-11-26

* 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

The board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom activities by providing learning experiences in an environment beyond the classroom.

Field trips that take students out of the state except Sherman, Wasco, and Hood River counties, keep students out of the district overnight must be approved in advance by the board. Outdoor education resident school plans will be presented to the board for annual approval. The superintendent has the authority to approve all other field trips.

The superintendent will develop procedures for the operation of a field trip or an outdoor education activity, which will insure that the safety of the student is protected and that parent permission is obtained before the student leaves the school. Each field trip must be integrated with the curriculum and coordinated with classroom activities, which enhance its usefulness. Private vehicles may be used to transport students if approval is obtained in advance from the principal.

No staff member may recruit students for any privately arranged field trip or excursion without board permission.

Cross References:

Board Policy 6625 Private Vehicle Transportation
Board Policy 3520, Student Fees, Fines, Charges

Legal References:

RCW 28A.330.100(5) Additional powers of board
RCW 67.20.020 Parks — Contracts for cooperation
WAC 180-87-090 Improper remunerative conduct

Classification: Encouraged



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



- if accommodations are needed. Nurse to update and train faculty as appropriate for needed accommodations.
- E. 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.
 - F. 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.
 - G. If feasible, parents may opt to have their child participate in daytime activities only.
 - H. Students who do not elect to attend engage in meaningful learning experiences at school.
 - I. Students must purchase accident insurance or have family accident insurance.
 - J. 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 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 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.
- F. 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.

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. 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

