

# 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

- 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.
- After approval by the principal, the proposal should be submitted to the superintendent at least one week prior to the board meeting.
- The staff member should attend the board meeting to answer any questions the board may have.
- 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.
- 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.
- 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: 3/12/25

REQUEST FOR: BUS ☐ CAR ☐ VAN ☒ DATE OF TRIP: 4/11-4/12 DEPARTURE TIME: 6:00pm

DESTINATION: Science and Math Institute Environmental Learning Center  
located next to the Point Defiance Zoo

ADDRESS: Five Mile Drive, Tacoma WA

PURPOSE OF TRIP/ITINERARY: State FFA Veterinary Science Competition

OVERNIGHT (Yes or No, If YES provide details of location and contact name/number): Yes,  
Will stay at State Block hotel near Pt. Defiance Zoo.

TOTAL STUDENTS: 5 TOTAL SUPERVISORS: 1 TOTAL CHAPERONES (1 to 10 students): 1  
SUPERVISORS/CHAPERONES: Joshua Krieg

RETURN DATE: 3/12/25 RETURN TIME: 7:00pm ROUND TRIP MILEAGE: 466

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

\*Will use CTE Vehicle

### 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: CTE TOTAL COST TO BUILDING BUDGET: CTE

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

REQUESTER SIGNATURE: [Signature] DATE: 3/12/25

PRINCIPAL APPROVAL/SIGNATURE: GRANTED ☒ DENIED ☐ [Signature] DATE: 3/12/25

TRANSPORT APPROVAL/SIGNATURE: GRANTED ☒ DENIED ☐ [Signature] DATE: 3/12/25

\* 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

## 2025 Vet Science CDE Update

1 message

Lisa Baser <lisa@washingtonffa.org>

Sun, Sep 29, 2024 at 12:22 PM

Cc: WAFFA VetSci <vetsci@washingtonffa.org>

Bcc: josh.krieg@gsd404.org

All,

Please see the message below from our Vet Science Coordinators for the 2025 Event. Please let me know if you have any questions!

Hi esteemed advisors and coaches,

We hope your school year is starting off strong and we know a number of you are preparing teams to go to nationals - good luck! As we look forward to the state Veterinary Science CDE we wanted to get everyone prepared for some significant changes to the contest that will be implemented this Spring (2025). The goal of these changes is to 1) have a wider net to cast for judges so that students can move through the contest efficiently, 2) improve the real-world practicality and applicability of the contest, and 3) align closer to the national contest format. As with any change, we expect growing pains, some anxiety, and questions. Below, we've outlined contest changes and the general format of the event, as well as the 6 practicums that can be used this year for the state contest.

1) The contest will be hosted at the Science and Math Institute Environmental Learning Center located next to Point Defiance Zoo and Aquarium in Tacoma, WA on April 11th. Thanks to Jason Bullock for fostering this new partnership! We will start at 8 AM and plan to end around 5:30 PM. Details about parking, lunch options, and an official schedule will be announced as we get closer. We understand this may interfere with a number of school's Spring break and apologize for this inconvenience, but there's only so many dates in the busy WAFFA schedule to choose from :)

2) Team Activity - Theme will be announced once the National FFA announces their theme for Fall 2025, expect this around February

3) Practicums - Same as last year, we will have 6 total practicums that we can choose from, but students will only be expected to perform 4 practicums (2 clinical, 2 handling). The practicums will be a surprise until the time of the contest, but each student will be required to perform the same 4 practicums. The 6 potential practicums are:

- Restraint of the cat for jugular venipuncture (Handling)
- Placing a Tail Tie (Handling)
- Snare Restraint of the pig (Handling)
- Administering Ophthalmic Medication (Clinical)
- Filling a Syringe for Injection (Clinical)
- Administering an Intramuscular injection (Clinical)

4) Contest Format - We will be switching to a case-based model. In this model each student will complete 4 rotations and will be in the same rotation as their entire team at all times. Rotation 1 will be the team activity prep and presentation. Rotation 2-4 will each be an individual case. Each case will include knowledge questions (16-20 per case), math questions (10 per case), and ID questions (16-20 per case), and up to 2 practicums. At the beginning of each rotation, the students will be given a packet with all the questions for that rotation and either a Scantron or Judging Card (TBD). Each rotation will last 80 minutes. As an example, if a case was a dog spay, we may ask a knowledge question about what the scientific term for a spay is called (Knowledge), what position the name of the position the dog is placed for in surgery if it is laying on it's back (Knowledge), ask them to calculate a drug dosage for a pain medication (Math), ask them how many pills need to be sent home to fulfill a prescription for pain medications to go home (Math), ask them to identify a spay hook in a group of four

instruments (ID), identify an IV catheter (ID), etc. These questions will follow a similar structure to the exams in the past, so studying past exams will still be helpful, we're just taking the tests, splitting them up, and incorporating them into individual cases. All questions will still be multiple choice, we will be using the same resources to formulate questions, and students will still be given the conversion they need for math questions in the question itself (EXCEPT FOR METRIC CONVERSIONS [e.g. mL to L, cm to mm, kg to g, etc.], which students are expected to have memorized). Students will have areas to sit to work on these questions, ID stations will be set up to filter through as they want to (hopefully alleviating the overcrowding of the ID rooms), and we will be filtering students through the practicums as judges are available. 2 of these rotations will occur before lunch, 2 of these rotations will occur after lunch. Clear as mud?

5) Jason is working on opportunities to partner with PDZA (likely a presentation for students while coaches are in score review, potentially group rates for tickets for the day before or day after the contest) - stay tuned for updates on this front! There will NOT be time for students to spend any time in the zoo on the day of the contest and NO ONE is allowed to go from the SAMI to the zoo without paying admission to the zoo.

6) Caitlin Kline has decided she likes us so she is Co- Coordinating again this year. THANKS CAITLIN! Please reply to both of us with questions and we can help clear up any questions or confusion! We look forward to seeing you all in April and making this the BEST CONTEST YET!

-Megan Cihak and Caitlin Kline

## Lisa Baser

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