

INSTRUCTION

Field Trips, Excursions, and Outdoor Education

Field trips and co-curricular activity trips are defined as travel away from school premises, under the supervision of a teacher, advisor, or coach, for the purpose of affording students a direct learning experience. The following procedures shall apply:

Field Trips and Co-Curricular Activities

1. The staff member responsible for the trip shall determine/arrange for financial resources prior to planning a field trip or co-curricular activity trip.
2. The staff member shall submit a completed field trip packet to the principal at least four weeks prior to the field trip or co-curricular activity trip. After approval by the principal, if the request takes students overnight or out of the state, the proposal shall be submitted to the Superintendent at least 14 days prior to the Board Meeting. A designated staff member shall attend the Board Meeting to answer any questions the Board may have.
3. The staff member shall contact the site to make specific arrangements for the field trip or co-curricular activity trip so that the desired activity can be coordinated with the classroom studies or co-curricular program.
4. The staff member shall be responsible for securing additional adult supervision for the trip (one adult to a maximum of ten students). The principal must approve any exception to this ratio.
5. If private vehicles are used, field trip forms shall be completed which acknowledge the name of the driver of each vehicle to be used. The driver's personal liability insurance policy will provide the primary coverage. Each driver shall complete insurance information forms included in the field trip packet. Each driver must comply with all District regulations related to transporting students.
6. Each student participating in a field trip or co-curricular activity trip must first return a permission slip signed by his/her parent or guardian indicating his or her awareness of the pertinent information related to the field trip. Parents shall be informed if private vehicles are to be used for the field trip or co-curricular activity trip.
7. Staff members are encouraged to send a letter of appreciation to the site host upon completion of the field trip or co-curricular activity trip.

8. Students who do not elect to attend a field trip held during instructional time shall engage in learning experiences at school which are relevant to the goals of the off-site learning activity.
9. If feasible, parents may opt to have their child participate in daytime activities only.
10. Students who are unable to pay the fee for the optional activity may be granted a waiver if they meet the federal free and reduced priced lunch guidelines. Students shall not be charged a fee for required activities.
11. Staff members who participate in taking students on national or international trips sponsored by a travel organization and for which the employee is gaining some type of remuneration (i.e., travel, lodging, expenses, stipend, etc.) from a source other than the Central Kitsap School District, are not sponsored by the Central Kitsap School District. Sponsors and participants are not agents of Central Kitsap School District, and are understood not to be acting as its employees. The following guidelines apply:
 - a. Employees must make clear to students and parents that they are not representing the School District in this activity.
 - b. Employees must inform participants that District insurance may not apply.
 - c. Use of the District name, logo, letterhead, or other materials in promoting or advertising the trip are not permitted.
 - d. Communication with students and parents should occur off District premises, unless permission (i.e., distribute brochures) has been received from the building principal to communicate on District premises.
 - e. If using school facilities for meetings, a building use form from Community Schools must be completed.
 - f. The District will not grant permission for students or staff to be involved in this type of trip during instructional time.

Revised: May 10, 1995

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