

Procedure 2320P
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

Field Trips

- A. The staff member shall submit a completed field trip request form to the principal at least two weeks prior to the field trip.
- B. The staff member shall contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies.
- C. The staff member shall be responsible for securing additional adult supervision for the trip (one adult to a maximum of ten students).
- D. Each student participating in a field trip must first return a permission slip signed by his/her parent/guardian. Parents/guardians shall be informed if private vehicles are to be used for the field trip.

Overnight Field Trips – In addition to requirements for field trips, overnight field trips require:

- 1. 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.
- 2. After approval by the principal, the proposal should be submitted to the superintendent at least one week prior to the board meeting.
- 3. The staff member should attend the board meeting to answer any questions the board may have.
- 4. After approval by the board, a written description of the overnight field trip shall be sent to the parents/guardians. All such field trips are optional. Parent/guardian permission is required.

Policy 2320P Addendum

STUDENT TRAVEL

Purposeful, well-organized and properly supervised travel experiences enable students to discover new worlds, stimulate interest in further learning, increase cultural awareness, bring historical events to life, provide first-hand experiences with scientific and environmental topics, develop self-assurance, enhance language skills and solidify an appreciation of the American way of life.

Specific guidelines and administrative procedures shall be developed in order to screen, approve, and evaluate student travel. Such procedures also shall serve to assure that all reasonable steps are taken for the safety of the participants, as well as to establish the highest educational value possible.

Approval of international travel will be subject to 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. No district sponsored international travel will be approved to any country if a travel warning is in effect. District administration has the authority and obligation to change the provisions of this policy at any time.

Only trip sponsors and students may participate in District-authorized travel programs. The recommended ratio of teacher to students is one to ten. It is the District's intent to authorize trips that are primarily for its students. The purpose of this policy is to enable individuals to establish educationally sound student travel experiences that are directly associated with specific instructional programs.

Employees transporting students in private vehicles must have liability insurance and student participants must show proof of medical insurance. Trip cancellation insurance is optional for non-district funded travel.

The request for approval of district overnight student travel to international locations must be given to the Principal at least **three months** before the date of the trip and before any fundraising begins or deposits are placed for the trip. All requests for both single and multi-school trips shall be approved by the Principal and the Superintendent. All approved forms and trip records shall be kept on file at the school. Sponsors shall obtain competitive pricing to assure maximum student participation at the lowest possible cost.

The request for approval of district overnight student travel to domestic locations must be given to the principal at least thirty days before the date of the trip. All requests for both single and multi-school trips shall be approved by the Principal and the Superintendent's designee. All approved forms and trip records shall be kept on file at the school. The thirty-day time requirement is waived when a team or student participating in a competitive activity advances to the next level of competition and there is less than thirty days available for notification. In this case approval should be sought as soon as the competition date is known.

Either no sponsor may receive additional pay from the District or an outside entity for the time involved in non-district funded student travel activities. Substitute teacher fees will be included in the cost of the students' trip if a substitute teacher is required for a teacher's classroom absence during the school year. Group fundraising money will not be returned to individual students.

Credit for student travel shall be limited to approved courses, study abroad, and Washington D.C. "Close-Up" trips. Credit shall be based upon accreditation standards and District policy for awarding of credit. Any credit agreement shall be in writing in order to assure mutual understanding.

Nothing contained herein is intended to encourage or prohibit any District employees from conducting their own personal travel programs or trips, which may include District students, provided that such travel programs or trips shall be the sole responsibility of the said District employees and further that participation of said District employees in such personal travel programs or trips shall not be within the course and scope of their employment with the District nor otherwise considered to be during the performance of their duties to the District. Refer to district exhibit 2320E-7.

2320 A
2320 B
2320 C
2320 D

Parent Guardian Release Agreement

2320 A

STUDENT TRAVEL

updated 11.9.11

**Orcas Island School District #137
Request for Approval of District International/Domestic Overnight Student Travel**

School: _____

Sponsor(s): _____

Destination: _____

Date of trip: _____

Date: _____

EDUCATIONAL ASPECTS

Does the proposed trip enhance/supplement District curriculum? ____yes ____ no

Is class credit involved? ____ yes ____ no If yes, enclose **explanation of educational objectives.**

SPECIFIC DATA

Number of Student Participants: District _____ Non-District _____

ATTACH A LIST OF NAMES OF DISTRICT PARTICIPANTS

Total Student Participants: _____

Total Teacher/Sponsor Participants: _____

Number of sponsors _____ , expenses to be included with students.

Number of sponsors _____ , expenses to be paid individually.

How many days will students be out of school? _____

Number of substitute teacher days required for this trip: _____

If other schools are involved, please identify: _____

The estimated cost of the trip per student is \$ _____

ATTACH DOCUMENTS AS REQUIRED FROM DISTRICT EXHIBIT 2320E-1.

ATTESTATION OF SPONSOR(S)

I will not accept any honorarium, fee or payment (other than direct trip expenses) for my participation or for any student's participation in this travel program. I will adhere to all District policies. I have read and am familiar with Policy 2320, Summary 2320R, Exhibit 2320E-1 through Exhibit 2320E-6.

Sponsor's Signature

Date

Superintendent's Signature

Date

Form 2320 B

STUDENT TRAVEL

Orcas Island School District #137
Domestic/International Overnight
Extended Student Travel Acknowledgement of Responsibilities

As a participant in _____ (name of activity), which will take place from _____ to _____ (dates), I acknowledge having read and agree to abide by the Orcas Island School District #137 Code of Conduct document.

The responsibilities of every student are:

- To help maintain an overall atmosphere conducive to learning and to respect the principle that no student shall engage in any activity which disrupts or shows clear and convincing evidence of threatening to interfere with the public or private rights of others.
To respect property, caring for it and protecting it from theft, at the same time respecting the individual property of staff and students in the same manner.
To promote the physical safety and personal security of others, exercising in this pursuit a high degree of self-discipline.
To personally refrain and discourage others from possessing or transmitting any kind of weapon.
To refrain from using, possessing, buying or selling alcohol and narcotics or other dangerous drugs.
To practice and encourage honesty in academic work and in all other transactions.
To respect the staff by obeying all reasonable requests with equanimity and avoiding the use of profanity or obscene gestures.

In addition, I will further strive to be friendly to all members of the group, accept the will of the majority whenever a matter of choice presents itself, and accept the suggestions and recommendations of the leaders in all matters relating to the program or my personal conduct.

I also agree that the activity sponsor reserves the right to terminate my participation for failure to maintain these standards of conduct. If my participation is terminated, I agree to pay all expenses incurred upon returning home.

I further agree that:

- I will take part in all program activities, including meals.
I will honor the curfew established by the sponsor.
I will advise my sponsor of my whereabouts at all time and never leave the group without being accompanied by other students or sponsors.
I will not operate a motorized vehicle during the course of the activity unless specifically authorized prior to departure, in accordance with District Exhibit 2320E Staff/Parent/Student Driver Authorization.
I will carry ID, or if international travel a copy of my passport, at all time. Additionally, I will carry information provided by the sponsors with the name of hotel accommodations, the address of the nearest American Embassy and any schedule restriction or off-limit areas that may apply.

Participant Signature

Date

Parent/Guardian Signature

Date

Orcas Island School District
Eastsound, WA 98245

Updated 11.9.11

Form 2320 C

STUDENT TRAVEL

Adopted: September 2005

Orcas Island School District #137
International/Domestic Overnight Travel
Parent/Guardian Authorization for a Student to be Transported by Private Vehicle

If Private vehicles will not be used on this trip, the sponsor must sign here.

Sponsor's Signature

Date

If private vehicles will be used on this trip, please fill out the information below.

STUDENT'S NAME: _____

SCHOOL: _____

DATES STUDENTS WILL BE TRANSPORTED BY PRIVATE VEHICLE: _____

ACTIVITY/DESTINATION: _____

Any licensed driver 17 years or older may be authorized to drive participating students during an approved International/Domestic Overnight Travel provided the vehicle driven meets the conditions outlined below:

- 1. The vehicle to be driven will be in good operating condition.
2. The vehicle has liability insurance coverage which meets the minimum standards of the Washington Financial Responsibility Law.
3. The number of passengers carried shall not exceed the capacity of the vehicle. Vehicle capacity shall not exceed nine passengers.
4. All students must wear seat belts. No students, under 12, may ride in the front seat of a vehicle with air bags, and all students weighing under 40 pounds must ride in the back seat of the vehicle in an approved booster seat.

The following driver(s) have been authorized to transport students by private vehicle on the date(s) listed above:

Principal's Signature

Date

I am aware that my child will be transported by private vehicle during an approved International/Domestic Overnight Student Travel. The driver(s) are 17 years of age or older, have been authorized by the principal to have a valid driver's license and meet the conditions as outlined above. Driver's license and insurance information is confidential and will be kept on file with the principal.

Parent/Guardian Signature

Date

Form 2320 D

STUDENT TRAVEL

updated 11.9.11

Orcas Island School District #137
Domestic/International Overnight
Travel Emergency Form

I, _____, being the parent or legal guardian of _____, give my consent for emergency medical and surgical treatment in a licensed hospital by a licensed physician should his or her condition require it in my absence. I understand that in such a case, reasonable attempts would first be made to contact me, time and conditions permitting.

As long as the medical or surgical treatment considered necessary in the situation is in accordance with generally accepted standards of medical practice for the particular type of injury or illness involved, I impose no specific prohibitions regarding treatment unless stated here (if none, so state).

In consideration for my daughter/son going on the _____ trip, I hereby release Orcas Island School District #137 and its personnel from any legal claim arising from the administration of medication and the administration of emergency medical treatment:

Verification of medical insurance: Include a copy of insurance card (must show name and policy number).

If a student does not have medical insurance, sponsor must contact the Washington Risk Management Pool to purchase a trip policy.

This authorization is for the time period beginning _____ and ending _____.

Signature of Parent

Date

Orcas Island School District #137 Parent/Guardian Release Agreement

Extended Travel Program

Name of Sponsor

The student whose signature(s) appears below desires to participate in the above Extended Travel Program. In consideration of the Orcas Island School District #137 (OISD) accepting the student in the Extended Travel Program, the undersigned student and his/her parent or guardian acknowledge and agree as follows:

1. The Extended Travel Program will take place away from school district property, may involve transportation provided by common carriers or other non-school provided means, overnight stays in hotels, motels, or other non-school district facilities, and may involve activities beyond the scope of traditional school functions conducted on OISD property.
2. The student's participation in the Extended Travel Program is entirely voluntary and that by undertaking to have the student participate in the Extended Travel Program, the undersigned parties expressly acknowledge that such participation potentially involves risks and obligations that are impossible to predict but which are beyond the scope of those normally associated with traditional school functions conducted on OISD property. These may include, but are not limited to, the risk of loss or damage to personal property, the risk of sickness, personal injury or death while participating in the Extended Travel Program and the obligation for payment of fees and costs associated with the Extended Travel Program. Since September 11, 2001, the risks also involve the potential for actual or threatened terrorist acts. Such acts may include, without limitation, risks of personal injury, illness, death and the loss of or damage to personal property. The risks also include that the trip may be canceled, altered or terminated early because of actual or threatened terrorist acts. In such cases, fees and expenses may not be refunded depending upon the policies of the trip organizing company and individual travel, accommodation and activity providers. Please note that trip cancellation insurance is optional.
3. The undersigned parties exempt and release Orcas Island School District #137 its directors, officers, agents, employees, teachers, and schools from any and all liability, claims, demands, actions or causes of action whatsoever arising out of any damage, loss, injury or death, except where the School District would otherwise be liable for such damage, loss, injury, or death under law. By signing below, the student and parent(s)/guardian(s) agree to assume all risks associated in any way whatsoever with the extended travel program. The scope of this Release and assumption of risk includes, but is not limited to:
 - a. Any and all claims of whatever nature for any injury, loss or both caused by any vehicle or services, strikes, war, terrorist act or threat of terrorist act, weather, sickness, quarantine, government restrictions, advisories or regulations, or from any act or omission of

any airline, railroad, bus transportation, sightseeing, hotel, foreign family, or any other service or transporting company, firm, individual or agency, or for any other cause whatsoever in connection therewith.

- b. Any injury regardless of nature or cause, whether resulting or not in death, to the participant of the undersigned, whether alone or in association with others.
- c. Any damage or injury regardless of nature or cause to property of the undersigned or his/her participant, whether real, personal, or mixed.
- d. Any financial or other obligations incurred by the undersigned or his/her participant during the program, including without limitation obligations or liabilities incurred in any country in which the program is conducted.
- e. Any taking, publishing, or otherwise using photographs or films of the participant or the undersigned, either alone or with others, during the course of the program as may be deemed acceptable by OISD.

It is expressly understood that all such potential losses, damage, injury or death are not known and cannot be determined as of the date of this Agreement, but it is the express intent of the undersigned parties that this Release and assumption of risk apply to any and all such unknown damage, loss, injury, or death.

- 4. The undersigned parties agree to pay all applicable costs, expenses, and fees arising out of the student's participation in the Extended Travel Program, and further agree to indemnify and hold harmless Orcas Island School District #137, its officers, agents, employees, teachers, and schools, against any claims for such costs, expenses and fees. By signing below, the student and parent(s)/guardian(s) expressly understand and agree that such costs, expenses and fees may not be refunded if the extended travel program is canceled, altered or terminated early based upon future circumstances or events, including without limitation, government advisories regarding travel, actual or threatened terrorist acts and other circumstances which may affect the health, safety and welfare of participants.
- 5. During the Extended Travel Program, Orcas Island School District #137 shall have full authority to take whatever action it deems reasonably necessary to safeguard the health, safety, and well-being of the participating student, which expressly includes but is not limited to, authorization to secure medical treatment for the participating student, or in the discretion of OISD, to return the participating student to his/her home.
- 6. The student's participation in the Extended Travel Program may be terminated for the student's failure to abide by Orcas Island School District #137 Students Responsibilities and Rights Policy, for failure of the student to abide by the instructions of his/her teacher guide during the Program, or for failure to make timely payment of all fees and expenses. If the

termination occurs during the program, the undersigned parent/guardian agrees to bear all costs associated with the student's return home. When it is necessary to return a student home, the sponsoring teacher, or staff member, will personally notify a parent/guardian or emergency contact.

7. Students may also be subject to disciplinary action pursuant to School District policy for their failure to abide by the students rights and responsibilities policy and any rules set forth by the teacher and chaperones on the trip.
8. Orcas Island School District #137 reserves the right to alter or change the itinerary or to adjust program costs to reflect changes in exchange rates, in fuel costs, or in extraordinary inflation overseas.
9. Orcas Island School District #137 also reserves the right to cancel the program due to insufficient participation or to other circumstances. Where the program is canceled, all monies may be refunded, with the exception of application fees, as specified by the sponsoring agency. As set forth above, if the trip is canceled based on outside circumstances or events, including, without limitation, government advisories regarding travel, actual or threatened terrorist acts, and other circumstances which could affect the health, safety or welfare of participants, monies may or may not be refunded, depending on the policies of the trip organizing company, travel, accommodation and activities providers.
10. Any earnest money deposit does not imply, in any manner, acceptance of a student to the travel program.
11. The undersigned as the responsible parent/guardian, agrees to inform the sponsoring teacher of any history of mental/physical/emotional or behavioral issues of the student that could affect the general welfare of him/her and/or the group prior to the stated date of acceptance or denial to participate in the travel activity.

We have thoroughly read and understand the statements and conditions stated herein and agree to the terms of the Agreement, as noted by my/our signature(s), as follows:

Parent(s)/Guardian(s) Signature

Date

Student Signature

Date

Sponsor Signature

Date