Reward/Celebration and Activity Field Trips

Activity field trips such as those designed for clubs, student government, pep squads, intramural sports, other district-sponsored competitions, etc., not covered as a WIAA or Narrows League activity are subject to this regulation as well as all procedures set out in Sections I., III., and IV. of Regulation 2320.1.

Field trips used as a reward, incentive, or as a celebration for large groups, small groups or individual students are subject to this regulation as well as all procedures set out in Sections I., III., and IV. of Regulation 2320.1.

Any student participation in field trips used as a reward, incentive, or as a celebration should be limited in duration and frequency in order to avoid a significant loss of instructional time.

Each reward/celebration or activity field trip requires a signed Parent/Guardian Consent Form for Reward/Celebration and Activity Field Trips.

Following the field trip, a copy of the proper Reward/Celebration and Activity Field Trip Request Form and all permission slips will remain in the school office or designated area for a minimum of three years. If an accident or incident occurs during the trip, all forms should remain on file indefinitely.

The building administrator/principal has the responsibility to carry out or cause to carry out the provisions of this regulation.

Any variations from this regulation, or any interpretation, should be cleared with the appropriate level assistant superintendent.

The following procedures shall be followed when requesting authorization for reward/celebration field trips:

A. The staff member proposing the field trip will meet with the building administrator/principal sufficiently ahead of the event to accomplish the necessary planning. The principal’s tentative approval must be obtained before any discussion is held with students or parents and prior to any public announcement.

B. When reviewing the proposal with the building administrator/principal, the staff member will do the following:

   1. Indicate how the individual, class, or group will be adequately prepared to represent the school and the district, and ensure that a district staff member will accompany the individual, class or group throughout the activity.
2. Discuss efforts to accommodate low-income students and show that the cost will not cause undue pressure or hardship on the individual student, parents, community, or on other school activities.

3. Plan necessary financial arrangements. Fund-raising activities must be conducted in accordance with district policies (Policies 3520, 3530 and the accompanying regulations).

4. Review safety hazards at the location.

5. Plan for adequate transportation.

6. Plan for competent/responsible supervision of the activity.

7. Plan procedures for responding to emergencies.

8. Plan for insurance coverage

9. Complete and submit to the building administrator/principal the appropriate (local or extended) Reward/Celebration and Activity Field Trip Request Form in a timely manner.

10. Determine whether students who will participate in a large group reward/celebration field trip have already participated in a reward/celebration field trip during the present school year and if so, how much instructional time has been lost.

C. When all plans are completed, the staff member shall meet with the building administrator/principal. The building administrator/principal shall determine if all requirements have been met and approve or disapprove the proposal.

1. If the approved trip is less than 50 miles and does not require an overnight stay, the building administrator's/principal's signature on the Local Reward/Celebration and activity Field Trip Request Form is the final requirement.

2. If the field trip is in the state of Washington and is over 50 miles and/or requires an overnight stay, the Extended Reward/Celebration and Activity Field Trip Request Form shall be submitted to the appropriate level assistant superintendent for final approval. Note: Portland, Oregon is considered an in-state field trip.

3. If the trip is out-of-state or out-of-the-country, the Extended Reward/Celebration and Activity Field Trip Request Form shall be submitted to the appropriate level assistant superintendent for monitoring purposes and then to the board of directors for final approval.

The appropriate forms for all out-of-state field trips requiring board approval must be submitted to the appropriate level assistant superintendent at least one full month prior to the trip. All out-of-country field trips must be approved during the school year prior to the trip.

D. Upon approval by the appropriate administrator, or board of directors, the staff member in charge will do the following:

1. Carry out the plans as arranged in Item B.

2. Inform parents or guardians in writing of activities, goals and objectives and costs of the proposed field trip and issue permission slips in advance using the
Reward/Celebration and Activity Field Trip Information Form, and the Parent/Guardian Consent Form for Reward/Celebration Field Trips.
3. Obtain in writing parent or legal guardian permission for each participant. Permission slips will be placed on file in the building prior to departing on the trip.
4. Complete and submit district form, Request for Released Time for Regular Staff, if appropriate.
5. Obtain clear directions to and from the field trip site.
6. Take along on all trips copies of any permission forms indicating a specific medical problem.
7. Ensure that a first aid kit is readily available at all times.

E. The board of directors, superintendent, school district administration, building administrator/principal, or the teacher in consultation with an administrator, may cancel a field trip at any time.

Approved 10/31/01