Introduction

Field trips are defined as travel away from school premises, under the supervision of staff members, for the purpose of affording students experiences not available on the school site. Any activity that takes the student off school grounds and away from the school where the student is registered is a field trip. This would include neighborhood walks and visits to other district schools.

The superintendent or designee reserves the right to cancel or revoke sponsorship of any field trip if deemed to be in the best interest of students. Adequate pre-planning is required to cover any financial burden incurred as a result of the district’s cancellation of a trip. Reasons that a trip may be cancelled or sponsorship revoked include, but are not limited to, elevation in national security status, health alerts, or terrorism.

Types of field trips:
- Day field trips
- Recurring field trips (same activity over and over on a regular basis such as choir or sports)
  - Field trips with special hazards (high risk)
    - Near water or involving swimming or boating
    - In remote locations/hiking
    - Involving animals (farms, zoos, riding animals, etc.)
    - Outdoor education
      - Extended field trips, overnight field trips, or out of area (over 50 miles)
- International (foreign) field trips

If field trips are conducted during school time, students who do not participate for any reason shall engage in meaningful experiences at school. Students have the right to attend authorized school sponsored field trips and are expected to make up any work missed. Field trips during educational time may not be used as a reward for fundraising.

These procedures supplement the school district’s related policies.

Policy 2320 Education Field Trips and Outdoor Education
   Procedure 2320 Field Trips

Policy 6625 Private Vehicle Transportation
   Procedure 6625 Private Vehicle Transportation
School Sponsored or Non-School Sponsored

School districts are held responsible for all school-sponsored events. It is important to decide if a field trip is school-sponsored. Field trips should not be co-sponsored as this blurs the lines of liability and responsibility.

DISTRICT SPONSORED

District sponsorship means the school district is responsible for, and must control, the activity. These trips may be general fund or ASB field trips. Associated Student Body Field Trips are directly related to a current ASB organization and approved by the student body.

General Fund Field Trips

The field trip is scheduled as a district function during the school calendar;
The field trip is directly related to the adopted curriculum or a particular course of study and is available only to students currently enrolled in the course;
District employees have planned the activity;
District employees are controlling the event;
District employees are supervising any volunteers or chaperones;
Teachers or staff are responsible for the safety and supervision of the students;
Any money collected or disbursed goes through the district accounting system;
School district staff, acting within the scope of their employment, receive pay from the district during the field trip;
District policies are being followed;
Students are offered alternative options to participation in the field trip if credit or a grade is to be given;
Provisions are made to ensure equal opportunity for all students to participate through low-income waivers or fund raising opportunities.

Associated Student Body Field Trips

The trip is directly related to a current ASB organization and approved by the Student Body.

The district’s general liability coverage protects the district, its employees, and agents (volunteers) in the event of a claim alleging negligence on the part of district staff arising from a school-sponsored trip, subject to specific exclusions and limitations of the coverage agreement. School districts are held responsible for all school-sponsored events.

If the PTA/PTSA, or any other group, agrees to pay for an event that is sponsored by the school district, the PTA/PTSA will donate the money to the school/district, the vendor will be paid through the district’s accounting system, and the district will retain liability coverage.
NON-DISTRICT SPONSORED

If an individual organizes a trip that does not meet the above criteria for district sponsorship, the district will neither approve nor disapprove the trip. All responsibility rests with the individual person and/or travel agency involved. To safeguard the school district from liability, time shall not be taken from instruction to organize or take such trips, no district information or equipment may be used by staff members in planning or promoting such a trip, parents shall be clearly informed that the trip is not sponsored by the school district, and material developed to advertise the trip shall carry a disclaimer that clearly states this is not a school-sponsored field trip. There shall be no relationship between involvement in travel and course grades or credit, and school facility use, promotions, and advertisements are restricted to district regulations for outside organizations including room fees for profit promotions.
Field Trip Considerations and Approvals

Legal Considerations:

Liability
Negligence creates potential liability. Negligence is the failure to use the degree of care that is considered reasonable to protect others from harm. Negligence refers not only acts which cause injury to others but also the failure to act when it is one’s duty to act.

Negligence involves four elements and all four must be present to be considered negligence in a court of law.

1. Duty: an official or reasonable expectation
2. Breach of duty: failure to meet the expected standard of care
3. Proximate cause: the damage resulted from the failure to provide the expected standard of care
4. Damages: a measurement of the harm suffered from the injury or property damage.

Duties:
A school district and its employees, who are its agents, have certain basic duties to help ensure the safety of all students, staff, and volunteers. Those duties are to:

- warn and inform
- provide proper instruction
- condition and equip participants properly
- provide proper supervision
- provide safe facilities
- provide safe equipment
- provide prompt and appropriate post-injury care

When those duties are not fulfilled, the district could be held liable for a student’s injury or property damage.

Approval:

Written approval by the principal/designee is required for all field trips. The Assistant Superintendent must approve all over-night, out-of-state, and foreign field trips. Board approval may be required for outdoor education field trips and is required for all out-of-state and foreign field trips.


Transporting Students

Transportation of students on school sponsored trips should, whenever possible, be by school bus or licensed commercial carrier. Use of private vehicles is discouraged. If it is necessary to use private transportation, regulations as indicated in Policy 6625 must be followed. Each rider must be buckled into a seat belt when private vehicles are used.

Transportation Requirements

Transportation to and from field trips should be provided by one of the following:

a. School bus
   This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained district employees, and using district-owned and operated school buses keeps the money used for transportation in the school district. Complete the district’s Transportation Request form to request a bus. **At least one supervising staff member must ride the bus.**

b. School district owned vehicle
   For smaller groups, such as small clubs and teams, a school van may be the most cost-effective method of providing school transportation. No van will carry more than 7 passengers. According to the law, a van with a rated capacity of more than 10 passengers cannot be used. If the van has a capacity greater than 10, it is considered a “school bus” and must be designed and equipped as such. The staff sponsor or another school district employee must drive the van. **All drivers must have valid Type II training on record.**

c. Charter buses or state licensed common carriers
   If school buses are not available, a recognized charter bus service can be used. The transportation department will determine availability and make proper arrangements. **At least one supervising staff member must ride the bus.**

If necessary:

d. Privately owned vehicle
   The use of private vehicles is not recommended because the school lacks control over private vehicles. Because of the lack of control, the school will need to make every effort to ensure the safety of students riding in private vehicles. It is the responsibility of the person responsible for planning the field trip to ensure:
   - The trip has been authorized by the superintendent or designee.
   - Each student has a completed and signed Informed Consent Form on file.
   - Each driver is at least 21 years old.
   - Each driver has completed the Volunteer Application that gives the district the right to screen as specified in RCW 43.43.830.
   - Each driver has completed the School District Volunteer Driver Checklist (this form checks the above and asks for insurance and driving record information).
Each driver has a completed and signed Approval for the Use of Private Vehicle Form on file.
Each driver has a valid driver’s license and proof of insurance.
The driver understands the vehicle’s liability insurance is primary.
Each passenger wears a seatbelt, safety rules are understood by all drivers, and state laws are followed.
Each driver has been provided with all the relevant field trip information.

Private vehicle drivers should provide proof of vehicle insurance with minimum liability limits of $100,000 per person/$300,000 per accident and $50,000 property damage.

**Transportation Request Procedure**

All requests for district provided or authorized transportation must be approved by the building administrator. Requests should be made as far in advance as possible.

Signed requests should be submitted to the Transportation Department *a minimum of two weeks* prior to the event.

Forms must be filled out completely. Transportation requests will be returned if information is not complete.

The request will be reviewed by Transportation and assigned to Bethel Transportation or arrangements made for charter services. A copy of the approved Transportation Request will be returned to the requester.

The teacher/staff person in charge of the field trip should confirm arrangements with transportation one week prior to the trip.

**Cancellation of a Trip**

Notify Transportation immediately if it is necessary to cancel a scheduled trip. Trips that are not canceled a minimum of 24 hours in advance of a scheduled departure are subject to a two-hour minimum charge.

**Extra Fees**

Extra fees, i.e., parking fees, ferry fees, should be paid by the district employee in charge of the field trip. Drivers do not carry cash.

**After the Trip**

Buses and vans should be cleaned up after the trip. Pick up papers/litter on the floor and items left by the students.
Other Forms of Transportation

Walking
Determine the safest route to and from the school and the place(s) to be visited. When determining a safe route, consider the time of day, lighting, sidewalks, weather conditions, intersections, traffic, neighborhood, and any other factors that could affect student safety. (Check the district’s safe walking routes.) Increased supervision may be needed to keep all students in sight of an adult supervisor.

Air Transportation
When traveling long distances, commercial airlines are often used. (The District’s Risk Management/Safety Officer should approve any air travel other than by commercial airline.) Remember that air travel is traditionally excluded from school district insurance coverage. Additional insurance may be required.

Water Transportation
Transportation on/over water can be provided by boat or ferry. If the vessel is owned and operated by the State of Washington, such as a state ferry, proof of insurance is not required.

Water craft over 26 feet in length: Ensure that the owner/operator of a boat over 26 feet in length has appropriate and adequate liability insurance coverage and provides certificates of insurance prior to utilizing his/her services. Such watercraft is traditionally excluded from school district insurance coverage. If possible, have the company add the school district as an additional insured. The watercraft operator must have a valid USCE license for passenger operation.

City Bus
Transportation by city bus requires closer student supervision and designated money handling procedures.

Train
Railroad liability would be carried by the railroad and would not be a part of the school district’s insurance coverage.

Parent Provided Transportation
To reduce liability to the school district in the event of a loss during the parent provided transportation, school staff should take no role in such arrangements.
Informed consent is a person’s agreement to allow something that is based on a full disclosure of facts needed to make the decision intelligently; i.e., knowledge of risks involved, alternates, etc.”

Informed consent rests on providing enough information about the activity that a person (or, in the case of a minor, his/her parent or guardian) may intelligently exercise his judgment by reasonably balancing the probable risks against the probable benefits.

The school has the duty to inform parents about field trips, outdoor education features, activities that have potential hazards, and to allow their children not to participate. Ensure the information about the trip gives parents a clear picture of the facilities and activities, including any special equipment or clothing needed. For example:

- Outdoor activities in inclement weather may call for a warm coat and a change of clothing.
- Water activities might require sun screen and towels.
- Hiking activities might require gloves, warm coat, boots, and special equipment.

Remember, a signed Parent Permission for Participation form does not release the district from liability in the event of its own negligence, but it should put the parents on notice that the district is not responsible for incidents beyond its control. Include a completed field trip itinerary form with the Parent Permission form.
Student Supervision and Chaperones

All field trip groups shall be under the direction of a district staff member. The staff member in charge shall be immediately available to participants at all times while on the field trip. **At least one adult supervisor must hold a current first aid and CPR card.** Prior to departure, the staff member in charge will confirm that adequate supervision is present as prescribed during the planning stages. The staff member in charge shall be responsible for training and assigning specific duties and responsibilities to chaperones.

Schools may pay for field trip related expenses for chaperones/staff.

**Number of staff and chaperones**

Establish and provide the minimum number of supervisors and the student-to-chaperone ratio, based on the facility to be visited. When determining ratios, keep in mind:
- the age and gender of the students,
- the duration of the trip,
- the nature of the activities,
- any special safety or health considerations.

** The minimum number of chaperones/staff to students is a ratio of 1:10.
** Water-related field trips have a 1:7 chaperones/staff to student ratio.
** If students of both genders are participating in an overnight field trip, providing chaperones of both genders is mandatory.
** Trips where students will be changing clothes or using locker rooms require gender appropriate chaperones.
** If the proposed field trip is a day trip and includes both male and female students, providing chaperones of both genders is strongly encouraged.

*It is important that students are supervised at all times, therefore, you may want to have additional chaperones depending on the activity, age of the students, development and behaviors of students, size of the group, medical needs of students, mode of transportation, location of field trip, and time of year. Do not allow students to explore on their own.*

**Requirements of Chaperones**

All chaperones must:
- Complete the volunteer application form at least **two** weeks prior to the field trip and receive approval by the district,
- Receive training on code of conduct and disciplinary actions,
- Review specific duties of chaperones, and
- Complete the medical emergency and contact information form.
Training for Chaperones
One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not all automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district polices and procedures and their duties and responsibilities. Proper supervision has four basic components:

1. Presence and attentiveness
   a. Being with students at all times and keeping students easily in sight. (If the chaperone cannot see the students, the students are not being properly supervised.)
   b. Not becoming distracted from duties

2. Student behavior monitoring and intervention
   a. Being knowledgeable of and consistently enforcing school rules and policies.
   b. Restricting students from leaving the group, roughhousing, horseplay, or other inappropriate behavior.
   c. Taking appropriate action when rules are not followed or a student is in danger.

3. Hazard surveillance and intervention
   a. Being risk-conscious (prioritizing attention to the areas where accidents are most likely to occur).
   b. Checking the areas visited and appropriately addressing hazards.

4. Responding appropriately to emergencies
   a. Properly handling emergencies to reduce potential injury and damage. This involves having a CPR/first aid certified adult supervisor who is readily accessible on all field trips.

Emergency Procedures
Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and who to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.
Pre-Trip Preparation

**Code of Conduct**
All school and district policies are in effect on field trips and apply to students, chaperones, and staff who will show courtesy and respect toward others at all times; will not possess or use tobacco products; will not consume or possess illegal substances (alcohol, drugs, paraphernalia); and will not use vulgar or obscene language or engage in any acts of lewdness. All rules, including schedules and curfew, will be strictly enforced.

The certificated staff advisor in charge of the field trip will review acceptable standards of conduct with students and chaperones in advance of the trip.

**Pre-Trip Training**
The certificated staff advisor in charge of the field trip should provide students with a pre-trip orientation that includes:
- activities in which the student will participate,
- acceptable areas for the student to enter at the facility,
- special hazards that have been identified,
- an itinerary of the trip,
- a general map of the area,
- the importance of washing hands after activities (especially if handling potentially toxic substances or petting animals),
- the importance of staying with the group,
- what to do if separated from the group,
- procedures for walking in high traffic areas,
- other related information.

**Clothing and Equipment**
Provide special clothing or equipment if needed. If the district will not provide it, notify the parents/guardians in advance that they will be responsible for providing the required clothing or equipment needed by their student for the trip. Check each participant for proper clothing and equipment on the day of the trip to ensure it has been provided.

**Valuables and Money**
Arrange for secure handling of money and possessions. Instruct students not to bring valuables or possessions if not required for the field trip.
One of the duties owed to students is prompt and appropriate emergency medical care. Types of emergencies that can occur on a field trip include:

- medical emergencies, including serious injuries;
- natural disasters, such as inclement weather;
- abduction of a student or a lost or missing student;
- physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)

**Preparing for Emergencies**
Before the trip, review special safety considerations and district emergency policies. At least one adult supervisor must have a current first aid/CPR card.

**Emergency Supplies**
Know what first aid facilities are available at the facility or location being visited. A first aid kit is to be on location for all field trips.

Field trips such as overnight camping, hiking, long biking trips, or other outdoor education experiences may require special emergency equipment particular to the event. Evaluate the availability of emergency services in the area. If required, send appropriate emergency equipment with the group.

**Health and Emergency Contact Information**
Secure complete health (i.e. allergies, medication, etc.) and emergency contact information from the parent before any student is allowed on a field trip. Information should be included on the Parent Permission for Participation Form.

Secure complete health information and emergency contact information on each staff member and chaperone accompanying the field trip.

Ensure appropriate health care is provided by those in charge in exceptional cases such as special education groups. Have staff and chaperones review health information before the trip. This becomes critical if staff and/or students experience health problems during the trip.

**Emergencies**
Provide a method for communication in the event of an emergency (such as a cell phone), and have an alternate method if the primary means doesn’t work.

In any emergency, call 911 or the local emergency number. Be informed of what emergency services are available and how to contact them. In the case of an accident or illness, one adult must remain with the student at all times.
**Emergency Notification**

Building Principal and Superintendent/Designee - Provide staff with phone numbers to use to contact a school administrator on a 24-hour basis.

Parent/Guardian – If possible, each parent should supply two phone numbers. In the case of a severe injury or fatality, allow the school administrator to contact parents/guardians.

Press/News Media – Refer all questions to the district public information officer or superintendent.

**Accident Information**

Student Accident/Injury Forms should be taken on the trip. In the case of an accident, staff members or chaperones should secure names, addresses, and phone numbers of witnesses, and complete an accident report. The permission slip and medical consent form of the injured student shall be filed with the accident report.

**Summary of actions to take when an accident occurs and a student is injured:**

- Always provide assistance. If we err, we should err on the side of caution.
- Summon professional medical attention.
- Report the accident to the staff member in charge.
- Administer first aid as trained.
- Make sure the injured child is always attended by an adult.
- Contact the school administrator and parent(s)/guardian(s) as soon as possible.
- Complete an accident report as soon as possible.
- Get witness statements immediately, as appropriate.

**Do NOT:**

- Move the student (due to the possibility of neck or spinal injury).
- Discuss who will pay for medical care.
- Admit liability.
High Risk Activities

School field trips are an area rife with possibility for liability. Administrators should carefully review and monitor field trip procedures. Although field trips have valuable educational benefits, the off-site situations mean that students are exposed to hazards not present in the usual school environment. Some outdoor activities have inherent risks. Administrators should make a decision to exclude activities that are thrilling but serve no educational objective that cannot be achieved in a safer way.

The district does not have insurance coverage for the following activities:

Air or flight activities
   - Airplane flying, hang gliding, helicopters, hot air balloons, parachuting, and sky diving

Motorized races and contests
   - Auto racing, demolition contests, soapbox and go-cart races, stunting, and tractor pulls

White water rafting and jet skis
   - The use of any raft, tube, or other vessel used for navigating white water streams, and any jet ski or other similar motorized personal water craft designed to carry two or fewer persons

Certain high-risk activities present an unwarranted exposure to loss for the district, even though our insurance pool may cover these activities. The district rarely approves risky recreational activities with little educational value. Principals and teachers should carefully weigh the risks against the benefits when considering an activity. Ask yourself: Is the curriculum objective worth the risk of injury? Is there a safer way to meet the educational objective?
Water Related Activities

Supervision
The scheduling of swimming, boating, or other water-related activities, must be under the direct supervision of an adequate number of certified lifeguards. One chaperone must be a certified lifeguard or there must be a person at the site who is a certified lifeguard or who is certified by training such as WSI or occupation (i.e., fireman, police officer, medic, etc.) to affect a water rescue. The certification is to be documented with the field trip supervisor prior to the field trip.

Safety Equipment
The following lifesaving equipment must be available at the site:
- First aid kit
- Extension pole
- Ring buoy with line
- Blankets
- Whistle
- Cell phone, to be carried by one supervisor, where phones are not easily accessible

Boating
Each student must wear Coast Guard approved lifejackets or Type I approved flotation devices. These will be worn in a properly fastened manner at all times during the activity. Additionally, each craft shall have a paddle, bailer, and whistle for each person. Appropriate flotation devices and a spare paddle will also be in the boat.

When students are in a boat not considered public transportation, such as the Washington State Ferry System, the district’s liability insurance does NOT provide coverage. Prior to making any plans for a boating field trip, staff must get approval from the district risk management office.
Overnight or Out-of-State Field Trips and Outdoor Education

The Coeur d’Alene, Idaho, area and areas within a fifty mile radius of Portland, Oregon, are not considered out-of-state.

Field trips, excursions, and outdoor education are a part of student education in many districts. As these events are out of the ordinary, school field trips are an area rife with possibilities for liability. The off-site situations mean that students are exposed to hazards not present in the usual school environment, and staff members can more easily lose control of the students. Therefore, additional safeguards must be used for the protection of students.

**Approval**

All one-day field trip procedures apply except that the Preliminary Approval Form should be submitted to the principal a minimum of six weeks prior to the trip.

In addition to the general requirements, the superintendent/designee must approve all out-of-state, overnight, and outdoor education field trips. The Board of Directors must approve all out-of-state trips and may need to approve outdoor education field trips. The exception would be Board Approval for out-of-state field trips involving high school extra-curricular groups that are involved in state-sanctioned playoffs, meetings, etc., that are announced with notice too short to be scheduled for the next regular board meeting. Approval by the Assistant Superintendent is still required and review by risk management is recommended. The request should be submitted to the assistant superintendent’s office a minimum of four weeks prior to the trip.

**Contact Review**

The district purchasing office shall review facility use contracts for prejudicial language that may be to the district’s disadvantage. Contracts are to be signed by administrators only.

**Insurance**

Many sites will request proof of insurance or evidence of coverage. Contact the Risk Management office for an evidence of coverage letter.

Proof of insurance for students in order to be able to participate in the field trip is highly recommended.

**Student Rules**

The district’s code of conduct rules apply on field trips. There should be a pre-established curfew time, generally no later than midnight for students and chaperones, with a room check/bed check conducted at that time. At least one staff advisor or chaperone should be with, or accessible to, students at all times. Students are expected to “obey a reasonable request” by staff advisors or chaperones at any time.
International Field Trip Information

Since September 11, 2001, the School Board has elected not to sponsor international travel as a field trip activity. The section on International Field trips will be reinstated if the board reverses their decision.
International Field Trip Information

Sponsorship
The only field trips the board will consider for sponsorship are trips that are organized through a sponsoring organization, such as German American Partnership, and trips to cities with a sister-city relationship. This automatically transfers many of the risks and liabilities to that sponsoring organization.

The sponsoring organization has experience in the preparation, planning, and participation in out-of-country activities. It is versed in the potential “pitfalls” that can result in injuries, accidents, and travel delays and discomforts. The sponsoring organization:
- Should have secured protection from such risks by purchasing insurance coverage for the activity and students.
- Should have developed screening processes for host families, housing and travel providers, and for agencies used for other services.
- May have connections that provide valuable assistance in making the foreign trip an enjoyable experience.

Guidelines for Planning
A plan should be submitted for approval to the principal a minimum of six months prior to the trip.

The Assistant Superintendent, Board of Directors, and Risk Management must approve international field trips. The request should be submitted to the Assistant Superintendent’s office a minimum of four months prior to the trip.

Transportation
Prior to taking a vehicle into, or renting a vehicle in, a foreign country, information must be obtained related to automobile insurance requirements. Arrangements must be made in advance to purchase proper automobile coverage. Confirmation of a minimum of $1 million in liability coverage must be obtained prior to use of chartered carriers.

Insurance
Foreign general liability coverage is required to ensure protection if a third party is harmed or allegedly harmed in a foreign country.

Proof of insurance for students in order to be able to participate in the field trip is highly recommended.

Informed Consent
Discuss the purpose of the trip and its relation to curriculum or school activity with parents in writing or verbally through group meetings. Keep records of the dates of meetings, the names of participants in attendance, and handouts/information shared. Discuss budget and fund raising, and other field trip rules and requirements.
Provide information about traveling in a foreign country. Discuss safety risks of the country being visited. Ensure that students and chaperones have proper immunizations, identification (passports, visas, etc.) and knowledge of the laws specific to the country being visited regarding drugs and prescription medication. Check with the local Consulate’s office of the country for specific requirements of visitors to that country. You can also check the State Department’s website at http://travel.state.gov/travel_warnings.html.

Advise non-US citizens to determine their immigration status before entering a foreign country and to take appropriate credentials with them. Require all students to take appropriate identification.
EDUCATIONAL FIELD TRIPS 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 of the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. Parental permission must be obtained before the student leaves the schoolgrounds. Distant trips should not be approved if there is a similar field trip site closer to the school.

Field trips which take students out of the state, other than Coeur d’Alene, Idaho, or within a 50-mile radius of Portland, Oregon, must be approved in advance by the board. Outdoor education field trips shall be presented to the superintendent or designee and may require approval in advance by the board. The superintendent has the authority to approve all other field trips.

The superintendent or designee shall develop procedures for the operation of a field trip or an outdoor education activity which shall insure that the safety of the student shall be 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 relevance. Use of private vehicles is discouraged and may be used to transport students only if approval is obtained in advance from the principal.

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

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Bethel School District #403
FIELD TRIPS

Field trips are defined as travel away from school premises, under the supervision of staff members, for the purpose of affording students experiences not available on the school site.

The superintendent or designee reserves the right to cancel or revoke sponsorship of any field trip if it is deemed to not be in the best interests of students. Adequate pre-planning is required to cover any financial burden incurred as a result of the district’s cancellation of a trip. Examples of reasons a trip may be cancelled or sponsorship revoked include, but are not limited to, lack of funding, an increase in national security status, health alerts or terrorism.

DISTRICT SPONSORSHIP
If the field trip is District sponsored, then the school district is responsible for and must control the activity. Field trips that conform to the following criteria are eligible for district sponsorship and shall comply with the guidelines appropriate to the planned activity:

GENERAL FUND
Activity is scheduled as a District function during the school calendar.
Trip is directly related to the adopted curriculum or a particular course of study and is available only to students currently enrolled in the course.
Teachers or staff are responsible for the safety and supervision of the students.
School district staff, acting within the scope of their employment, receive their pay from the district during the field trip.

ASSOCIATED STUDENT BODY
Trip is directly related to a current ASB organization and approved by the Student Body.

NON-DISTRICT SPONSORED
If an individual organizes a trip that does not meet the above criteria, the district will neither approve nor disapprove the trip. All responsibility rests with the individual person and/or the travel agency involved. To safeguard the school district from liability, time shall not be taken from instruction to organize or take such trips, no district information or equipment may be used by staff members in planning or promoting such a trip, parents shall be clearly informed that the trip is not sponsored by the school district, and material developed to advertise the trip shall carry a disclaimer that clearly states this is not a school-sponsored field trip. There shall be no relationship between involvement in travel and course grades or credit, and school facility use, promotions and advertisements are restricted to district regulations for outside organizations including room fees for profit promotions.
GENERAL REQUIREMENTS THAT APPLY TO ALL FIELD TRIPS

Permission - Written parent/guardian permission is required for all field trips.

Approval - Approval by the principal/designee is required for all field trips.

Code of Conduct - All school and district policies are in effect on field trips and apply to students, chaperones and staff who show courtesy and respect toward others at all times; will not possess or use tobacco products; will not consume or possess illegal substances (alcohol, drugs, paraphernalia); will not use vulgar or obscene language or engage in any acts of lewdness; and all rules, including schedules and curfew, will be strictly enforced.

The certificated staff advisor in charge of the field trip shall review acceptable standards of conduct with students and chaperones in advance of the trip.

Statement of Disciplinary Action - The following are examples of disciplinary action which may be taken in the event that the Code of Conduct, school policies, or district policies are not followed: student will be sent home immediately at his/her own expense with a parent/guardian, or school personnel, whenever possible; student will be placed in the care of a chaperone; student will be confined to a specific area; student will be referred to school administration for disciplinary action which may include expulsion or suspension and may result in loss of credits, denial of a diploma or removal from school activities such as, but not limited to, commencement, additional trips, etc.

Insurance - Proof of student accident insurance in order to be able to participate in the field trip is highly recommended.

Participation - If field trips are conducted during school time, students who do not participate for any reason shall engage in meaningful experiences at school. Students have the right to attend authorized school sponsored field trips and are expected to make up any work missed. Students will not be penalized for class time missed while on authorized field trips. Field trips during educational time may not be used as a reward for fundraising.

Supervision - All field trip groups shall be under the direction of a district staff member. The staff member in charge shall be immediately available to participants at all times while on the field trip. At least one adult supervisor must hold a current first aid and CPR card. Prior to departure, the staff member in charge will confirm that adequate supervision is present as prescribed during the planning stages. The staff member in charge shall be responsible for training and assigning specific duties and responsibilities to the chaperones, as indicated in the following section.

Chaperones - The minimum number of chaperones/staff to students is a ratio of 1:10. Students must be supervised at all times. Students are not to explore on their own. At least two weeks prior to the field trip, all chaperones must complete the volunteer application form including background checks and must receive approval by the district. If the proposed field trip is a day trip and includes both male and female students, providing chaperones of both genders is strongly encouraged. If students of both genders are participating in an overnight field trip, providing chaperones of both genders is mandatory.
Training should be provided to chaperones. This training should include a review of their responsibilities such as: supervising students, following and enforcing the code of conduct, and separate but proximate room arrangements for chaperones. Schools may pay for any field trip related expenses for chaperones/staff.

The following must be considered when developing a list of chaperones and ratio of chaperones to students: age of students; development and behaviors of students; size of group; medical needs of students; mode of transportation; location of field trip; potential hazards at location; time of year; length of trip; and planned activities for field trip.

**Transportation** - Transportation of students on school sponsored trips should, whenever possible, be by school bus or licensed commercial carrier. Use of private vehicles is discouraged. If it is necessary to use private transportation, regulations as indicated in Policy 6625 must be followed. Each rider must be buckled into a seat belt when private vehicles are used.

**Emergencies** - A first aid kit is to be on location on all field trips. Medical emergency cards and information must be completed for each student, chaperone and staff member attending. In case a student becomes ill or is injured, one adult must remain with the student at all times. In any emergency, call 911 or the local emergency number. The building principal, superintendent or designee and the parent/guardian shall be notified as soon as possible. In cases of an accident, staff members or chaperones should secure names, addresses and phone numbers of witnesses, and on return to school, will complete an accident report. The permission slip and the medical consent form of the injured students shall be filed with the accident report.

**Water Activities** - The scheduling of swimming, boating, or other water-related activities, must be under the direct supervision of an adequate number of certified lifeguards. The following lifesaving equipment must be available at the site: first aid kit, extension pole, and ring buoy with line, blankets and whistle. A minimum adult/student ration of 1:7 is required. One chaperone must be a certified lifeguard or there must be a person at the site who is a certified lifeguard or who is certified by training such as WSI or occupation (i.e. fireman, police, medic etc.) to effect a water rescue. The certification should be documented with the field trip supervisor prior to the field trip. Where phones are not easily accessible, one supervisor must carry a cellular phone. Prior to making any plans for a boating field trip, staff must get approval from the district risk management office.

Students involved in boating activities must wear Coast Guard approved lifejackets or Type I approved personal floatation devices. These will be worn in a properly fastened manner at all times during the activity. Each craft shall have an approved personal floatation device for each person, a paddle, a bailer and a whistle for each person. Appropriate floatation and a spare paddle will also be in the boat.

Ensure that the owner/operator of a boat over 26 feet in length has appropriate and adequate liability insurance coverage and provides certificates of insurance prior to utilizing his/her services. (Exception is a vessel owned and operated by the State of Washington, such as a state ferry.)
SPECIFIC REQUIREMENTS BY FIELD TRIP TYPE

SAME DAY, IN STATE FIELD TRIPS
1. A staff member shall contact the site to be visited to establish the date, time and cost of the field trip.
2. The staff member should review the site for potential hazards or special requirements.
3. Upon request, risk management will review any questions relating to proposed activities to determine insurance coverage or special requirements.
4. A plan should be submitted for approval to the principal a minimum of 15 working days prior the trip.
5. Notification to parents should include requests for health information, medical authorization and insurance responsibility.
6. The field trip itinerary, items for a student to bring, including any special clothing needs, and transportation information should also be included.
7. Medication authorization signed by physician and parents must have prior approval from the school nurse, who must set up procedures and train the person administering medication. Medication must be in a proper medical bottle.

OVERNIGHT OR OUT-OF-STATE FIELD TRIPS AND OUTDOOR EDUCATION
Coeur d’Alene, Idaho, or the 50-mile radius of Portland, Oregon, are not considered out-of-state.

1. A plan should be submitted for approval to principal a minimum of six weeks prior to the trip.
2. The superintendent/designee must approve overnight field trips a minimum of four weeks prior to the trip.
3. The assistant superintendent/designee must approve all overnight and out-of-state field trips. In addition, the board of directors must approve all out-of-state field trips and may need to approve outdoor educational field trips. The exception would be out-of-state field trips involving high school extra-curricular groups that are involved in state sanctioned playoffs, meetings, etc. that are announced with notice too short to be scheduled for the next regular board meeting. Approval by the Assistant Superintendent is still required and review by risk management is recommended. The request should be submitted to the superintendent’s office a minimum of four weeks prior to the trip.
4. The district purchasing office shall review facility use contracts for prejudicial language that may be to the district’s disadvantage.
5. There should be a pre-established curfew time, generally no later than midnight for students and chaperones, with a room/bed check conducted at that time.

INTERNATIONAL TRAVEL
1. A plan should be submitted for approval to principal a minimum of six months prior to the trip.
2. In addition to general requirements, the superintendent/designee, board of directors and risk management must approve international field trips. The request should be submitted to the superintendent’s office a **minimum of four months prior to the trip**.

3. The only field trips the board will consider for sponsorship are trips that are organized through a sponsoring organization, such as German American Partnership, and trips to cities with a sister-city relationship. This automatically transfers many of the risks and liabilities to that sponsoring organization.

4. Prior to taking a vehicle into or renting a vehicle in a foreign country, information must be obtained related to automobile insurance requirements. Arrangements must be made in advance to purchase proper automobile coverage. Confirmation of a minimum of $1 million in liability coverage must be obtained prior to use of chartered carriers.

5. Foreign general liability coverage is required to ensure protection if a third party is harmed or allegedly harmed in a foreign country.

Administrative Procedures
Bethel School District #403

P2: 8-27-13
SPECIAL TRANSPORTATION

The following uses of district transportation are a privilege, not a right, and, except where bound by the terms of a lease, the district may revoke that privilege through official board action at a regularly scheduled and legally advertised meeting. The superintendent shall have the authority to modify transportation services for school and extracurricular activities when the available fuel supply for regular transportation services appears to fall below the required level. Transportation may be denied to any student who violates the district’s written rules and regulations.

**School Activities**
Transportation may be provided by the district for all activities, which have been officially designated by the board as school activities. Activities may include, but not be limited to:

Educational field trips growing out of regular classroom activity which are planned by the teacher, approved by the principal and supervised by school staff; and

Athletics, debate, drama or music programs or other board-approved cocurricular programs.

Participants in any other activity who feel such activity should be considered an official school activity may petition the board, through the superintendent, to have it considered as a school activity.

**Extracurricular Activities**
The superintendent or designee may authorize the use of district transportation vehicles transporting nonparticipating students to extracurricular activities. Such vehicles may be so used when the users pay an amount sufficient to reimburse the district for the complete cost of such use. Participants shall be appropriately supervised.

**Leasing of Buses**
The board may enter into a written lease agreement with any of the following:

1. A nonprofit organization transporting handicapped children and/or persons at least 60 years of age to and from the site of activities or programs deemed beneficial to such persons by such organizations, provided that commercial bus service is not reasonably available for such purpose;
2. A governmental agency transporting personnel, supplies and/or evacuees in the event of a major forest fire, flood or other natural disaster;
3. A user conducting an educational recreation program supported wholly or in part by tax funds.
Such a lease agreement shall contain a clause absolving the district of any and all liability arising from the lessee's use and operation of the district's buses and a clause requiring the lessee to maintain adequate insurance to recompense the district for the potential loss of the buses leased. Potential users shall stipulate in writing that commercial or charter bus service is not reasonably available to provide the services for which a school bus is needed. The user shall reimburse the district for the actual costs plus a reasonable fee for use of the bus. Funds derived from the lease of a surplus bus shall be deposited in the transportation vehicle fund. If a bus is a part of the regular fleet, the funds derived from a rental or lease agreement may be deposited in the general fund.

**Cooperative Programs**
The board may enter into cooperative transportation agreements with other districts when it is economically advantageous to the cooperating districts and when it does not impair the quality of educational programs available to students.

**Requests for Transportation**
All requests for district provided or authorized transportation must be approved by the superintendent or designee. Requests should be made as far in advance as possible of the planned activity in order to allow for proper assignment and servicing of equipment.

**Civil Emergencies**
School buses may be rented or leased to any agency of state or local government when an emergency arises because of a natural disaster so declared by the state director of Civil Defense. Charges will be based on costs determined by the school district on current operating costs.

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Legal Ref:  
RCW 28A.160.010, 040, 070, 080, 100, 120  
RCW 28A.335.060  
Policy Revised June 24, 2003  
Policy Adopted October 14, 1980  
Bethel School District #403

P6: 6-9-03
REQUESTS FOR TRANSPORTATION

1. **Availability:** Cars and vans are available on a limited basis for official use by school employees. A number of vehicles are assigned to departments for use by assigned staff. A few vans or cars are on standby for those who require infrequent transportation upon approval of the appropriate location administrator.

2. **Vehicle Request:** Individuals who require a district vehicle should call the transportation office to reserve a vehicle 14 days in advance, then follow the telephone request with an approved Request for Transportation form. All copies of the completed Request for Transportation form must arrive in the transportation office 5 days prior to the scheduled vehicle usage to provide the best possible service. The transportation department will return a designated copy of the form with approval notice or other appropriate action. Telephone coordination of vehicle use will not guarantee availability.

3. **Vehicle Pickup:** Report to the transportation office to obtain a Vehicle Trip Ticket, keys, and instructions for entry to the transportation compound after hours. The trip ticket provides additional instructions that must be complied with. All drivers must possess a valid Washington State driver's license. Drivers who will be transporting students must present an abstract of their driving records to the driver trainer at the transportation center and arrange for training prior to a trip. Students are not authorized to operate district vehicles.

Based on the destination and length of a trip, it may be necessary to ensure that tire chains or a gasoline credit card is provided. It will be the driver’s responsibility to ensure that these items are obtained if required.

Normal operating hours of the transportation department are Monday through Friday, 6:00 a.m.-5:00 p.m. Departure arrangements during other times should be made with transportation personnel during normal operating hours.

4. **Vehicle Return:** Upon completion of the trip, the vehicle must be returned to the transportation compound unless the driver has been authorized to keep the vehicle overnight. The driver is responsible for returning a clean vehicle. Entrance to the transportation compound after normal hours must
be accomplished in accordance with instructions to preclude activating the burglar alarm system. The trip ticket, keys, and credit card if applicable, must be returned immediately to the transportation office. After hours, these items may be placed in the night depository located in the door of the transportation office.

5. **Mechanical Problems:** Annotate any mechanical problems encountered on the trip ticket.

6. **Accidents:** All incidents and accidents must be reported at the earliest practical time. Written reports to the transportation supervisor are required.

7. **Student Driver Education Vehicles:** Vehicles are provided for use by driver trainers as assigned by the department supervisor. Requests cannot be honored for use of these vehicles for other purposes.
PRIVATE VEHICLE TRANSPORTATION

The board authorizes the use of private vehicles under the following circumstances:

1. Under unusual circumstances, the district may request parents, or a responsible adult, to drive children to school in their own vehicles on a per-mile cost reimbursable basis. The transportation department determines when "in-lieu" transportation would be advantageous to the district and arranges its implementation. In cases where car pools are formed by families, reimbursement shall be provided only to the parent whose car is used to transport the students to school.

2. Upon written approval of the principal, a private vehicle may be used to transport students when a student's welfare is involved; when due care dictates prompt action, when engaged in occasional field trip activity or when engaged in an occasional extracurricular activity. The driver shall acknowledge that he/she agrees to assume full responsibility for any liability or property damage, comprehensive or collision, made by or against the driver/owner of the vehicle and must meet all standards and requirements for volunteers in the district. The mileage of a staff member shall be reimbursed by the district.

The superintendent or designee shall establish procedures for the use of private auto transportation.

See Policy 2320.

Legal Ref:  
RCW 28A.160.030  
WAC 392-143-070  
Policy Revised  
June 8, 2004  
Policy Revised  
June 24, 2003  
Policy Revised  
July 23, 1991  
Policy Adopted  
October 14, 1980

Bethel School District #403 

P6: 5-18-04
PRIVATE VEHICLE TRANSPORTATION

It will be the responsibility of the person entrusted with responsibility for planning and implementing the activity to ensure:

1. The trip must be authorized by the superintendent or designee.
2. Each student has a completed and signed Informed Consent Form on file.
3. Each driver has a completed and signed Approval for the Use of Private Vehicle Form on file.
4. Each driver has a valid driver’s license and proof of insurance.
5. Each passenger wears a seatbelt, safety rules are understood by all drivers, and state laws are followed.
6. Each driver shall be at least 21 years of age.
School field trips are an area rife with possibility for liability. Although field trips have valuable educational benefits, the off-site situations means that students are exposed to hazards not present in the usual school environment.

After determining the educational validity of the field trip, the continued safety and well-being of staff, students, and chaperones should be the primary concern for those responsible for field trips. The principal should:

☐ Review plans for the field trip, giving special attention that all precautions have been taken to ensure the safety of students, staff, and chaperones. This includes having designated supervisors with CPR/First Aid and for student medication.

☐ Check availability of funding.

☐ For out-of-state, overnight, and outdoor education trips, seek administrative and board approval as required by district policy.

☐ Check for adequate supervisor/chaperone to student ratio, keeping in mind the type of activity.

☐ Check to see that adequate information has been provided to parents and that the Permission for Participation Form has been requested.
Field Trip Checklist
Teacher’s Responsibility

Planning

☐ Determine the activity’s education objective.
  ○ Curriculum related
  ○ Non-curriculum related

☐ Contact the site to be visited to establish the date, time, and cost of the field trip.

☐ Evaluate the trip site for potential hazards or special requirements for the trip. Visit the site if you are not familiar with the facility.

☐ Check to see if first aid facilities are available at the facility or location being visited.

☐ Develop a plan and itinerary for the trip.

☐ Complete the Field Trip Preliminary Approval Form and submit to the building principal for approval according to the following schedule:
  ○ A minimum of **four (4) weeks** prior to the trip for same-day, in-state trips
  ○ A minimum of **six (6) weeks** prior to the trip for overnight, out-of-state, and outdoor education trips.

After Receiving Approval

Contact site to be visited to make preliminary arrangements (if needed).

**NO LATER THAN FOUR WEEKS PRIOR TO THE TRIP:**

Notify the kitchen that the class will be on a field trip. If lunches will be required, complete the Sack Lunch Order Form and submit it to the Central Kitchen NO LATER THAN 3 weeks/21 days prior to the field trip date. Special dietary needs and food allergies should be noted on this form. Submit a class roster with the order form and circle the names of students for whom lunches are being ordered.
NO LATER THAN TWO WEEKS PRIOR TO THE TRIP:

☐ If PTA has agreed to pay for/help with expenses, ensure that the Cash Donation Agreement is completed by the PTA representative and submitted to the principal

☐ Arrange transportation
  o Complete Transportation Request Form and submit it to Transportation.
  o If it is necessary to use private vehicles, obtain authorization from the principal and have the Approval for Use of Private Vehicles Forms completed. The Volunteer Checklist will also need to be completed

☐ Arrange for chaperones/supervision. Review the section on Student Supervision and ensure appropriate health care can be provided by those in charge in exceptional cases such as special education groups. Chaperones must:
  o Complete the volunteer application form and receive approval by the district
  o Receive training on the "Code on Conduct"
  o "Proper Supervision of Students.
  o "Specific duties of chaperones
  o Provide medical and emergency contact information

☐ Give the health clerk a list of all students attending the field trip so that training can be arranged for medication administration and emergency treatment.

☐ Check with the office on the proper procedure for receipting money.

☐ If the field trip is for outdoor education, or any other activity that involves a contract, please have the appropriate person complete the Contract Approval Form.

☐ Arrange for an approved first aid kit.

NO LATER THAN ONE WEEK (FIVE SCHOOL DAYS) PRIOR TO THE TRIP

☐ Send Permission for Participation Forms home for parent approval. Include the Field Trip Description and Itinerary Form

☐ Meet with school nurse to discuss plans for medication and special needs of students on trip.
**DURING WEEK BEFORE TRIP**

- Make Buddy Boom arrangements for students staying at school.
- Confirm transportation arrangements at least three days before trip.
- Review special safety considerations and district emergency policies and procedures with all staff, chaperones, and students.
- Have staff and chaperones review health information of students and other staff. This is critical in staff or students experience health problems during the trip.
- Conduct a student orientation reviewing:
  - Behavior and safety standards, including crossing roads, use of a buddy system, and immediately calling for assistance when needed
  - School rules and expectations
  - What to do if separated from the group
- Notify the school kitchen of any changes no later than three days prior to trip.

**DAY OF THE TRIP**

- Provide the school office with a copy of the signed Parent Permission forms.
- Secure a copy of the Parent Permission form to take on the trip.
- Review specific job duties with chaperones.
- Secure first aid kit and all required safety gear for trip.
- Obtain medications, physician’s orders, and emergency plans from health clerk.
- Review behavior and safety standards with students and chaperones before departure.
- If lunches were ordered for the field trip, have students pick up lunches in the lunch room. If students are unable to pick up lunches themselves, the Meal Accountability Form must be completed during meal service at field trip site and returned to the kitchen after the field trip.
- Take a count of all students before entering the bus. Take a count after exiting the bus to ensure that all individuals are accounted for. If at all possible, all students and staff should ride the same bus. If this is not possible, ensure adequate supervision for each group of students. If a private vehicle is being used, the same counting procedure should be used to account for students. NEVER leave the students unattended or allow them to ride the bus without adequate supervision.
AFTER THE TRIP

☐ Evaluate the trip procedures and activities.

☐ Review the trip with students to ensure future safe practices and procedures.
**Bethel Public Schools**

**Field Trip Preliminary Approval Form**

In order for this field trip request to be processed, the following must be attached:

- [ ] A preliminary list of students attending
- [ ] A preliminary list of staff attending
- [ ] A preliminary list of chaperones, in known
- [ ] Fundraising plan if fundraiser used
- [ ] Original camp contract or service agreement, if applicable
- [ ] Contract Approval Request (for outdoor ed or whenever contract required)

<table>
<thead>
<tr>
<th>School:</th>
<th>Today's date:</th>
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<tbody>
<tr>
<td>Requesting staff member:</td>
<td>Department or class:</td>
</tr>
<tr>
<td>Title of conference or activity:</td>
<td>Brochure/itinerary attached: [ ] yes [ ] no</td>
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<tr>
<td>Destination (city/state/country):</td>
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Educational objective of trip:

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<tr>
<th>Departure date:</th>
<th>Return date:</th>
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<tr>
<td>Transportation mode: [ ] commercial vehicle [ ] district vehicle [ ] private vehicle</td>
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</table>

Does the trip involve any of the following? Please check.

- [ ] swimming, boating, or activities in or around water
- [ ] remote locations/hiking
- [ ] outdoor education
- [ ] animals
- [ ] air travel
- [ ] motorized activities

Student/chaperone ratio: [ ] 10 to 1 (minimum requirement)

Number of students attending: ____________

Number of chaperones needed: ____________

Adult with CPR/first aid who will accompany field trip

Other special qualifications needed by chaperones—list:

Field trip to be financed through:

- [ ] Fundraisers
- [ ] Department/school budget
- [ ] Other (explain): ____________

Food needed: [ ] Yes [ ] No

If yes, how will it be provided?

Housing needed: [ ] Yes [ ] No

If yes, what type and where?

Cost for substitute teacher, if required

<table>
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<tr>
<th>amount charged for each student</th>
<th># of students</th>
<th>Total cost for trip (total of first column)</th>
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<tr>
<td>X</td>
<td>X</td>
<td>X</td>
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Money from fundraising, grants, etc.

Cost of trip to be charged to participants

Total number of participants to be charged

Amount charged for each participant

(please explain if amount charged students is not # of participants by cost of trip less fundraising money)

Cost of transportation for trip

Other expenses (specify)

Total:

Teacher’s signature

Date

[ ] I have read and understand the Field Trip Policy and Procedures.

[ ] [ ] Principal’s approval Date

Assistant Superintendent’s approval Date

Approval schedule

<table>
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<tr>
<th>Building principal…………………</th>
<th>must approve all field trip requests</th>
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<tr>
<td>Assistant Superintendent………..</td>
<td>must approve all in-state overnight field trips</td>
</tr>
<tr>
<td>Superintendent and the Board……</td>
<td>must approve all out-of-state field trips and field trips that exceed certain dollar amounts</td>
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</table>

Board action: [ ] approved [ ] denied Date: ____________ Motion #: ____________

Risk Management 3/14/05, Rev 4/30/14

Form 8
# CONTRACT APPROVAL REQUEST

**Requestor:** ____________________________  
**Printed Name**  
**Location:** ____________________________  
**Phone:** ________________

**Date:** ________________  

**Attach two copies** of contract to completed form; attach to Field Trip Preliminary Approval Form.

<table>
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<tr>
<th>Required Date</th>
<th>Complete This Column</th>
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<tbody>
<tr>
<td>Vendor name with whom we are contracting.</td>
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<td>Detailed description of the purpose for this contract.</td>
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<td>Start date of contract.</td>
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<td>End date of contract.</td>
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<td>Contract amount, including any taxes.</td>
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<td>Location or department.</td>
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<td>Name of administrator responsible for the contract approval and budget.</td>
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<td>Specify grant or department budget.</td>
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<tr>
<td>Expenditure budget code.</td>
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1. **Is there capacity in your budget for this expenditure?**  
   Yes *No  
   * If no, attach a completed additional budget request.

**Building Administrator Authorization:**

______________________________  
**Printed Name**  
______________________________  
**Signature**  
______________________________  
**Date**

**Notes/Comments:**

______________________________
Field Trip Description and Itinerary Form

Date and times of trip:

Departure date: ___________________________  Departure time: ________________
Return date: _______________________________  Return time: ________________

Description of Activities: ______________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Number of students and adult supervisors: _____________
Maximum number of students: ________  Minimum number of chaperones: _________
Transportation provided by: _____________________________________________________
Food/drinks/snacks provided by: _________________________________________________
Where students will eat: _________________________________________________________
Housing: _____________________________________________________________________

“What to bring/what not to bring” list for students: _________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Appropriate dress: 

Potential hazards: 

Emergency contact person at school during these activities:

<table>
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<th>Estimated Times</th>
<th>Activities</th>
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Field Trip Description and Itinerary Form

Date and times of trip:

Departure date: ____________________________  Departure time: ____________________________
Return date: ____________________________  Return time: ____________________________

Description of Activities: _______________________________________________________________

Number of students and adult supervisors: __________

Maximum number of students: _________  Minimum number of chaperones: _________

Transportation provided by: _____________________________________________________________

Food/drinks/snacks provided by: _________________________________________________________

Where students will eat: _________________________________________________________________

Housing: ____________________________________________________________________________

“What to bring/what not to bring” list for students: _______________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________
Appropriate dress: 


Potential hazards: 


Emergency contact person at school during these activities:

Name and title: 

Phone number: 

Itinerary

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CASH DONATION AGREEMENT

Bethel School District acknowledges and thanks “________________” for the contribution of ____________________.

This award is for the sole and express purpose of ____________________

_________________________ ________________
Printed Name of Grantor     Signature of Grantor

Do you wish to be kept anonymous?   Yes____   No____

Bethel School District #403 is a political subdivision of the state of Washington pursuant to Title 28A Revised Code of Washington (RCW) and is an organization not subject to Federal Income Tax under the provisions of Section 115(1) Internal Revenue Code (I.R.C.) of 2000, 1986 and 1954.

______________________
Date                        Building/Program Administrator (up to $999)

_____________________
Date                        Superintendent ($1,000 and above required)

_____________________
Date                        Chief Financial Officer ($1,000 and above required)

_____________________
Date                        Board Approval ($5,000 and above required)

--------------------------------------------
For Bethel Office Use

Original: Grant Accountant Revenue Code: ____________________  Expenditure Code: ____________________

Ce: Grantor
   Accts Receivables
   Budget Director
   Bldg/Dept Administrator
Transportation Services
Field Trip Request/Billing: 253-683-5934
Fax: 253-683-5938
Bus or Van Request Form

Request for Student Transportation
Field Trip/Extra Curricular Activity

Date of Trip: ___________ Date of Request: ___________ School: ___________

Destination: ___________________________ Address: ______________________

Activity: ___________________________ Number of Students: _______ Number of Adults: _______

<table>
<thead>
<tr>
<th>Time</th>
<th>Bus to Arrive at School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Trip will Leave School:</td>
</tr>
<tr>
<td>Time</td>
<td>Trip Scheduled to Arrive at Destination:</td>
</tr>
<tr>
<td>Time</td>
<td>Trip will Depart Destination:</td>
</tr>
<tr>
<td>Time</td>
<td>Trip will Return to School:</td>
</tr>
</tbody>
</table>

Will You Need Parking Off Site: YES ( ) NO ( )

Be Prepared to Pay Any Parking/Ferry Charges

Include all directions, parking locations and special arrangements needed. Parking arrangements and cost are the responsibility of the requesting school at the time of the trip.

________________________________________________________________________

Trip Contact (A complete rider list must be given to the bus driver prior to departure of trip/shuttle)

Name: ___________________________ Phone Number: ______________________

Trip to Be Charged to: General Fund/ASB Fund
Account Code: ___________________________

Trip will not be processed without an account code

( ) Approved ( ) Denied Building Administrator: ________________________ Date: _______

( ) Approved ( ) Denied Transportation Director/Designee: ______________________ Date: _______

Trip was denied for District Transportation and trip will be contracted with:

Reason ( ) Interferes with daily to and from delivery of students. ( ) Other ______________________

Estimated Cost of Trip $___________ per bus/van x _____ # of buses/vans = $___________

Transportation Comments: ___________________________

Maximum Bus/Van Capacity Guide

Elementary Students 60 Plus 4 Adults
Secondary Students 50 Plus 4 Adults
Van 7 Passengers 1 Driver

Number of Buses Needed: ___________________________
Number of Vans Needed: ________________________

Special Bus Needs:
( ) Undercarriage ( ) Musical Instruments
( ) Wheel Chair Bus # of Wheel Chairs:
Number of Harnesses Needed: ___________________________
( ) Other: ___________________________

5938 253-683-5938

- Transportation requests are to be submitted no less than two weeks prior to the trip.
- A separate request form must be filled out for each trip.
- Upon approval you will receive a copy of original request completed with estimated cost of trip.
- Contact transportation to confirm transportation request three days prior to trip.
- If students will not be arriving back to school with enough time to board their regularly assigned bus for home, parents will be responsible for transporting children home.
- A complete list of all riders must be given to the driver prior to departure on the trip/shuttle.
This authorizes ____________________________,
(Printed Name)
a(n) parent employee, to voluntarily use their automobile for the transportation of students of this school for the purpose of:

________________________________________

on ____________________________
(Date of Activity) ____________________________
(Signature of School Official)

Notice: By signing below, I certify that:

I have automobile insurance and understand that such insurance is primary before any other collectible insurance.

My vehicle is in safe operating condition, is equipped with seat belts that will be used by each passenger, and I drive in a safe manner in accordance with state laws.

Registered Owner: ____________________________

Home Address: ______________________________

City, State, Zip: ______________________________

Vehicle License #: ____________________________

Driver’s License #: ____________________________

Insurance Company: ____________________________ Agent: ____________________________

Limits of Coverage: ____________________________ ____________________________

__________________________________________
(Signature) ____________________________
(Date)
# Bethel School District Volunteer Application

**COPY OF VALID DRIVERS LICENSE IS REQUIRED FOR PROCESSING**

<table>
<thead>
<tr>
<th>Date</th>
<th>Date of Birth</th>
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<tbody>
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</table>

**Contact Information**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
</tr>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th>Apt/Bldg</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Business Phone</th>
<th>Cell Phone</th>
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<table>
<thead>
<tr>
<th>E-Mail Address</th>
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<table>
<thead>
<tr>
<th>Employer</th>
<th>Occupation</th>
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</table>

**Emergency Contact**

<table>
<thead>
<tr>
<th>Name</th>
<th>Day Phone</th>
<th>Evening Phone</th>
<th>Relationship</th>
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<tbody>
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</table>

**References**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Relationship</th>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Relationship</th>
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</table>

**Education (highest level achieved)**

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>State</th>
<th>Degree/Major</th>
<th>Date Attended</th>
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</table>

**Language Skills**

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<tr>
<th>Language:</th>
<th>Speak: High</th>
<th>Medium</th>
<th>Low</th>
<th>Read: High</th>
<th>Medium</th>
<th>Low</th>
<th>Write: High</th>
<th>Medium</th>
<th>Low</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Language:</th>
<th>Speak: High</th>
<th>Medium</th>
<th>Low</th>
<th>Read: High</th>
<th>Medium</th>
<th>Low</th>
<th>Write: High</th>
<th>Medium</th>
<th>Low</th>
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</thead>
</table>

**Area of Interest**

<table>
<thead>
<tr>
<th>Specific Area:</th>
<th>Student Names</th>
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<tbody>
<tr>
<td>Classroom Helper</td>
<td>Coaching Assistant</td>
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<tr>
<td>Field Trips</td>
<td>Health Screening</td>
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<tr>
<td>Library</td>
<td>Serve on a committee</td>
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<tr>
<td>PTA</td>
<td></td>
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<tr>
<td>Special Activity:</td>
<td></td>
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</tbody>
</table>

**Schools where you would like to volunteer**

<table>
<thead>
<tr>
<th>Availability</th>
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<tbody>
<tr>
<td>Monday AM</td>
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<tr>
<td>Monday PM</td>
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</table>

**Signature - Gives permission for Bethel School District to request a Criminal History Report from the Washington State Patrol**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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**For Official Use Only**

<table>
<thead>
<tr>
<th>School</th>
<th>Volunteer Coordinator</th>
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<table>
<thead>
<tr>
<th>Cleared By</th>
<th>Rejected By</th>
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<table>
<thead>
<tr>
<th>Date Cleared</th>
<th>Date Rejected</th>
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<table>
<thead>
<tr>
<th>Valid Through</th>
<th>School Notified</th>
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<table>
<thead>
<tr>
<th>Entered</th>
<th>Volunteer Notified</th>
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</tbody>
</table>

**BOTH SIDES OF THIS FORM MUST BE COMPLETED**

Page 1 of 2
2/1/11
Applicant Disclosure Form
Pursuant to Chapter 43.43 RCW

Your volunteer interview form and Washington State Patrol clearance are valid for two (2) years from the date posted on your last clearance.

PLEASE ANSWER YES OR NO TO EACH QUESTION AND SIGN THE FORM. Your volunteer registration cannot be completed without this form.

1. Have you ever been convicted of any crimes against persons listed below? If the answer is "yes" to any item, briefly explain below including the date and the court involved.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arson (1st degree)</td>
<td></td>
</tr>
<tr>
<td>Assault (Simple)</td>
<td></td>
</tr>
<tr>
<td>Assault (1st, 2nd, 3rd or 4th degree)</td>
<td></td>
</tr>
<tr>
<td>Burglary (1st degree)</td>
<td></td>
</tr>
<tr>
<td>Child abuse/neglect (RCW 26.44.020)</td>
<td></td>
</tr>
<tr>
<td>Child molestation (1st, 2nd or 3rd degree)</td>
<td></td>
</tr>
<tr>
<td>Child buying or selling</td>
<td></td>
</tr>
<tr>
<td>Child abandonment</td>
<td></td>
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<tr>
<td>Child abuse (violating restraining order)</td>
<td></td>
</tr>
<tr>
<td>Communication with a minor</td>
<td></td>
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<tr>
<td>Criminal mistreatment (1st or 2nd degree)</td>
<td></td>
</tr>
<tr>
<td>Custodial assault</td>
<td></td>
</tr>
<tr>
<td>Custodial interference (1st or 2nd degree)</td>
<td></td>
</tr>
<tr>
<td>Extortion (1st or 2nd degree)</td>
<td></td>
</tr>
<tr>
<td>Felony – indecent exposure</td>
<td></td>
</tr>
<tr>
<td>Incest</td>
<td></td>
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<tr>
<td>Indecent liberties</td>
<td></td>
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<tr>
<td>Kidnapping (1st or 2nd degree)</td>
<td></td>
</tr>
<tr>
<td>Malicious harassment</td>
<td></td>
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<tr>
<td>Manslaughter (1st, 2nd or 3rd degree)</td>
<td></td>
</tr>
<tr>
<td>Murder (aggravated)</td>
<td></td>
</tr>
<tr>
<td>Murder (1st, 2nd, or 3rd degree)</td>
<td></td>
</tr>
<tr>
<td>Patronizing a juvenile prostitute</td>
<td></td>
</tr>
<tr>
<td>Promoting pornography</td>
<td></td>
</tr>
<tr>
<td>Promoting prostitution</td>
<td></td>
</tr>
<tr>
<td>Rape of a child (1st, 2nd or 3rd degree)</td>
<td></td>
</tr>
<tr>
<td>Rape (1st or 2nd degree)</td>
<td></td>
</tr>
<tr>
<td>Robbery (1st or 2nd degree)</td>
<td></td>
</tr>
<tr>
<td>Selling or distributing erotic material to a minor</td>
<td></td>
</tr>
<tr>
<td>Sexual exploitation of minors</td>
<td></td>
</tr>
<tr>
<td>Sexual misconduct with a minor (1st or 2nd degree)</td>
<td></td>
</tr>
<tr>
<td>Unlawful imprisonment</td>
<td></td>
</tr>
<tr>
<td>Vehicular homicide</td>
<td></td>
</tr>
</tbody>
</table>

Explaination, if needed: ________________________________

2. Have you been convicted of crimes relating to financial exploitation of a vulnerable adult? (Crimes relating to financial exploitation include conviction for 1st, 2nd or 3rd degree extortion; 1st, 2nd, or 3rd degree theft; 1st or 2nd degree robbery, forgery or as refrain. A vulnerable adult is a person 60 years of age or older who has the functional, mental or physical inability to care for himself/herself or is a patient in a state hospital as defined in Chapter 72.23 RCW.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, explain:</td>
<td></td>
</tr>
</tbody>
</table>

3. Have you been found in any dependency action under RCW 13.34.040 or found in a Court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, explain:</td>
<td></td>
</tr>
</tbody>
</table>

4. Have you been found by a Court in a protection proceeding under Chapter 74.34 RCW or any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person OR to have abused or financially exploited a vulnerable adult? Or under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, explain:</td>
<td></td>
</tr>
</tbody>
</table>

5. Within the past ten (10) years, have you been convicted of ANY offense or placed on deferred sentence for ANY offense?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, explain nature of crime, date and place:</td>
<td></td>
</tr>
</tbody>
</table>

6. Within the past ten (10) years, have you been released from jail, prison, probation or a work release program?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, explain nature of crime, date and place:</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE READ & SIGN BELOW:

I have read the information contained herein-and pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I authorize Bethel School District #403 to make such investigations and inquiries as may be necessary in arriving at a volunteer assignment decision. I hereby release Bethel School District #403 and its employees from all liability in responding to inquiries in connection with my volunteer application. In the event of a volunteer assignment, I understand that any offer of volunteer placement is contingent upon an acceptable outcome of the criminal history check. I agree that the District may, at its discretion, preclude me from volunteer service if, among other reasons, I provide misleading or incomplete statements. I understand that I am required to abide by all policies, procedures and regulations of the Bethel School District #403.

Signature ____________________________ Date ____________________________

Print Full Name ____________________________
TRIP INFORMATION

Date: ___________________________ School: _________________________________
Purpose of trip: __________________________________________________________
Date of trip: ___________________________ To: _________________________________
Trip is from: ___________________________ To: _________________________________

Student(s) to be transported:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DRIVER SCREENING/INSURANCE REQUIREMENTS

Name of driver: ____________________________________________________________
Vehicle year/make/model: ___________________________ License #: ______________

Please respond to each item with a yes or no answer; questions continue on back.

YES/NO

_____ I am older than 21 years of age.

_____ I have a valid Washington State Driver’s license.
   License number: ___________________________ Expiration date: _____________

_____ I have had no moving violations or at-fault accidents within the last three years.
   If you have had any, please list: __________________________________________

_____ I carry a minimum auto liability limits of $100,000 per occurrence and $300,000 aggregate and uninsured motorist coverage.
   Company: ___________________________ Policy #: ___________________________

_____ I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal automobile insurance company.
VEHICLE INSPECTION

YES/NO

_____ There is a working seat belt for the driver and each passenger and I understand that seat belts must be worn.

_____ My vehicle’s brakes, including the emergency brake, are in good working order.

_____ My vehicle’s brake lights, turn indicators, and headlights are in good working order.

_____ My vehicle’s windows are clear and provide an unobstructed view for the driver.

_____ My vehicle has functioning rear view mirrors (center and left side).

_____ My vehicle has no physical defects that would interfere with the safety of the driver and passengers.

_____ My vehicle has a rated capacity of eight passengers or fewer.

The above information is true and accurate to the best of my knowledge. I hereby give my permission for a copy of my personal Motor Vehicle Report to be ordered and used in consideration of my transporting students during field trips.

(Signature of volunteer driver) ____________________________ (Date) ________________

ADMINISTRATIVE REVIEW

_____ The district has obtained the information to order a motor vehicle abstract (three-year comprehensive record) from the Department of Licensing.

_____ The volunteer has completed a volunteer application and has been approved to volunteer.

_____ All students have parental permission to ride with the volunteer driver.

_____ All “No” responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

(Signature of administrator/designee) ____________________________ (Date) ________________
Sack Lunch Order Form

NOTE: Orders must be received by the Central Kitchen NO LATER than 3 weeks/21 days prior to field trip date (to allow for CK food ordering/deliveries process).

School: ____________________________
Teacher: ____________________________ Classroom #: ________ Phone Ext: ________

Date Needed: ________________ Time Needed: ________________

Number of Student Sack Lunches: ________ Number of Adult Sack Lunches: ________

Milk Order: # Of White (1%): ________ # Of White (FF): ________ # Of Choc (FF): ________

Do any students have life threatening allergies? Yes ______ No ______
(Even those students not ordering a lunch)

Are you going with another classroom? Yes ______ No ______

If Yes: which Classroom(s) and Teacher(s): ________________________________

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Allergy</th>
<th>Substitution Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>________</td>
<td>Yes ____ No ___</td>
</tr>
<tr>
<td>____________</td>
<td>________</td>
<td>Yes ____ No ___</td>
</tr>
<tr>
<td>____________</td>
<td>________</td>
<td>Yes ____ No ___</td>
</tr>
<tr>
<td>____________</td>
<td>________</td>
<td>Yes ____ No ___</td>
</tr>
</tbody>
</table>

Note: Substitutions will be filled according to diet prescription(s) on file; please ask for additional forms if needed. For the safety of our students, incomplete forms will be returned to the teacher.

Would you like to use an insulated cooler: Yes ______ No ______

Please ensure cooler is returned in good condition. We may bill for damaged coolers. If lunches are taken from school grounds, they must be kept at proper temperature. Use insulated coolers or boxes with ice to prevent food borne illness. Note: School kitchens do not have ice machines.

Teacher’s Signature: ____________________________________________

Sack lunches will be available at site kitchens at the time needed unless other pick up arrangements have been made. The central kitchen determines what goes into a sack lunch depending on seasonal availability. Listed below are items that may be included in a sack lunch.

<table>
<thead>
<tr>
<th>SANDWICH</th>
<th>FRUIT</th>
<th>VEGETABLE</th>
<th>MILK</th>
<th>TREAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plain Cheese</td>
<td>Apple, whole</td>
<td>Carrots</td>
<td>White Milk, 1%</td>
<td>One Bag of</td>
</tr>
<tr>
<td>Turkey</td>
<td>Apple, sliced</td>
<td>Celery Sticks</td>
<td>White Milk, FF</td>
<td>Cookies or</td>
</tr>
<tr>
<td>Turkey &amp; Cheese</td>
<td>Fruit Cup</td>
<td>Broccoli</td>
<td>Chocolate Milk, FF</td>
<td>Chips</td>
</tr>
<tr>
<td>Ham</td>
<td>Raisins</td>
<td>Radishes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ham &amp; Cheese</td>
<td>Orange wedges</td>
<td>Snap peas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peanut Butter &amp; Jelly</td>
<td>Grapes</td>
<td>Cherry tomatoes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Revised January 2017)
NOTE: This form only needs to be completed if a teacher or school staff member is picking up sack lunches from the school cafeteria for the students in lieu of individual students coming down to the school cafeteria to pick up their lunches.

1. Legibly print each student's name and ID #.
2. Take this form to the kitchen manager to pick up lunches.
3. The kitchen manager will cross check the names on this form with the roster indicating who ordered a lunch.
4. As each child is served a meal, please check the box to the right of the child's name.
5. Please sign and return this form to the kitchen manager after meal distribution or upon returning to school.

***Please verify that sack lunches for students with reported food allergies are properly labeled at the time of pick up.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>✓</th>
<th>Student Name</th>
<th>Student ID</th>
<th>✓</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

I certify that I picked up sack lunches for the above students.

I certify that I served lunches to the above students.

Signature: ___________________________ Signature: ___________________________

Date: __________ Time: __________    Date: __________ Time: __________
Please sign and return to your student’s teacher by ___________________________ date has my consent and authorization to participate in the following activity: ___________________________.

which involves: _____________________________________________________________

on ___________________________ □ Itinerary is attached.

Type of Transportation:
□ District Vehicle  □ Private Vehicle: ___________________________ *driver’s name
□ Commercial Transportation

*If a private vehicle is used, the individual driver is responsible for carrying valid liability insurance and maintaining the vehicle in safe working condition. Student drivers are not permitted to transport other students.

I authorize qualified emergency medical professionals to examine, and in the even of injury or serious illness, administer emergency care to the above named student. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment.

In the event it becomes necessary for the school district staff-in-charge to obtain emergency care for my student, neither s/he nor the district assume financial liability for expenses incurred because of the accident, injury, illness, and/or unforeseen circumstances.

Although I understand that the school district will make every reasonable effort to provide a safe environment, I am fully aware of the special dangers and risks inherent in participating in the activity, including physical injury, death, or other consequences arising or resulting from the activity.

I understand that money paid for the field trip cannot be refunded if my child is unable to attend.

I understand that all school and district policies are in effect on field trips. I understand that if my student violates one of these policies, my student may be sent home immediately at my expense.

Parent/Guardian Name: ___________________________________________ Home phone: ___________________________
Work phone: ___________________________ Ext: ___________________________ Cell/Pager: ___________________________
Address: ___________________________

Medical conditions, medical information, or allergies district personnel should be aware of:
______________________________________________________________________________

In the event of an emergency, I wish the following person(s) to be notified in case I cannot be contacted:

Name: ___________________________________________ Phone: ___________________________
Name: ___________________________________________ Phone: ___________________________

Being fully informed as to these risks, I hereby consent to the student participating in the activity.

__________________________________________ date

signature of parent/guardian
FIELD TRIP MEDICATION RECORD
Bethel School District
Please return this paper to the health room after the field trip.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Date of Birth</th>
<th>Grade</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Medication</th>
<th>Dosage</th>
<th>As Requested by Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Instructions</th>
<th>Route</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date(s) to Be Given</th>
<th>Time(s) to Be Given</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Teacher Name</th>
<th>Signature of Person Giving Medication</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dose #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dose #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
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<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Dose #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dose #4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
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<tr>
<td></td>
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</tbody>
</table>

**MEDS RECEIVED**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Medication</th>
<th>MG</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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**MEDS RETURNED**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Medication</th>
<th>MG</th>
<th>Amount</th>
</tr>
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<table>
<thead>
<tr>
<th>Received By</th>
<th>Date</th>
<th>Returned To</th>
<th>Date</th>
</tr>
</thead>
</table>

(Rev. 6/13/2014)

Please verify that the following forms, as applicable, are included with the medications:

- Doctor order/Parent permission form
- Health care plan
- Emergency care plan
Chaperone’s Name

Home Phone                Message Phone

Name and phone numbers of person to be notified in case of an emergency:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Home Phone</th>
<th>Work/Cell Phone</th>
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</table>

Medical information:

Doctor                   City                   Phone

Health conditions (heart, diabetes, allergies, etc.)

Special Medications

Hospital preference        Insurance information         Ambulance preference

In case of medical emergency, 9-1-1 will be called unless other directions are given.

Special Instructions

Chaperone’s Signature                  Date

---

Chaperone’s Name

Home Phone                Message Phone

Name and phone numbers of person to be notified in case of an emergency:

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Doctor                   City                   Phone

Health conditions (heart, diabetes, allergies, etc.)

Special Medications

Hospital preference        Insurance information         Ambulance preference

In case of medical emergency, 9-1-1 will be called unless other directions are given.

Special Instructions

Chaperone’s Signature                  Date
Hold-Harmless Statement

(To be use for Non-School Sponsored International Field Trips)

I/We the parent(s) of ________________________________
understand that the trip we have booked with ________________________________
is not a district-sponsored event. As such, we release Bethel School District and its employees from any liability or responsibility from loss that may occur during the trip. I understand that this tour is operated and organized by a privately owned company. I also understand that ________________________________ is not working as a district agent for this event.

______________________________  ________________________________
Parent/Guardian Signature         Date

______________________________  ________________________________
Student Traveler                 Date