

**EXTENDED EDUCATIONAL EXPERIENCES**

**POLICY:**

In recognition of the value of personal exposure to the multitude of learning opportunities available to school-age children in the community and the world outside of the classroom, a program of field trips, excursions, and other off-campus visitations commensurate with the Lake Stevens School District's availability of funds to support such a program shall be developed and implemented.

Parents will grant written permission on a form provided by the School District prior to each trip or on an annual basis.

The student shall be responsible for furnishing parent permission by the date of the extended educational experience or the student shall remain at school and be provided with supervised activities and assignment.

It is the obligation of the school to send advance notice of extended educational experiences. Although parents may have given blanket permission for their children to attend field trips, they shall be informed at least one week in advance of the field trip. Information shall include the destination, date and time of the trip, and method of travel.

If, in the judgment of the principal, a proposed field trip may be controversial, an accompanying letter shall be sent to the parent or guardian providing information regarding the content of the experience and areas of potential controversy.

Definitions and examples of the four major extended educational experiences are given below:

1. "Field Trip" – A classroom oriented learning experience outside the school campus which is no longer than one day in length.

Examples: Post Office, Pacific Science Center, Museum

2. “Co-curricular Activities” – Nonclassroom oriented experiences of a nature which normally have little or no school time involved and do not exceed one day in length.

Examples: M \$ M Club, Future Homemakers’ Association, Future Farmers of America, Marching Band, Ski Club.

3. “Interscholastic Athletics” – Interscholastic events in which Lake Stevens students participate as representatives of the Lake Stevens School District in scheduled competition.
4. “Excursions” – An extended learning experience outside the school campus which is more than one day in length or outside of the state.

**EXTENDED EDUCATIONAL EXPERIENCES**

**PROCEDURES:**

(General Instructions for Obtaining Approval)

**1. Field Trips (Approval or disapproval of a field trip is delegated to the Principal)**

- 1.1 The following district forms are to be utilized:
  - Request for Activity Bus
  - Field Trip Parental Information and Permission Form (Developed by teacher/principal)
  - Field Trip Evaluation Form
- 1.2 The teacher should notify the building principal by written request of the proposed date at least twenty (20) days prior to the trip. (This applies regardless of the mode of transportation to be employed.)
- 1.3 Parents will be notified at least five (5) days in advance of the field trip.
- 1.4 Field Trip Permission Forms will be returned to the office prior to departure by the students.
- 1.5 Motor transportation for trips made during a school day should be district-owned buses and vehicles.
- 1.6 When buses are required, the Request for Activity Bus Form shall be made out by the teacher and authorized by the principal, who will then send the form to the Bus Dispatcher. Requests should be made at least five (5) days in advance of the trip.
- 1.7 The teacher and principal will approve the chaperon arrangements and ratio.
- 1.8 Parent information and permission forms will include:
  - Destination
  - Date(s) of trip
  - Time of departure and return
  - Cost, if any
  - Meal arrangement
  - Number of chaperons

- Method of transportation
- Specific equipment, i.e., warm clothing, boots
- Parent signature

## **2. Co-curricular Activities**

Approval or disapproval of co-curricular activities is delegated to the principal. Out-of-state activities require the approval of the Superintendent and Board of Directors.

2.1 The following district forms are to be utilized:

- Request for Activity Bus
- Parent Information and Permission Form

2.2 The advisor should notify the building principal by written request of the proposed date at least twenty (20) days prior to the trip. (This applies regardless of the mode of transportation to be employed.)

2.3 Parents will be notified at least five (5) days in advance of the co-curricular activity.

2.4 Permission forms will be returned to the advisor prior to departure by the students.

2.5 Motor transportation for trips made during a school day should be district-owned buses and vehicles.

2.6 When buses are required, the Request for Activity Bus Form shall be made out by the advisor and authorized by the principal, who will then send the form to the Bus Dispatcher. Requests should be made at least five (5) days in advance of the trip.

2.7 The advisor and principal will approve the chaperon arrangements and ratio.

2.8 Parent information and permission forms will include:

- Destination
- Date(s) of trip
- Time of departure and return cost, if any
- Meal arrangements
- Number of chaperons
- Method of transportation
- Specific equipment, i.e., warm clothing, boots
- Parent signature

## **3. Interscholastic Athletics**

Approval or disapproval of Interscholastic Athletics within the state is delegated to the Athletic Director and the principal of the school participating. Out of state activities require the approval of the Superintendent and the Board of Directors.

3.1 The following district forms are to utilized:

- Request for Activity Bus
- Athletic Registration Form

3.2 The Athletic Director and/or principal will post athletic schedules in the building and with the District Office as soon as they become available.

3.3 Parents will be notified of athletic contest dates at the beginning of the sport season.

3.4 Motor transportation for trips made during a school day should be by district-owned buses and vehicles.

3.5 When buses are used, the Request for Activity Bus Form shall be made out and authorized by the Athletic Director or principal, who will then send the form to the Bus Dispatcher. Requests should be made at least five (5) days in advance of the trip.

3.6 The coach(es) are responsible for the supervision of the athletes.

#### **4. Excursions**

Approval or disapproval of an excursion is delegated to the principal and the Superintendent if held within the state. Out of state excursions shall also require the approval of the Superintendent and the Board of Directors.

4.1 All excursions will be approved on the following basis:

4.1.1 Tentative approval at the initial planning state, i.e., request for applications, audition tapes, etc.

4.1.2 Final approval will be based on a complete prospectus presented at least one month prior to the trip.

Invitations received that change the above time line will be considered at the earliest opportunity.

4.2 The following district forms are to be utilized:

- Request for Activity Bus
- Excursions Parental Information and Permission Form

- Excursion List of Student Participants
- 4.3 Parents will be notified at the time of tentative approval and again within one week after final approval.
  - 4.4 School buses and/or private carrier buses (i.e., Trail Ways) should be considered before private vehicles are used.
  - 4.5 When school buses are used, the Request for Activity Bus Form shall be made out and authorized by the principal and Superintendent, who will then send the form to the Bus Dispatcher. Requests should be made at least one (1) month in advance of the trip.
  - 4.6 The advisor and principal will approve the chaperon arrangements and ratio.
  - 4.7 Parent Information and Permission Forms will include:
    - Destination
    - Date(s) of trip
    - Time and departure and return
    - Cost
    - Meal arrangements
    - Housing accommodations
    - Emergency telephone numbers
    - Route of travel
    - Number of chaperons
    - Method of travel
    - Specific equipment needs
    - Medical release
    - Parent signature

## **5. Budget Requirements**

- 5.1 The number of allowable trips will be governed by the District budget, principal's authorization, and educational value.
- 5.2 Cost of bus transportation will be charged to the appropriate budget account. Advisors for club trips should contact the Business Office for the cost of the trip. The budget must contain sufficient funds to pay the cost of the trip.
- 5.3 Fund raising activities must meet the requirements of Policy No. 5310.