
STUDENT FIELD TRIP REQUEST PROCEDURE (LNT-P006)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure describes the Student Field Trip Process.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 School Board, Assistant Superintendent of Learning & Teaching, District staff, building principals, building secretaries

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Superintendent of Learning & Teaching

4.0 DEFINITIONS:

- 4.1 Field Trip — Any school-related activity taking place off school grounds.
- 4.2 In-State Field Trip Request — All field trips within Washington State.
- 4.3 Out-of-State Field Trips — All field trips taken outside of Washington State.

5.0 PROCEDURE:

5.1 IN-STATE APPROVAL

- 5.1.1 Staff involved in taking students on field trips need to fill out two Field Trip Documents: 1) Request for Approval of School-Related Field Trip and Transportation Request, Form # LT-01-07; and 2) Field Trip Itinerary and Checklist, Form #LT-21-07, one month in advance to proposed trip.
- 5.1.2 Staff sets deadline for return of parent/guardian's field trip permission forms (Form # LT-20-05).
- 5.1.3 When completed, give form to building or program administrator for approval/signature and account codes.
- 5.1.3.1 If the request is denied, the form is returned to the requesting staff member.
- 5.1.3.2 If the request is accepted, the secretary separates the form and distributes copies as listed at the bottom of field trip form.

5.2 OUT-OF-STATE APPROVAL

- 5.2.1 Staff involved in taking students on field trips need to fill out two Field Trip Documents: 1) Request for Approval of School-Related Field Trip and Transportation Request, Form # LT-01-07; 2) Field Trip Itinerary and Checklist, Form #LT-21-07) at least 90 days in advance of proposed trip, approximate cost of trip, and name of person(s) responsible for paying (Student or Program).
- 5.2.2 Staff sets deadline for return of parent/guardian field trip permission form (Form # LT-20-05).
- 5.2.3 When complete, the requesting staff member gives the form to the building principal or program administrator for approval/signature and account codes.

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5.2.3.1 If the request is denied, the form is returned to the requesting staff member.

5.2.3.2 If the administrator approves the request, the entire form is sent to the District Learning & Teaching Department.

5.2.4 The Learning & Teaching Department will take Out-of-State Field Trips to the School Board for approval.

5.2.4.1 If the trip is denied, it will be noted in the School Board minutes, and the Assistant Superintendent of Learning & Teaching will notify requesting staff.

5.2.4.2 If the trip is approved, it will be noted in the School Board minutes, and the Assistant Superintendent of Learning & Teaching will notify requesting staff.

5.2.5 After School Board approval, the Assistant Superintendent of Learning & Teaching signs the form and they are sent back to the building secretary for distribution to appropriate department as listed on the bottom of the form.

5.3 NOTIFICATION OF NURSE:

5.3.1 Staff member sends the Itinerary Checklist Form to nurse with final list of all participants and date of field trip at least one month prior to departure. They also include any health concerns parent/guardian notes on permission form.

5.3.2 Nurse reviews available health records of all participants, signs request and forwards to principal and teacher/contact person.

5.3.3 If no health record on file, student cannot attend field trip.

5.3.4 Nurse will alert staff about student health concerns and schedule training of staff.

5.3.5 Teachers are responsible to pick up medications and paperwork on departure.

6.0 ASSOCIATED DOCUMENTS:

6.1 LNT-F006 or District Form #LT-01-07 Request for Approval of a School Related Field Trip/Student Transportation.

6.2 LNT-F007 or District Form #LT-21-07 Field Trip Itinerary Checklist.

6.3 LNT-F009 or District Form #LT-20-05 Parent/Guardian Field Trip Permission Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
LNT-F006 Request for Approval of a School-Related Field Trip	Hard copy in Learning & Teaching Department	Two years	As desired	None
LNT-F007 Field Trip Itinerary Checklist	Hard copy with principal or designee	Two years	As desired	None

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LNT-F009 Parent/Guardian Field Trip Permission Form	Hard copy with teacher	Two years	As desired	None
School Board Minutes	Hard copy in District Office vault	Permanent	N/A	Fireproof vault

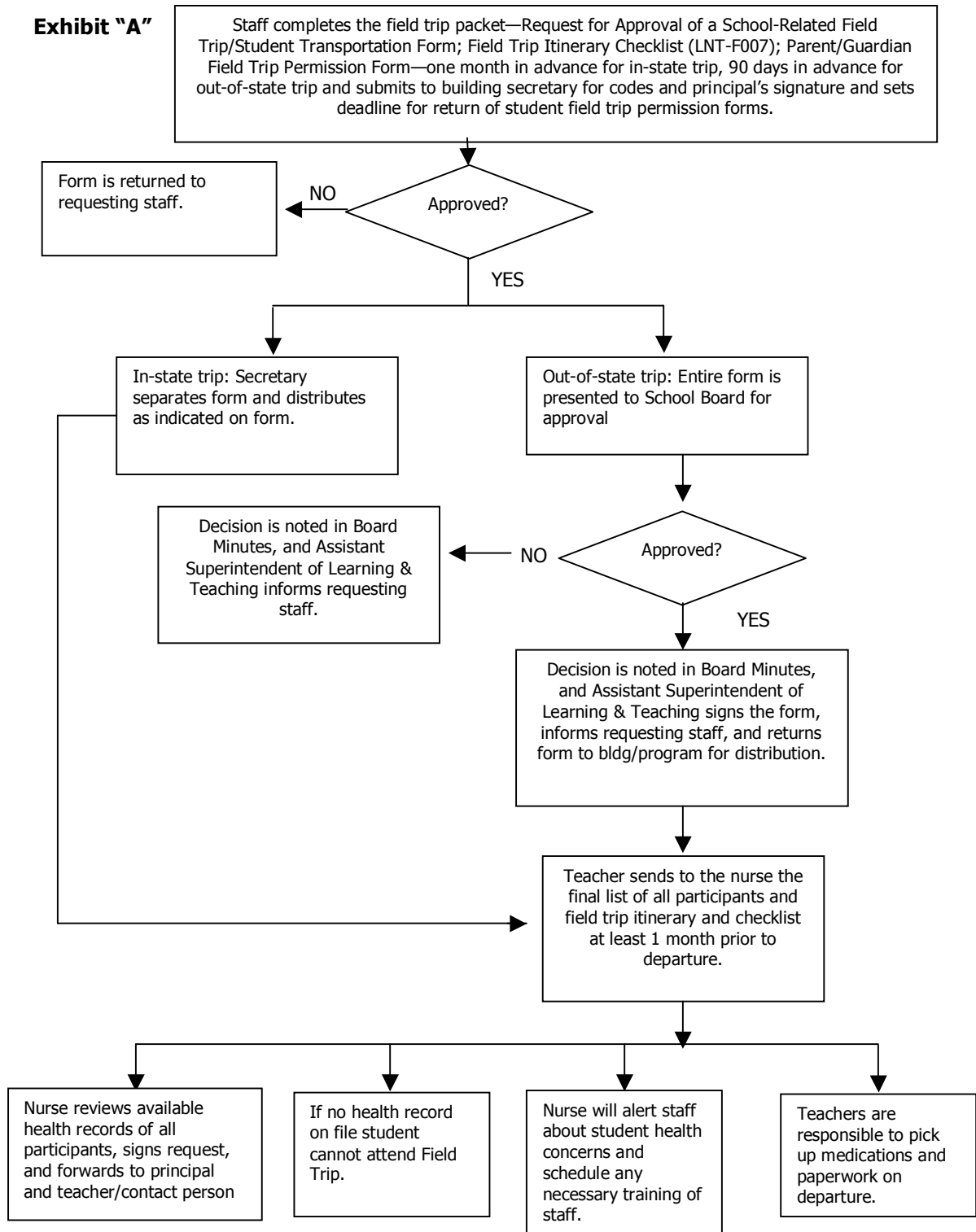
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
24-Apr-03	A	Original Release
30-Sept-04	B	Changed "at least 7 days" to "two weeks" in 5.1.1
26-May-05	C	Added nurse info; updated form requirements
7-Sept-05	D	Updated record retention data
5-Feb-07	E	Updated instances of LT-01-05 and LT-21-05 to LT-01-07 and LT-21-07

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Exhibit "A"



**** End of procedure ****