

Cascade High School Field Trip Policies & Procedures

APPROVAL FOR ANY FIELD TRIPS MUST GO THROUGH KATE VAFAEEZADEH VIA HOLLI PORTER.

Rationale

“The Everett School District recognizes that field trips are a natural extension of the curricular, co-curricular, and interscholastic programs. Field trips are opportunities for students to participate in activities and gain experiences that cannot be duplicated in the classroom or on the school site. The Board of Directors encourages appropriate, carefully planned field trips that lead to new learning or reinforce what has been already learned at school.” [2320]

Field Trip Classifications

- **Co-Curricular Field Trips:** School sponsored, non-classroom –oriented experiences of a nature that normally have little or no school time involved. Examples: Knowledge Bowl, Science Fair, Natural Helpers.
- **Curricular Field Trips:** A classroom-oriented learning experience outside the school campus. Examples: Local business, Camp Silverton, DECA
- **WIAA Activities:** Interscholastic, out of district events under the direction of the WIAA in which students participate as representatives of the Everett School District. While regularly scheduled competitive activities do not require a field trip permission form, practices arranged outside the district do. Example: Debate tournaments, marching band, cheerleaders, athletics.

Procedures

It is the responsibility of the building administrator to review the policy and procedures with appropriate staff to authorize the trip and to supervise the process utilized by the teacher and the students. You must consider the following items in your pre-planning:

- Safety and well-being of students, staff, and chaperones shall be of primary concern.
- Field trips shall relate to the curricular, co-curricular, outdoor education or WIAA activities.
- The proposed trip will be organized so that all students may participate if they and their parents so desire and if all conditions for participation are met.
- A district staff member shall accompany students on field trips, following all applicable ratio requirements.
- Behavior and safety standards shall be reviewed with all students before departure.
- The staff member shall contact the site to become familiar with the location and any hazards or dangers. Specific arrangements will be made for the field trip so that the desired activity can be coordinated with the objectives.
- Follow-up activities shall occur in conjunction with the field trip.

Field trip forms are available online via Holli Porter's school webpage. It is the responsibility of the staff member scheduling the trip to see that all permission forms have been completed for each student prior to going on the trip. Only written permission signed by a parent or guardian will be accepted.

Adult Supervision (Field Trip Informed Consent Adult Supervisor Form)

- The number of adult supervisors to be determined by the teacher should be based upon the age of students, duration of the trip, safety considerations, and nature of activities planned.
- Students should be under the direct supervision of a staff member or adult supervisor.
- Student conduct during the activity should be based on consideration for personal and property rights of others.
- District policies and procedures pertaining to student conduct, discipline and rights apply to students while away from the school campus on school-sponsored field trips.
- Office Manager will maintain a list of those adult chaperones who are already approved and can help you contact possible chaperones. Be sure to discuss any questions about adequate supervision with the
- Principal. A district staff member shall accompany students on field trips.

Day Trip (Field Trip Request Form)

Pre-Approval of Day Trip

- Pre-approval of field trip from the building administrator, Kate Vafaeezadeh via Holli Porter including budget code/the budget that will be paying for the trip including any substitutes needed
- Transportation requested through building secretary, Holli Porter

Prior to Day Trip

- Give students the informed consent to be completed for approval by parents and teachers.
- Copies of the itinerary to the students and parents involved in the trip.
- Collect student informed consents. Check for appropriate signatures and medical insurance. All students must have insurance. Make copies of the informed consent form for the building designee and other chaperones on your trip.
- Confirm your transportation with the building secretary.

Day of Trip

- Take original informed consent forms with you on the trip.
- Take a copy of informed consent forms for the other chaperones. They only need a set for the students in their group.

- Leave copies of student completed informed consent forms with building designee.
- Leave contact phone numbers of staff supervisor on field trip for emergencies with building designee.
- Leave itinerary of the trip with building designee.

Return from Day Trip

- Check in with the building designee upon return if people are still in the building. Then they know that all have returned safely or if there were any complications.
- Take originals of informed consent forms to building designee.
- Informed consent forms **must be kept for one year** from the date of the trip.
- Complete any follow up paperwork needed.

Overnight Trips (Field Trip Overnight, Out-of-State, International Trip Request Form)

Pre-Approval of In and Out of State Overnight Trip

- Written plan to building administrator for Pre-approval of field trip via Holli Porter. **No Communication with parents or students until the field trip is approved.**
- Transportation requested through building secretary, Holli Porter.
- Sent to district office building designee **at least 45 Days prior** to trip for approval. Out of state may require even more notification. Work with your building administrator as soon as you know you want to pursue an Out of State Overnight trip.
- District office needs the following items:
 - Copy of permission form
 - Destination
 - Itinerary
 - Contact person
 - Where you are staying
 - Number of students and chaperones
 - Mode of transportation
 - Verify that there is adequate transportation for all students and chaperones
 - If a chaperone is traveling in their personal vehicle please list this as well
 - Emergency phone numbers

Prior to the Trip

- Give students the informed consent to be completed for approval by parents and teachers.
- Copies of the itinerary to the students and parents involved in the trip.
- Collect student informed consents. Check for appropriate signatures and medical insurance. All students must have insurance.
- Make copies of the informed consent form for the building designee and other chaperones on your trip. Create an alpha list of all participants and chaperones.
- Confirm your transportation with the building secretary.

Day of Trip Departure

- Take original informed consent forms with you on the trip.
- Take a copy of informed consent forms for the other chaperones. They only need a set for the students in their group and list of all participants and chaperones.
- Leave copies of student completed informed consent forms with building designee.
- Leave contact phone numbers of staff supervisor on field trip for emergencies with building designee.
- Leave itinerary of the trip with building designee.

Day of Return from Trip

- Check with the building designee upon return if people are still in the building. Then they know that all have returned safely or if there were any complications.
- Take originals of informed consent forms to building designee.
- Informed consent forms **must be kept for one year** from the date of the trip.
- Complete any follow up paperwork needed.

Transportation

- District or commercial vehicles should be used for all class field trips.
- The school secretary will contact the Transportation Department to schedule vehicles for the trip.
- The phone contact will be followed by a Transportation Field Trip Request Form fourteen (14) school days prior to the trip.

However, there are times when a staff member with a Type II License may transport a small group of students in his or her private vehicle, e.g., special recognition events, delivering food baskets. For those situations, the staff member must meet the following criteria:

- Utilize a vehicle, which is in compliance with all applicable State laws and regulations and is mechanically sound and reliable.
- Possess a current, valid Washington State Driver's license with appropriate licensed driving experience.
- Maintain valid personal auto liability insurance with minimum limits of \$100,000 per occurrence and
- \$300,000 aggregate combined single limit of liability (or \$100,000/\$300,000 Bodily Injury; \$50,000 Property Damage) and uninsured motorist coverage.
- Complete and have approved "**Approval For the Use of Private Vehicle**" form 2320P.

Expense

Be judicious in planning field trips when students are charged for expenses. "Each student shall have an equal opportunity to participate in field trips that are taken by the student group. The availability of field

trip opportunities for students is commensurate with the funds which can be allocated to support such activities.

The District will strive to offer field trip experiences with a minimum of expense to the individual students.” [2320]

Emergency While on a Field Trip

In the event of an emergency while on a field trip, the staff member in charge will notify their supervisor and make arrangement for promptly notifying parent of all students involved in the field trip activity.

Time Frames

Field trip requests for each semester must be submitted at the beginning of that semester.

2025-26 Official Field Trip Submission Dates:

- 1st Semester: August 29, 2025
- 2nd Semester: January 9, 2026

On these dates, meetings will be held with Kate Vafaezadeh and Holli Porter to review and approve field trip requests. A sign-up sheet will be made available in advance.

Important Guidelines:

- Trips submitted outside the official submission dates must follow all district field trip policies and may be denied if they do not meet required criteria.
- 200/400 field trip rule. This means that new trips will not be added if:
 - 200 or more students are already scheduled to be on a trip on a given day, or
 - 400 or more students are already scheduled to be on trips during a given week.
- Field trip requests will not be accepted during the following blackout periods:
 - The first two weeks and last three weeks of each semester
 - December 3–18, due to the annual Food Drive

Please plan accordingly to ensure your trip can be reviewed and approved within the designated windows.

RELATING POLICES

Cash Handling

Here are some basic policies to remember when working with cash:

- **Before charging a fee for any school activity, item or event, discuss your plan with an administrator and the ASB Treasurer for approval. State laws and district policies are very strict concerning fund raising in public schools.**
- Far in advance, request a cash box and any necessary documents that will be needed for your event.
- After sales are done for the day, count all money, and fill out an Activity cash report.
- The Activity cash report and all money MUST be turned into the Treasurer’s office daily!

- Checks must be made payable to CHS or Cascade High School.
- It is **ILLEGAL** to give cash back if a check is written for more than the amount required.
- **NEVER** cash a check outright.

Collecting Money From Students

All money should be handled through the Treasurer's office, which is open to students before school, during lunches and after school. At no time should teachers/coaches/staff handle money. Once the student pays they are to show their receipt verifying payment to their respective teacher/coach/staff member.

Fees

Our obligation is to provide a free public education. "The District shall provide an educational program for the students as free of costs as possible." [3520] Students, however, will be charged for loss or damage to materials. Policy 2311P states, "Students and/or parents will be held responsible for instructional materials lost or damaged." Teachers may not establish any fees or fines—such policies must be established through the Principal.

Fundraising

All fundraising activities must be handled through the ASB Treasurer's office. Well in advance, a fundraiser request form must be filled out and signed by the club/team, advisor/coach, ASB cabinet representative, ASB Treasurer, and Primary Advisor. Signed meeting minutes must be included in submission.

It is critical that all appropriate procedures are followed when having a fundraiser. **Please meet with ASB Treasurer prior to the fundraiser to help ensure all necessary steps are followed.**

Requisitions and Purchase Orders for ASB and General Fund

- Purchases should be planned in advance and be supportive of school goals.
- Signed meeting minutes must be included in submission.
- ASB purchases are handled by ASB Treasurer in the Treasurer's office. You can get the PO request form from ASB Treasurer, as well as ask any questions about the process. It is critical that all receipts and invoices are promptly delivered to the Treasurer's office for payment.
- General Fund purchases are handled by Office Manager.
- Reimbursements **MUST** be pre-approved. Do not make a purchase without getting the proper pre-approval.

Use of School Resources

Under state law, school personnel may not use resources provided for educational purposes for their own use. This would be regarded as a misuse of public funds, or a "gift of public funds." For example, staff members cannot use school equipment without charge to teach a course under the auspices of another

school unless the district is reimbursed. Staff may not use school/district equipment, time, facilities, etc. when coordinating a non-school related field trip.