

**WHITE RIVER SCHOOL DISTRICT #416  
BOARD POLICY**

**No. 2320**

2000 INSTRUCTION

Program Supplements

**2320 – Field Trips, Excursions, 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 in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

School district sponsored trips are defined as controlled by the district, with one or more of the following: the activities are connected to the classroom curriculum or school activities, and/or district employees who are supervising receive pay from the district during the trip.

Non-school district sponsored trips are defined as not being controlled by the district, with one or more of the following: organized by an outside agency, supervisors are earning a free trip or are being paid by an outside agency for overseeing the trip, and/or the district is not paying wages to the supervisors of the trip.

School district sponsored trips which take students out of the state (beyond 30 miles of the state border) or are planned to keep students out of the district overnight must be approved in advance by the board at least 30 days prior to the date that the trip is to take place. However, the superintendent has the authority to grant emergency approval for trips upon shorter notice.

Outdoor education resident school plans and WIAA sanctioned events shall be presented to the board for annual approval. The Superintendent has the authority to approve all other field trips.

The superintendent shall develop procedures for the operation of school district sponsored field trips or an outdoor education activity which shall ensure that the safety of students shall be protected and that parent permission is obtained before students leave the school. Each field trip must be integrated with the curriculum and coordinated with classroom or school activities which enhance its usefulness. Private vehicles may be used to transport students if approval is obtained in advance from the principal.

No staff member may solicit students for any privately arranged field trip or excursion without permission of the superintendent/designee. If a staff member wishes to involve students in a trip which is not covered by this policy, the district will neither approve or disapprove the trip. Responsibility rests with the staff member and travel agency involved. The following guidelines shall be adhered to:

**BOARD POLICY  
(Continued)**

**No. 2320**

- 1) Time shall not be taken from instruction to organize or take the trip.
- 2) No district information or equipment may be used by staff members in planning or promoting such a trip.
- 3) Parents shall be clearly informed that the trip is not sponsored by the White River School District, and material developed to advertise the trip shall clearly state this fact.
- 4) There shall be no relationship between involvement in travel and course grades or credit.

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Cross References:	Board Policy No. 8112	Extracurricular Use of School Buses
Legal References:	RCW 28A.330.100(5)	Additional Powers of Board
	67.20.20	Parks, bathing beaches, public camps—
		Contracts for Cooperation
	WAC 181-87-090	Improper Remunerative Conduct

*Original adoption: February, 1998  
Revised: July, 2012*

