**Operating Policy No. 2320**

**Instruction**

**FIELD TRIPS AND TRAVEL RELATED LEARNING EXCURSIONS**

The staff and Board of Directors of Puget Sound Educational Service District (PSESD) have a strong commitment to quality equitable programs and experiences for students working in partnership with school districts, early learning, higher education, and public and private organizations and the families and students served. PSESD staff and Board are motivated by a deep desire to increase the academic and social success of all students by leading with racial equity.

PSESD recognizes that field trips and other travel related learning excursions supplement and enrich the academic, social, and cultural development of students. We also recognize the value of field trips and travel related learning experiences in broadening student’s diverse perspectives, interests, and understanding of community.

Operating Policy 2320 applies to students served at ReLife School, students served by PSESD programs operating in local districts, and student representatives when they are serving on the PSESD Board or on other PSESD sponsored committees and participate in travel related learning excursions, such as conferences or site visits.

All travel related excursions, including those that take students out of state or keep students overnight must be approved by the Superintendent or their designee. If the PSESD program operates in a local district (e.g., 21st Century Learning Center Program), staff requesting the field trip are expected to also follow any required procedures of the local district in which the PSESD program operates for notifying staff and receiving field trip approval.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of students, and opportunity for students to assimilate the experience during and at the conclusion of the trip. To this end, the following should be considered in selection of field trips:

1) value of the activity to the particular group of students;

2) relationship of the field trip activity to a particular aspect of instruction, social learning, or cultural development;

3) suitability of the activity and distance traveled in terms of the age level; and

4) cost of the activity.

Safety of students and staff shall be the primary consideration. Parent permission must be obtained before any student participates in a field trip. Transporting students in privately owned vehicles is prohibited in non-emergency situations without the pre-approval of the Superintendent or their designee and written parental permission.

For student representatives when they are serving on the PSESD Board or on other PSESD sponsored committees, staff are directed to use [Field Trip/Travel Excursion Forms 2320F2](https://pugetsoundesd.sharepoint.com/%3Aw%3A/t/BusinessOffice/ER4XPTfEgW1FqPffMv9KNFsBF1u-pLo50exp1HXHRgyLFA?e=ldSsyE) for receiving internal approval for field trips and student travel; communicating the field trip/travel excursion itinerary, and informing parents and obtaining their informed consent for their child’s participation. ReLife School maintains a set of separate forms for student field trips.

Adopted: June 2013

Revised: March 2019

Revised: February 2023

Relevant PSESD Board Governance Policy: EL 3 Transformational Relationships

EL 9 Asset Protection

Legal References: RCW 28A.310.180 ESD board —Compliance with rules and regulations — Depository and distribution center — Cooperative service programs, joint purchasing programs, and direct student service programs including pupil transportation.

WAC 181-87-090 Improper remunerative conduct