

# Greater Albany SD 8J Board Policy

Code: **HCA**  
Adopted: 7/23/79  
Revised/Readopted: 3/12/01; 5/20/02;  
8/13/07  
Orig. Code(s): BP 6700, BP 6710

## Field Trips and Special Events

The Board recognizes the educational value of special activities in the total curriculum but recognizes that certain guidelines and limitations must be enacted to ensure fairness and to keep within the financial abilities of the district.

Trips shall be confined to within the state and within an approximate 75 mile radius, but on special occasions where the educational value for the students cannot be met within that distance the superintendent or designee may authorize an exception.

The administration will provide procedure and guidelines for the district in the granting and facilitating of student trips. The approval of trips will be determined by the administration using the following criteria:

1. The educational value of the trip;
2. The cost in relation to the educational outcome goals;
3. The means and availability of transportation;
4. The amount of fuel to be consumed;
5. The amount of disruption to other school programs;
6. The trip itinerary is the shortest distance possible for the educational experience or athletic competition desired;
7. Available funding.

The district will permit student attendance to out-of-state conferences, assemblies or conventions under the following conditions:

1. The activity is sponsored by a school-approved, cocurricular (classroom related) organization;
2. The student involved is a state officer or winner of a statewide contest and, therefore, eligible to compete regionally or nationally. Exceptions may be authorized by the superintendent;
3. Supervision is provided by the state organization or parents or guardians<sup>1</sup>. Staff may attend if they are required for supervision and their absence is approved under the professional leave provision of the collective bargaining agreement;

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<sup>1</sup>As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005(18).

4. If the trip is to be financed by funds raised by the school-related organization or club, such funds shall be obtained by dues or in approved activities confined to sale of bonafide services or products. With approval by the principal, designated grants from established organizations may be accepted, as well as student body and district funds as budgeted;
5. The district will excuse the student from school attendance, as requested by a parent or guardian and approved by the principal.

The administration will formulate regulations and procedures for the implementation of this policy.

END OF POLICY

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Legal Reference(s):

[ORS 109.056](#)  
[ORS 125.005\(4\)](#)  
[ORS 125.300-125.325](#)  
[ORS 332.107](#)  
[ORS 336.183](#)  
[ORS 339.155](#)  
[ORS 419B.373](#)

[OAR 581-015-0005\(18\)](#)  
[OAR 581-022-1020](#)

Cross Reference(s):

[EEAD](#) - Bus and Vehicle Usage by the Public  
[KK](#) - Visitors to District Facilities