

# Greater Albany SD 8J Administrative Regulation

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## Field Trips

### Philosophy

Field trips should provide an enriching and vital aspect of the total school program. They should be integrated within the regular school program and exist as a natural outgrowth of this program.

### Curricular Field Trips

Field trips that are correlated with the district's adopted instructional program are defined as curricular field trips. Since curricular field trips are an integral part of the instructional program, classroom preparation and follow-up for students is an expectation of all trips. Field trips by performance groups will be considered curricular when the performance is an integral part of the group's classroom activities or when the performance is a result of a community or civic request.

### Activity Field Trips

Field trips that are primarily motivational experiences, rewards for students as culminating activities or which do not meet the concept of curricular field trips are defined as activity field trips. Any trip that is not clearly curricular should be requested as and considered an activity field trip.

### Criteria for Approval of Field Trips

The following criteria will be used in approving all educational field trips.

1. What is the educational value of the trip?
2. What are the educational outcome goals of the trip?
3. What is the evaluation plan to determine the attainment of these goals?
4. Is the cost of the trip justified in relationship to the educational outcome goals?
5. What amount of disruption to other school programs does this trip cause?
6. Is the trip the shortest distance possible for the educational experience or athletic competition desired?

### Rules Governing Field Trip Approvals

1. All trips shall be confined to within the state and within an approximate 75 mile radius of the district (or 150 mile round trip). Exemptions to this must approved by the site supervisor, be for valid educational purposes and follow pertinent policies and safety procedures. Athletic teams attending OSAA-sanctioned events are exempt from the 75 mile distance limit. Requests for bus service must be submitted no less than 10 school days prior to the proposed trip date.

2. All trips involving overnight stays must be submitted to the Business Office regardless of the distance of the trip. This is required to review safety aspects and so the District Office has a record of overnight trips in the event participants or parents/guardians<sup>1</sup> of participants need to be contacted. Information regarding approved overnight trips must be submitted to the Business Office no less than 10 days prior to the trip date. Names of student participants and chaperones can be submitted as late as the day of the trip.

### **Application Procedure for Bus Transportation**

1. All trips (including 150 mile and overnight) must be submitted via the website <https://www.fieldtriprequest.com> no fewer than 10 school days prior to the proposed date of the trip.
2. Trips may not be submitted until the requestor has sufficiently accurate information to enable accurate transportation planning (e.g. a destination, timeline, and student count). Submitting an inaccurate trip request “just to reserve buses” or to establish a position in the prioritization is not appropriate and creates an inefficient allocation of resources.
3. Each type of trip has an appropriate approval chain built in. Trips are generally routed through a staff member for accounting information and accuracy verification and to an administrator for review and approval.
  - a. School staff is responsible to ensure each request contains complete and accurate information.
  - b. The building principal (Athletic Director/Coordinator for OSAA-required events) will:
    - (1) Ensure each trip is appropriately categorized as curricular, non-curricular, etc.
    - (2) Provide justification for trips approved outside the published “mid-day” window for field trips
    - (3) Provide justification for a trip requested for fewer than 14 students (where an activity van is generally more appropriate)
    - (4) Ensure the group requesting the trip is prepared to have an adult (staff or District-cleared volunteer) to ride each bus of the trip during all transportation (both directions).
    - (5) Review the application, the educational outcome goals and the evaluation plan of the proposed trip to determine whether to approve or disapprove the request.
4. No more than a total of five field trips for the district will be scheduled per day. Scheduling will be by order of submission.
5. The final approval of all field trips will be contingent on the availability of both bus and driver.

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<sup>1</sup>As used in this document, 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).

6. Schools may contact the Transportation Department for assistance selecting a date and time more likely to be supportable, but the Transportation Department cannot guarantee transportation until the day of a trip.

### **Prioritization of Trips**

1. Trips are prioritized by category. Within each category, trips are prioritized in the order they are requested. Category order:
  - a. Home-to-school/school-to-home.
  - b. OSAA scheduled and required events.
  - c. Middle School athletic events.
  - d. Curricular.
  - e. Non-curricular.
2. In the event Transportation anticipates a capacity problem, they will send a list of trips in priority order to affected parties. If capacity issues cannot be resolved, trips will be cancelled in priority order to ensure all higher priority trips are staffed.
3. The final approval of all trips will be contingent on the availability of both bus and driver.

### **Cost**

1. Curriculum trips are billed at \$0.50/mile and \$10.00/hour.
2. Activity trips are billed at \$1.00/mile and \$20.00/hour. Schools are billed directly via journal entry each month.

### **Overnight Trips**

1. Groups staying overnight are responsible for the cost of the driver(s) lodging and meals for the trip. Meals are provided as per district policy.
2. Organizers are responsible for adequate number of chaperones based on the number and gender of students participating.