

**Athena-Weston
School District 29J**

Code: **IICA**
Adopted: 11/11/96
Readopted: 8/10/15
Orig. Code(s): IIC

Field Trips and Special Events**

Administrative Level Decision

1. Trips for instructional, club and/or activities which take place only during school hours will be subject to the approval of the principal(s) involved.
2. Trips for instructional, club and/or activities, which occur at times other than during school hours, will be subject to the approval of the principal(s) involved and the superintendent.
3. All trip requests requiring only administrative approval must be submitted at least one week in advance of the projected departure date.

Board Level Decision

Any school sponsored class, club and/or activity, which requires students to spend the night away from their home, must receive prior approval by the Board.

1. The Board must receive the proposed trip request not less than 30 days prior to the projected departure date.
2. No planning for, promises of, nor solicitations or fund raising activities to promote the projected trip shall be initiated by any staff member, club or school organization prior to the approval of the trip by the Board.

Application

This policy applies to all instructions, club or activity field trips under the jurisdiction of the district.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 336.014](#)

[ORS 339.155](#)

[OAR 581-022-1020](#)

Cross Reference(s):

EEAE - Student Transportation in Private Vehicle
KI - Public Solicitation in District Facilities