

## Field Trips and Special Events

Field trip procedures are established as follows:

1. Requests for field trip approval (including state playoffs, tournaments, and invitationals):
  - a. Applications for field trips of more than 48 hours duration should be submitted to the superintendent's office 30 days prior to the trip;
  - b. Applications for field trips in duration of less than 48 hours should be submitted to the superintendent's office 14 days prior to the trip;
  - c. Applications for walking trips that require no transportation should be submitted to the office of the principal before the trip for approval. A copy of this request will be filed with the superintendent's designee by the principal;
  - d. The district's Permission for use of Private Vehicle form should be completed prior to an individual transporting students in a private vehicle.
2. Prior written parent permission must be secured for any field trip. In some cases blanket parental permission could be secured in advance of a specific series of field trips which are a part of a regularly required class program, such as local trips taken by the agriculture class or preholiday performance of the band or choir;
3. At least one staff member with a current first aid card will accompany the field trip. This requirement may increase based on the number of students participating (one trained staff member/sixty students). Should any student require the administration of medications of any type, then staff trained in administering those specific types of medications will accompany the trip;
4. Transportation rules:
  - a. The person in charge of the field trip will brief all participants on transportation carrier rules;
  - b. At least two adult chaperones will accompany each transportation carrier. The principal may reduce or increase this requirement based on the number of students participating and the mode of transportation;
  - c. Chaperones should be seated in a dispersal manner in order to maintain control;
  - d. Student behavior is the responsibility of the chaperones, but the carrier operator will offer assistance if a question of safety is involved;
  - e. Route, stops, etc., will be planned before the trip and communicated to the carrier before leaving the school. The planned itinerary should be filed with the principal's office prior to the trip;
  - f. The person in charge should count students after each stop;

- g. Once a trip begins, students are to stay with their assigned carrier unless specifically instructed otherwise by a chaperone. Students must have prior permission before leaving the group with parents or other relatives who must identify themselves to the person in charge.
5. In planning a trip:
    - a. The capacity of the carrier should be considered. In the case of buses or other traffic vehicles, all passengers must be seated in accordance with law or regulation;
    - b. The ability of students to pay will be taken into consideration:
      - (1) If a student is unable to pay part or all of the field trip expenses, the staff will ensure that arrangements for payment are made in such a way that the student is not caused embarrassment;
      - (2) If fund raising for events is necessary, the group as a whole will be engaged in fund raising, not just those needing financial assistance.
  6. Standards for student conduct and discipline apply during a field trip;
  7. On overnight trips, students will stay only in accommodations approved by the faculty member in charge of the trip;
  8. All participants should remember they are representatives of Corvallis School District 509J and should conduct themselves accordingly in grooming, dress, conversation and actions;
  9. Walking field trips and bicycle field trips are permitted so long as adequate supervision is provided and students are instructed in safety measures;
  10. Supervision will be arranged by the teacher and approved by the principal:
    - a. Nonlicensed staff, parents, and volunteers may assist in supervision;
    - b. The teacher(s) in charge will be responsible for informing assistants of their duties.
  11. The use of privately owned vehicles by paid staff and volunteers to transport students will be authorized only by the building principal:
    - a. Liability insurance must be carried by the owners of private vehicles;
    - b. The principal will inform the owners of private vehicles that in case of accident the driver's own insurance company is primarily responsible and that Corvallis School District insurance is responsible for damages in excess of the individual's insurance;
    - c. Each volunteer will be given a copy of the *Corvallis School District Explanation of District Insurance in Regard to Nonpaid Volunteers* prior to the first activity for which they are driving.