

Student Field Trip and Excursion Policy**

Field Trips

The district recognizes that field trips are natural extensions of curricular and extra curricular programs. Field trips are opportunities for students to participate in activities and gain experiences that cannot be duplicated in the classroom or on the school site. The Board encourages appropriate, carefully planned field trips that lead to new learning or reinforce what has been already learned at school.

Each student shall have an equal opportunity to participate in field trips that are taken by the student group. The availability of field trip opportunities for students is commensurate with the funds that can be allocated or raised to support such activities. Prior approval from the administration must be obtained prior to planning, publicizing, or embarking on a field trip. Field trips involving transportation by boat will not be approved due to insurance restrictions.

The superintendent shall develop procedures for the operation of field trips that will ensure that educational objectives are met, the safety of the student is protected, and parent permission is obtained. All district-sponsored trips will have proper supervision by school employees. Parents are permitted and encouraged to assist in such supervision.

Extended Travel: Overnight and Out-of-State Trips

The district will not assume any liability for extended travel which is not pre-approved by the superintendent's office. Such travel which is not pre-approved is prohibited and a violation of district policy. Approved trips must be authorized by the superintendent and must conform to the guidelines and procedures established for such trips. At least two approved chaperones must accompany the students. If the student group includes both male and female students, chaperones must include both a male and female. Chaperones who are not district employees must complete a criminal history check.

Trips requiring students to be absent from daily classes are discouraged. When possible, extended travel should be undertaken during breaks and holidays.

Trips outside the United States require Board approval and are not generally encouraged. All administrative guidelines must be complied with in order for approval to be considered. Unless specifically approved by the Board, district funds will not be used for extended travel. Student fund raising for approved extended travel must be authorized by the administration. Fund raising activities must be planned to ensure that all members of the designated group will be included. All funds raised or expended by students or collected from them must be handled through district-audited accounts as described in state regulations governing said funds. It is the responsibility of principals and the teachers to carefully supervise all financial arrangements to assure that district approved procedures are followed and that all monies are properly collected, handled, and disbursed.

Parents/guardians shall assume responsibility for appropriate insurance coverage for students. Adult volunteers shall assume responsibility for appropriate insurance coverage for themselves. All students, their parent/guardians, and adult volunteers shall complete all necessary forms prior to extended travel.

Behavior Expectations

Students on approved trips are under the jurisdiction of the district and subject to school rules and regulations. Teachers or other designated chaperones shall accompany students on all trips and shall assume responsibility for their proper conduct. Teachers and chaperones shall adhere to the standards of competent and ethical educators.

END OF POLICY

Legal Reference(s):

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

[ORS 339.155](#)

[ORS 339.240 to -339.250](#)

Cross Reference(s):

EEAE - Student Transportation in Private Vehicle
KK - Visitors to District Facilities