

## **Extended Field Trips**

### INTRODUCTION

#### **Definitions**

1. “School Sponsored Trip” – An extended field trip in which the district has assumed responsibility for the organization and administration of the activity. School funds may be used to support all or a portion of the activity.
2. “School Approved Trip” – An extended field trip in which the district has allowed school staff and students to use the school name and to recruit and organize the activity. No school funds are used to support the activity.
3. “Independent Trip” – An extended field trip in which the district staff and students may be involved, but no school authority or resources are involved in the activity.

#### **Rationale**

All school sponsored and school approved field trips should enhance the curriculum and learning experience of the student. Activities must be of educational value consistent with the goals and objectives of the district and the age level of the students involved.

### EXTENDED FIELD TRIPS

#### **Implementation: Planning and Assurances**

Extended field trip requests need to be submitted and approved in advance and before committing funds and/or making preparation for staff, students/parents to engage in fund-raising activities to finance such trips.

#### **Planning**

1. Completion of the Extended Field Trip Application form (to include goal statement, funding, supervision, destination, dates, chaperones, chaperone-to-student ratio, school staff, transportation, anticipated costs, etc.)
2. Building level review and preliminary approval. Designation as school approved, school sponsored or nonapproved. If the status is independent, additional application is not necessary.
3. Notifying students/parents, fund-raising activities, organizing the trip, identifying participants.

4. Completion of trip packet. (To include: itinerary, phone numbers, daily schedule, chaperone procedures, expectations of student behavior and consequences, medical information, emergency procedures, insurance information for students and in-school chaperones, parental approval.)
5. Final Approval. If no district funds are expended, final approval is at the building level. If any district funds are used to assist in the trip, superintendent approval is also necessary.

### **Assurances**

1. Extended Trip planning should begin in time for final approval a minimum of 30 days prior to the actual trip.
2. All students shall have purchased student insurance prior to the time of departure, or shall submit to the principal an insurance release signed by the parent/guardian.
3. Student fund-raising must comply with Board policy, administrative guidelines and methods approved by the principal.
4. All interested parties must be informed of any motive that leads to the promotion of sales and services or private profit-making organizations or individuals.
5. Trips beyond Oregon and Washington require superintendent approval. Trips beyond the continental United States require Board approval.
6. All students must be currently enrolled, or immediate graduates of the district. All students eligible for participation in the extended field trip program will be treated equitably with regard to inclusion in the planned activity.

**Note:** The following forms are included as part of this procedure:

1. Application for Extended Field Trip
2. Extended Field Trip Planning Packet
3. Extended Field Trip Itinerary
4. Medical Authorization and Parental Release
5. Responsibility Disclaimer
6. Insurance Waiver Form
7. Extended Field Trip Student Expectations
8. Extended Field Trip Chaperone Guide
9. Pre-Arranged Absences
10. Parent Meeting Agenda

**Dufur School District  
Application for Extended Field Trip**

School Sponsored     School Approved     Independent:

Activity Advisor: \_\_\_\_\_

Activity Group or Class: \_\_\_\_\_

Destination: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Date of Departure: \_\_\_\_\_      Time of Departure: \_\_\_\_\_

Date of Return: \_\_\_\_\_      Time of Return: \_\_\_\_\_

Transportation Needs:  Bus\*     Van     Other: \_\_\_\_\_

\*If Bus is selected fill out related form.

Purpose/Goal/Expectations: \_\_\_\_\_

District funds:  Yes     No    Budget Account: \_\_\_\_\_

Lodging: \_\_\_\_\_      Meals: \_\_\_\_\_      Misc: \_\_\_\_\_

Mileage: \_\_\_\_\_      Registration: \_\_\_\_\_      Total: \_\_\_\_\_

Fund-raising Activities:  Yes     No    If yes, give description: \_\_\_\_\_

Supervision for field trip:  Staff     Parents     Chaperones    Total Number: \_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

**Preliminary Approval**

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**Final Approval Will Result After Review of Completed District Packet**

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Board Chair's Signature

\_\_\_\_\_  
Date

\*Board chair's signature may not be required depending on planned distance of travel.

**Dufur School District**  
**Extended Field Trip Planning Packet**

Staff planning an extended field trip need to complete the material enclosed in this packet after preliminary approval has been granted on the application form. Communication regarding planning and organization of the trip needs to be ongoing throughout the planning stages with parents, students and the principal.

Extended field trip planning should begin in time to allow for final approval a minimum of 30 days prior to the departure date. The material in this packet must be returned for review by the principal by \_\_\_\_\_.

The following items are included in this packet.

1. Complete Daily Itinerary
2. Medical Authorization and Parental Release
3. Insurance Waiver Form
4. Expectations for Student Behavior
5. Chaperone Guidelines (date of meeting \_\_\_\_\_)
6. Pre-Arranged Absence Form
7. Parent Meeting Agenda (date of meeting \_\_\_\_\_)

The next scheduled meeting for a review of the material in this packet is: \_\_\_\_\_.



**Dufur School District  
Medical Authorization and Parental Release**

I/We \_\_\_\_\_ parent(s)/guardian(s) of \_\_\_\_\_  
(parent(s)/guardian(s) name) (student's name)

a minor, have entrusted such minor to the care of the trip leader of \_\_\_\_\_  
(group's name)

for that period of time that such minor is a participant in the extended field trip.

In such connection, I/we authorize said adult to give consent for our son/daughter to receive an x-ray examination, medical, dental, or surgical examination or treatment that he/she deems necessary at his/her discretion.

As the parent(s) of said minor, on behalf of him/her and his/her heirs, executors or administrators, I/we hereby release and agree to waive all rights, claims or actions which said minor, or we as his/her parents, may have as a result of the actions of the trip guide or the authorization grants herein.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Parent Signature(s)

\_\_\_\_\_  
Parent's Address:

\_\_\_\_\_  
Participant's Signature:

\*Participant's Passport Number: \_\_\_\_\_

\*Passport Issue Date: \_\_\_\_\_

\*Place of Issue: \_\_\_\_\_

Participant's Birth Date: \_\_\_\_\_

Age at Date of Departure: \_\_\_\_\_

**Note: This Form Must Be Signed by Parents/Guardians!**

\*May not be required depending on the nature of the trip

**Dufur School District  
Responsibility/Liability Statement**

Dufur School District expressly disclaims and shall be held free of all responsibilities or liability for any act, errors, omission, injury, loss, accident, delay or damage to person or property caused by any failure of facilities, delay or the neglect or default of any company or person providing any service for this tour, or due to epidemic, social, political, or military disturbances or due to any causes whatsoever occurring during this tour.

Dufur School District reserves the right to withdraw or cancel the tour at any time before its commencement and refund that portion of the money that is available which was paid by trip purchaser and/or trip members shall be the financial limit of Dufur School District's liability to said purchaser and/or tour members; or to substitute, when expedient or necessary, aircraft, airlines, hotels; or to cancel tour purchaser and/or tour member from the tour prior to, after commencement of, or during the tour and to make substitutions, alterations and/or tour members. No refund will be made for any unused portion of any tour unless such portion has been deleted from the tour, or said member has been canceled and the pro rata cost to such unused portion shall be the full limit of Dufur School District's responsibility for securing, handling, or possession of passports, visas, travel documents, and also agrees to follow the rules and regulations of the tour set forth by Dufur School District.

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Parent/Guardian

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Parent/Guardian

**Dufur School District  
Insurance Waiver Form**

Date: \_\_\_\_\_

We the undersigned, hereby certify that we have family insurance that will cover injuries which may be sustained

by: \_\_\_\_\_  
(name of student)

We further certify that we hereby absolve Dufur School District, and its authorized representatives, from any claim arising out of any injury that may occur; and we further warrant that said insurance coverage shall be kept in continued force and effect during our student's trip participation.

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Insurance Policy Number

\_\_\_\_\_  
Parent's/ Guardian's Signature

\_\_\_\_\_  
Date Received by Advisor

\_\_\_\_\_  
Signature of Advisor



**Dufur School District  
Extended Field Trip Student Expectations**

Dear \_\_\_\_\_:

Student trips are an important aspect of our educational opportunities. New environments and cultures that will be shared with peers cannot be matched in a classroom. However, we must have a clear idea of the expectations for the students and the committed purpose of the trip.

Dufur School District will not permit the use of alcohol and/or non-prescribed drugs. Students who violate this rule will be sent home at their parent's expense, at the earliest opportunity. Further, all school district and building rules and policies apply to student behaviors. Violation of these rules will result in appropriate discipline measures.

In general, you should strive to set an example of behavior that reflects pride in your group and its purpose.

You are expected to be polite, gracious and respectful toward your host(s).

Any person whose actions seriously threaten the welfare, safety and/or objective of the trip may be sent home at parent's expense.

If you find yourself in a situation where you feel your priorities, values or rules of conduct are being challenged, it is your obligation to communicate with one of the chaperones.

Prior to the trip, there will be a parent's meeting that will cover specifically all guidelines of the trip. That meeting will be scheduled on \_\_\_\_\_.

Any additional rules specific to your trip have been attached.

**I have read and agree to these terms and conditions.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Dufur School District  
Extended Field Trip Chaperone Guide**

Adequate chaperones are important to the success of any trip. They are extensions of the district and provide shared supervision.

The following guidelines will ensure successful chaperone experiences:

1. Chaperones will be expected to complete a Criminal History Verification Form.
2. Chaperones will be chosen from staff, parents of students on the trip, or outside adults. It is recommended that staff members be included as chaperones, although adults who have prior relation with the group are advisable.
3. There will be a chaperone meeting prior to departure to review expectations, responsibilities, trip goals and emergency procedures/policies.
4. Chaperones are expected to have thoroughly read all information regarding the trip.
5. Chaperones are not expected to make policies, but to enforce them. Students disobeying the reasonable request of a chaperone should be referred to the director.
6. Chaperones are expected to report all major rule infractions to the director immediately. Chaperones are not expected to discipline students in these situations.
7. Chaperones are expected to attend all events or performances of the group, unless otherwise excused by the director.
8. Chaperones are expected to integrate themselves with the students as much as possible. The director will make an effort to facilitate group interaction.
9. Other expectations of chaperones as they pertain to the trip are listed below:

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Chaperone's Signature

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Date

**Dufur School District**  
**Pre-Arranged Absence**  
(If necessary)

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

Please excuse my son/daughter, \_\_\_\_\_, from school on the following

day(s): \_\_\_\_\_ due to \_\_\_\_\_.

I understand that my child will obtain homework assignments from his/her teachers for the day(s) that he/she will not be in attendance.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

**Staff Signature**

**Comments**

**Current Grade**

1.

2.

3.

4.

5.

6.

7.

Approval     Denial

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

**Dufur School District  
Parent Meeting Agenda**

Date of Meeting: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Time of Meeting: \_\_\_\_\_

1. Overview of Trip
2. Objective of Trip
3. Budget/Cost
4. Tentative Itinerary
5. Responsibilities of Supervisors
6. Emergency Information
7. Student Expectations/Guidelines
8. Other