

### **Field Trips and Excursions**

The Board recognizes the value of special activities to the total school program. Further, students need to be allowed to participate in and profit from carefully planned learning experiences which fall outside the normal school program/day.

Field trips and other curricular/co-curricular activities involving travel may be authorized by the superintendent or designee when such trips or activities contribute to the achievement of desirable educational goals.

In planning and authorizing such trips, primary consideration will be given to educational values derived, the safety and welfare of students involved, community standards of conduct and behavior on the part of all participants, the selection of appropriate adult supervision, either from within the school staff or from the parent and community volunteer pool.

Written parental permission must be obtained for *each* trip.

The administration will develop regulations and guidelines to ensure both students and adult supervisors are acquainted with the standards for conduct while representing the district including procedures to be used in cases of illness or accident, and methods for communicating with administrators/parents in discipline situations.

All out-of-state travel must have prior Board approval. Such approval is predicated on an acceptable plan for travel arrangements, parental involvement, orientation of students and supervisors and support of the appropriate administrator(s).

The Board requires meeting the following criteria to govern the administration and approval of the Senior Class's request to hold an educational trip for seniors only.

1. Dates of the trip shall be such that only one school day is involved. The dates shall be selected by January of the year of the trip. Determination of the dates shall be made by the Principal and Superintendent after consultation with the Senior class and others such as the Activities/Athletic Director.
2. The district shall furnish only one employee to accompany the group. All other chaperones shall be volunteers found to be acceptable by the Principal and Board. No other employee shall be released from their work schedule to accompany the class.
3. The Senior class shall plan the trip to include one full day of educational activities to equal a school day. The other activities of the trip shall be both safe and age appropriate.

4. All expenses of the trip, except the salary of the one district employee, shall be the responsibility of the Senior class. These expenses shall include reimbursement for district provided transportation to include mileage fee and salary if applicable. Participating seniors are not to be assessed any additional costs to participate on the trip. Funds used for the trip are to be the class generated dollars.
5. Private vehicles that may be used are required to be safe and show verification of ownership and insurance. If the district's insurance carrier requires coverage other than the district's regular coverage, the Senior class will pay the additional premium.
6. The Senior class will present to the Board, the class's proposed trip itinerary and expenses at least six weeks prior to the trip and prior to any encumbrances of student body funds. The proposal shall include written statements of participation from all chaperones at a ratio of one approved adult for every seven or part thereof students.
7. The presentation to the Board shall be both in writing and oral. The Board has the authority to approve, reject, or table the request. Tabling the request would normally mean that additional information is required and/or modifications need to be made. Encumbrances or expenditures are not authorized until the Board approves the proposal.
8. Students on the trip shall submit a signed medical care and insurance coverage form and pledge to abide by a Principal and Board approved code of conduct.

END OF POLICY

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Legal Reference(s):

[ORS 332.107](#)

[ORS 336.183](#)