

Field Trips and Special Events**

A school-sponsored trip must have prior administrative approval and must meet the following criteria:

1. The supervisor is a staff member; and
2. All students are from the school, or district schools; and
3. The school name is used only with administrative approval.

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

Field trips, other curricular/cocurricular activities involving overnight travel, and out-of-state travel require pre-approval and authorization by the superintendent or designee. Trips or activities that contribute to the achievement of desirable educational/social/cultural goals will be considered. Approval will be predicated on an acceptable written plan for travel arrangements, parental involvement, orientation of students and supervisors and support of the appropriate administrator(s).

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, and the selection of additional appropriate adult supervision either from within the school staff or from the parent and community volunteer pool.

Written parental permission must be obtained. The signed form showing parental approval and acknowledgment of student conduct guidelines will be maintained on file for a period of one year.

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. Such regulations will reinforce district policy in areas such as controlled substances, alcohol and tobacco use, procedures to be used in cases of illness or accident, and methods for communicating with administrators and parents in discipline situations.

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

KK - Visitors to District Facilities