

## **Field Trips and Student Travel**

### **Day Trips**

Classes or groups may participate in educationally related activities off campus during the school day. Activities must be approved through the principal's office. One of the purposes in making arrangements for such activities is to avoid infringement on each teacher's class time. When such excursions are approved, the following steps are to be taken:

1. Field trips must be pre-planned and must have adequate classroom follow-up. Such plans are to be submitted in writing to the principal at least one month prior to the date of departure. Exceptions may be allowed if weather or other special circumstances necessitate last minute changes. These changes must be approved by building administration and parents must receive adequate notice;
2. The teacher in charge is to provide a list of students who will accompany him/her on the trip in accordance with building policy;
3. The use of private cars must be cleared by the principal, particularly concerning insurance;
4. Parents will be notified of field trips at least one week prior to the scheduled field trip.

### **Overnight or Out-Of-State Curricular or Cocurricular Trips**

These procedures will be followed when submitting requests:

1. The teacher or advisor submits a complete trip request to the principal using the overnight/out-of-state trip request form;
2. The principal forwards approved requests to the superintendent or designee;
3. The superintendent or designee reviews the request, and:
  - a. Approves the request and informs the Board; or
  - b. Requests the Board review and take action on the request; or
  - c. Denies the request.
4. The superintendent or designee informs the principal whether the request is approved or denied.
5. All requests must be submitted to the superintendent or designee six weeks prior to the trip. The only exception to the six-week notice involves Oregon School Activities Association (OSAA) competition requiring overnight travel without advanced notice.

## **International and Company Organized Trips**

International and company organized trip requests require additional action for approval prior to submitting a formal written request form to the principal, and prior to informing students and parents.

1. The teacher or advisor consults with the principal regarding a possible trip.
2. The principal reviews policies on staff ethics (GBC and GBC-AR) with the supervisor.
3. The principal contacts the business manager to assure that the trip will be covered by insurance and determines what coverage parents need.
4. The principal reviews information letters to families.

Following the preliminary work in Steps 1 through 4 above, the following steps will be completed before any travel or lodging arrangements are made:

1. The teacher or advisor submits a complete trip request to the principal using the overnight, out-of-state trip request form;
2. The principal forwards approved requests to the superintendent or designee;
3. The superintendent or designee reviews the request, and:
  - a. Requests the Board review and take action on the request; or
  - b. Denies the request.
4. The superintendent or designee informs the principal whether the request is approved or denied;
5. All requests must be submitted to the superintendent or designee six weeks prior to the trip.

### **Guidelines**

1. Attention to student safety.
2. First Aid/CPR certification.
3. Student behavioral expectations.
4. Chart.

### **Attention to Student Safety**

Student and staff safety is the most important consideration when planning, conducting and supervising field trips.

1. Supervision.

As in conducting regular classes and activities on campus, district personnel must assume primary responsibility for all reasonable and usual supervision of students and activities. The role of parents and other volunteers is to accompany and assist with students on field trips.

- a. Appropriate Chaperones. On overnight trip in which students of both genders participate, adult staff, chaperone and other volunteers shall be both male and female.
- b. Adult to Student Ratios on Field Trips. The ratio of adult supervision to students participating will ordinarily not be less than 1:10 for elementary, 1:15 for middle school and 1:20 for high school trips. A minimum of two chaperones must accompany every trip in case an emergency occurs. The district may adjust adult supervision ratios when in its professional judgment such adjustment is necessary, taking into consideration special needs of students and the activities planned to occur on the trip.

2. First Aid and CPR Certification.

All field trips must be supervised by district staff in possession of a first-aid kit. At least one district staff member (which may include the district bus driver), or chaperone for overnight field trips, must hold a valid first-aid and CPR certification. Appropriately trained parents/volunteers with valid first-aid and CPR certification may fill this need.

3. Student Behavioral Expectations.

District behavioral expectations as presented in the *Parent/Student Handbook* apply to students on field trips. Students in violation of behavioral expectations as indicated in these materials may be sent home from the field trip at parent expense and are subject to consequences as set forth in the discipline materials.

**School Level Review and Approval**

<b>Trip Type</b>	<b>Timeline for Approval</b>	<b>Who must Approve</b>	<b>Transportation</b>
In-State Day Trip	Request for approval 30 days prior to departure	Building Principal	Request 10 working days prior to departure if using district transportation

**District Level Review and Approval**

<b>Trip Type</b>	<b>Timeline for Approval</b>	<b>Who must Approve</b>	<b>Transportation</b>
In-State Overnight	60 days prior to departure	Building Principal Central Office (Superintendent or designee)	Request 10 working days prior to departure if using district transportation
Out-of-State	6 weeks prior to departure	Building Principal Central Office (Superintendent or designee)	Request 10 working days prior to departure if using district transportation
International and company organized trips	6 weeks prior to departure	Building Principal Central Office School Board	Request 10 working days prior to departure if using district transportation