

Field Trips and Excursions

All field trips taken by district students will be planned as enrichment activities and as extensions or integral parts of the regular class work. For ease of scheduling and for the control and protection of students, the following procedures will be followed:

1. Each advisor will notify the student prior to each field trip giving the destination, date and special needs for the particular trip;
2. Students will be well briefed on rules and regulations covering the school trip or outing. This will be done most thoroughly if the trip is to an unusually hazardous area such as the coast. Students should be always aware that when he/she volunteers to participate in an extracurricular activity he/she automatically becomes a representative of the school and must abide by school rules. Students participating in extracurricular activities may be disciplined, suspended, or expelled for the same actions outlined in Board policy;
3. An itinerary of each trip including departure and return time, a list of participating students and any necessary additional supervisors (teachers or parents) will be filed with the administration at least two school days prior to the trip. During the supervision of students, chaperons shall observe ethical standards of professional conduct as outlined in Board policy. The consumption of alcoholic beverages by chaperons is strictly forbidden within the duration of an activity. Driving a school vehicle after consuming alcohol is prohibited. The use of alcohol may be cause for dismissal;
4. A written statement on overnight trips showing that all responsible measures for adequate and sustained supervision by a responsible staff member will be provided that covers both the period of time during transportation and at the destination;
5. In all cases transportation will be arranged for at least two days prior to the trip;
6. District transportation will be used unless special arrangements have been approved by the administration. In no instance will student cars or student drivers be used in either field trips or trips for performing groups.

The superintendent/principal shall be responsible for approving field trip experiences and the basic criteria for the decision shall be the educational value to the students involved.

When the trip is a required part of the regular educational program, budgeted district funds shall be used to pay any admission charges or other costs involved in providing the field trip experience for the students.

There shall be no fund-raising activities by students, parents or teachers to provide revenue for any school-sponsored activity or trip without permission granted by the Board or the superintendent/ principal and the student council.

Except as provided herein, school groups, teams, bands and other school organizations may not make trips out of the district without permission of the superintendent/principal.

Exceptions are as follows:

1. Regularly scheduled interschool activities in the respective organized leagues;
2. Regularly scheduled nonleague games and activities in the state of Oregon approved by the administration;
3. Activities involving travel to Oregon colleges and universities when approved by the administration;
4. Booster buses accompanying teams to regularly scheduled games.

An employee of the district may not use their position or the name of the school to promote or participate in any enterprise involving trips for sight-seeing, attendance at any event not sponsored by the district, or for any other purpose requiring an expenditure of money on the part of the pupils or their parents. This prohibition also applies to trips during vacation periods or during the summer months.

Any school-sponsored trip which is dependent on any kind of fund-raising activity will only be considered and approved by the Board or the superintendent/principal after the procedures outlined in this policy have been followed.

All requests for approval of trips and special activities shall be initiated in writing by the “sponsor” through administrative channels. The request shall contain the following minimum essentials:

1. Date of proposed trip;
2. Number of students;
3. Anticipated financial requirements;
4. Sources of revenue including the kinds of fund-raising activities planned;
5. Educational objectives to be realized;
6. Plans for supervision of students.

The appropriate steps for obtaining permission from the Board shall be as follows:

1. Sponsor: Initiates request.
2. Department head or assistant principal: Indicates recommendation for approval or disapproval.
3. Superintendent: Reviews request and supporting information. Places the request on the agenda of the next regularly scheduled Board meeting as an information item with his recommendation.
4. Board of education: Reviews the request with its accompanying information and recommendations.

General Guidelines to be followed by the Board

Although the following list of guidelines is not intended to be exhaustive, it is to be considered appropriate as bases for administration and Board review of trip requests:

1. Educational value of the experience for students - general and specific objectives;
2. Use of school time - loss in other subject areas, conflicts of student interests in other activities, etc.;
3. Financial burden on students, parents and the community through fund drives;
4. Financial burden (direct or indirect) on school district;
5. Number of students involved; selection of students;
6. Adequacy of planning for the experiences of students, supervision, travel, accommodations, etc.;
7. Frequency of requests from a department - music, social studies, etc.;
8. Origin of request or sponsorship from agencies outside the school;
9. Compliance with procedures set forth in this policy statement.