

Field Trips and Special Events

Field Trips

A well planned field trip contributes greatly to the instructional process. With pre-planning and proper student preparation, a field trip can become the culmination of a unit or be used as an introduction. Field trips need to be planned well in advance. Principals are responsible to insure that the following information is obtained and on file for each trip:

1. Class;
2. Date, place and time of trip;
3. Estimated cost;
4. Names of all chaperones;
5. Instructor;
6. Distance;
7. Number of students;
8. Means of transportation.

In addition, schools will notify the district office of all field trips. This notification will be given to the district at least seven days prior to the scheduled trip.

Field trips in the following categories must be approved by the district office:

1. Any trip that is beyond a 50-mile radius;
2. Any trip that involves time outside of the normal school day or week;
3. Any overnight trip.

Any out-of-state field trip must be approved by the Board.

School Field Trip Instructions for Teachers and Chaperones

Teachers, chaperones and bus drivers should assume an assertive role in the control of students while riding on a school bus. To accomplish this, the following will be observed:

1. The teacher, chaperones and bus driver will confer with each other before the trip begins to establish what will be expected of the students;
2. The driver will remind the students of safety rules and regulations connected with riding in a school bus (i.e., noise tolerance, doors, windows, etc.);
3. Teachers or chaperones will know the number of students riding on their bus and have a list of their names, medical problems, etc;
4. Advisor(s) will space themselves throughout the bus to maintain better control;
5. An accurate roll call and head count will be taken before departure. Any discrepancies should be brought to the attention of the teacher in charge;
6. All students must be accounted for after each stop where students leave the bus;
7. While the bus is in motion, the teacher or chaperone will be responsible to enforce the previously established safety rules and rules of conduct. If there is a problem that has gone unnoticed by the teacher or chaperone, then the driver will bring it to their attention;
8. The bus driver must be willing to take charge in case of misconduct of students, and bring the problem to the attention of the teacher if it seems necessary;
9. Students displaying consistent past behavioral problems should be considered carefully before being allowed to go on a trip;
10. Teachers and chaperones will see that debris is removed from the bus after all stops and upon returning to the school;
11. Bus drivers are not to begin the trip without a teacher or chaperone physically on the bus.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 336.183](#)
[ORS 339.155](#)

[OAR 581-022-1020](#)