

# La Grande School District 1

Code: IICA-AR  
Revised/Reviewed: 3/09/05; 6/13/07; 4/30/08;  
1/10/18; 10/10/18  
Orig. Code: IICA-AR

## Field Trips and Excursions

Educational field trips will be planned and conducted in accordance with the following procedures:

1. All student trips, and the arrangements for them, must have the approval of the principal.
2. The teacher will review the value of the trip with the principal and receive approval prior to making arrangements for the trip.
3. A parental permission slip is required for each elementary student participating in the trip, including walking or bicycling excursions.
4. The teacher will provide the parents with information concerning the purpose and destination of trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when a field trip will extend beyond the school day.
5. One or more adults in addition to the teacher (ratio: 1 adult to 10 students) will accompany each class on field trips unless otherwise approved by the principal. Teachers are responsible for informing accompanying adults of their responsibilities.
6. The teacher will review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of students.
7. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.
8. Students' safety will be a primary consideration.
9. Should an emergency situation occur, the teacher is responsible for notifying the principal by telephone as soon as possible.
10. School buses ordinarily will be used for transportation. Commercial carriers may be used for certain trips. The use of private vehicles by staff members and parents for transporting small groups of students may be authorized, provided the driver has the required liability insurance. Transportation by students will not be permitted.
11. Requests for school bus transportation will be channeled through the principal to the director of transportation. Any requests for special commercial transportation will be submitted to the school principal.
12. In order to secure maximum educational benefit from a field trip experience, students will be oriented for the trip in advance. There will be adequate follow-up and tie-in of field trip experiences with classroom activities and discussion after the trip.

13. Non-Typical Out-of-State, Air, or Out-of-Country Travel
  - a. Teachers, Coaches or Club Advisor must develop and submit a trip/travel plan to their building administrator at least three months prior to the date of the trip.
  - b. Trip/Travel plan must include:
    - (1) Purpose and rationale for the trip
    - (2) Travel arrangements, logistics, and supervision
    - (3) Funding method/considerations
    - (4) Plan for parent involvement
    - (5) Admin support and recommendation
    - (6) Special needs or considerations the district/school board should be aware of
  - c. Teachers, Coaches, or Club Advisors may be required to attend meetings with building administration, superintendent, and the school board to garner further information or resolve questions. Meetings are by request of administration but, once requested, are mandatory to securing approval from the district.
  - d. Regular updates on trip/travel plan will be provided to administration once the trip/travel is approved.
  - e. Failure to follow through with district-approved trip/travel plan may result in actions up to and including cancelling the trip/travel plan.

**La Grande School District**  
**EVENT TRAVEL REQUEST FORM**  
(Non-Typical Out-of-State, Air or Out-of Country Travel)

Individual/Group Requesting Travel: \_\_\_\_\_ Date: \_\_\_\_\_

Purpose of Rationale for Trip/Travel: \_\_\_\_\_

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Travel Arrangements, Logistics and Supervision: \_\_\_\_\_

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Funding Method/Considerations: \_\_\_\_\_

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Plan for Parent Involvement: \_\_\_\_\_

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Other Information: \_\_\_\_\_

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**Official Use: Administrative Approval**

Building Administrator Signature: \_\_\_\_\_

Approval     No Approval     Conditional Approval

Comments: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

Approval     No Approval     Conditional Approval

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_