

Lake County School District 7

Code: **IICA**
Adopted: 8/12/02
Readopted: 11/14/11
Orig. Code(s): IICA

Field Trips and Special Events**

It is the policy of the Board to provide educational experiences away from the classroom, and the Board supports the use of well-planned field trips to enhance the classroom learning experience.

Field trips approved by the district will be subject to the following requirements:

1. Preparation: The value of a field trip will greatly depend upon the preparation made by the teacher and students and should be an outgrowth of a work unit;
2. Permission: Permission for a field trip must be obtained from the building principal before the idea is presented to the class:
 - a. Field trips scheduled for the last two weeks of school must be submitted to the superintendent for approval;
 - b. Field trips with a one-way distance in excess of 40 miles shall require the approval of the superintendent;
 - c. All field trips extending beyond one school day will require Board permission for release time for teachers and students;
 - d. Written permission/medical release from the parent/guardian must be obtained by the teacher before allowing any student to participate in a field trip;
 - e. Advance arrangements must be made by the teacher with the establishment to be visited, and ample supervision must be provided for the safety of the students.
3. Transportation: The district will provide bus transportation when the trip is beyond walking distance. **Use of private cars for such trips is discouraged.** If bus transportation is to be used, preliminary arrangements on the bus request form must be submitted to the building principal who will forward the form to the transportation supervisor;
4. Extended Field Trip: If an extended field trip in excess of 40 miles and extending beyond one school day is to take place in the spring of the year, preliminary planning must begin early in the school year. The proposed itinerary, budget and schedule of fund-raising activities will be submitted to the Board at least one month prior to the event.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.183](#)

[ORS 339.155](#)

[OAR 581-022-1020](#)

Cross Reference(s):

EEAD - Use of School Buses and/or Minibuses for Other Than Authorized School Activities

EEAE - Student Transportation in Private Vehicle

KI - Public Solicitation in District Facilities

KK - Visits to the Schools/Noncustodial Parents