

# Lane Education Service District Policy

Code: **IIC/IICA**  
Adopted: 10/26/93  
Revised/Readopted: 6/26/01  
Orig. Code(s): IIC/IICA

## **Off-Campus Student Activities/Field Trips**

Effective educational instruction frequently includes some use of the environment surrounding the school and its community as an integral part of the total program. The basic goal of any trip outside the classroom is to provide each student the opportunity to have a firsthand experience and to make his/her own observations.

In planning and authorizing such trips, primary consideration will be given to educational values derived, the safety and welfare of students involved, community standards of conduct and behavior on the part of all participants, the selection of appropriate adult supervision, either from within the school staff or from the parent and community volunteer pool. Any such trip should supplement in-class study.

The following student activities must be approved by the program supervisor:

1. Field trips;
2. An activity that will result in the student using different transportation to or from school than he/she normally uses;
3. A special assignment/project that requires the student to leave the school campus.

A release/consent form must be completed and signed by the parent and on file before a student is allowed to engage in the activity.

As students move to middle and high school programs, there is a heavy emphasis on community-related instruction and therefore a considerable amount of time will be spent in community training. The Student Special Assignment Release form must be completed.

The administration will develop guidelines to ensure both students and adult supervisors are acquainted with the standards for conduct while on a trip outside of the classroom. Such guidelines will reinforce district policy in areas such as alcohol and tobacco use, procedure to be used in cases of illness or accident, and methods for communicating with administrators/parents in discipline situations.

END OF POLICY

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Legal Reference(s):

[ORS 334.125 \(7\)](#)  
[ORS 339.155](#)  
[OAR 581-022-1020](#)

Cross Reference(s):

EEAE - Student Transportation in Private Vehicles