

## Student Field Trips

### Definition of Field Trips

A “field trip” is defined as an educational or cultural activity (other than regular season scheduled competitive extracurricular activities) involving a group of students under direct adult supervision which removes them from their home school campus.

### General Expectations

1. To the extent possible, funding for field trips shall be organized to ensure the activity is accessible to all students regardless of their individual ability to pay.
2. Use of district funding (limited to categories a.-d.) or outside funding for field trips shall be prioritized as follows:
  - a. Full class trips directly associated with district curriculum being studied by the students involved;
  - b. Full class trips of a general educational nature appropriate for the student’s grade level;
  - c. Small group trips that are an extension of academic competitions which have earned the group the right to participate at the state or national level;
  - d. Full class or small group trips designed to broaden student experiences (e.g., participation in organized activities like those sponsored by the Close-Up Foundation, elective open competitions or festivals for choirs and bands, etc.);
  - e. Trips or excursions outside of or beyond the regular season competitive schedule for extracurricular activity groups or teams;
  - f. Trips with educational or cultural value.
3. If outside funding is used for field trips, any fund-raising activity must comply with district policy IGDF - Fund-Raising Activities and accompanying administrative regulations.

Particular attention will be paid to the number and type of fund raisers conducted in the community in relation to the resource base of the community and the number of demands placed on individuals and businesses within the community.

4. All field trips will be well supervised with a maximum student/adult ratio of 15:1 or smaller, especially if student age, activities planned or conditions warrant the need for close supervision. All supervising adults will be well trained in the expectations for the trip and will agree to enforce all rules.

5. Appropriate educational experiences will be provided students who elect not to participate in a field trip.
6. The opportunity to participate in educational field trips that are an extension of the instructional program must be extended to all students within the legal parameters of equal access. Students may not be excluded in advance for anticipated behavior.

### **General Planning Procedures**

1. Prior to general discussion with students, the teacher(s) or other staff member(s) contemplating a field trip will complete the first section of the Field Trip Planning and Approval Checklist in this administrative regulation well in advance (a minimum of two to three weeks) of the anticipated date and present it to the building principal for review and preliminary approval:
  - a. Destination;
  - b. Purpose (cite the appropriate category listed in 2. above);
  - c. Date and times;
  - d. District transportation (District guidelines and timelines for bus requests need to be followed);
  - e. Food;
  - f. Anticipated costs and funding sources;
  - g. Any other pertinent information as appropriate (e.g., lodging, admission fees, participation criteria as per 2.f., etc.).
2. The building administrator will discuss planning, fund raising, transportation and authorization policy considerations with the planners to ensure that appropriate conditions are understood and provided for.
3. The building administrator will determine if the trip meets with established expectations and falls within fund-raising guidelines and limits established in Board policy IGDF - Student Fund-Raising Activities. In addition, if the trip will require eventual authorization by a director, the superintendent or the Board, the administrator will contact the appropriate director and share preliminary details. If involved administrators are satisfied, preliminary approval will be given to the staff member proposing the trip. At this point, staff can sound out the level of interest or support for a proposed field trip with students, parents and possible contributors and share general information about a proposed field trip.
4. The staff member proposing a field trip and the building administrator will work together to finalize plans. Based on the finalized plans, the administrator will make a decision to approve or disapprove field trips which fall within categories 1. or 2. below. If further authorization is required from the district office (see categories 3., 4. and 5. below), the administrator will forward the Field Trip Planning and Approval Checklist to the director within the designated timelines.
5. If district or Board permission is required, building activity involving students and parents will be put on hold until final authorization from the highest level required is received.

6. The teacher will assure that a preliminary itinerary for an approved field trip, standards for conduct and consequences for misbehavior is provided to each participant's parent/guardian and reviewed with the students in advance of the trip.
7. On field "trips outside of the immediate community," the teacher or trip supervisor will carry written permission to seek medical assistance, the student's medical insurance information and medical protocols, if any, for all participants.

### **Trip Authorization - Categories**

Field trips require advance authorization as follows:

1. Within the Immediate Community

Authorized by: Building administrator  
 Prior Approval Timeline: Three school days

2. Outside the Community - Within the District

Authorized by: Building administrator  
 Prior Approval Timeline: Five school days

3. Outside the District - Within Oregon and Southwestern Washington

Authorized by: Building or Program Administrator  
 Prior Approval Timeline: Ten school days

4. Outside Oregon - Within the United States

Authorized by: Superintendent or Designee  
 Prior Approval Timeline: Twenty school days\*

- \* Except in cases where shorter notice is unavoidable because of a competitive process which earned the participants the privilege of participation (*See General Expectations, 2.c.*).

5. Outside of the United States

Authorized by: Board  
 Prior Approval Timeline: Forty-five school days\*

\*Requests must be submitted on the Field Trip Planning and Approval Checklist through the appropriate director five weeks in advance of the Board meeting date where final approval is sought. Final approval must precede any formal announcement of the trip, any financial commitment or formalization of plans and/or any new fund-raising activity specifically directed to the trip under consideration. Preliminary discussions or surveys of interest must be noted as provisional (contingent upon information gathered and final details as relayed in the Field Trip Planning and Approval Checklist submitted), and approval by the director of administrative services, the superintendent and the Board.

## **Parent Permission**

All field trips will require individual parent/guardian permission forms which will be sent home with specific information about the trip, including the mode of transportation. Specific authorization must be received from the parent/guardian and be in the possession of the school before a student may participate in the field trip. Blanket permission can be given for recurring field trips.

## **Transportation**

Use of district transportation services for field trips is encouraged whenever feasible.

Licensed commercial carriers may be used.

Private transportation may be used as follows:

1. All drivers are adults (no Lincoln County School District (LCSD) students);
2. District procedure has been followed and use of private vehicle forms have been submitted and approved at least one week in advance of the field trip to allow the school office to verify them.

You may access “Field Trip Planning and Approval Checklist” (form # AD-1A) in the following ways:

- a. LCSD’s form drive;
- b. Contact any LCSD school secretary;
- c. Contact the board secretary at the district office.