

Field Trips and Special Events**

Employees may apply to sponsor trips for students. Only probationary or contract teachers are eligible to sponsor international travel. All employees supervising or chaperoning school-sponsored trips will comply with all district policies, regulations, and standard practices.

Approval process

1. The principal may approve travel for school-sponsored student groups when no overnight stay is involved.
2. The superintendent shall approve all other requests for travel within the United States (including/Alaska and Hawaii) if trips include an overnight stay.
3. The Board shall approve all requests to travel to a foreign country.

Approved travel shall meet the following criteria:

1. A worthy educational purpose
2. Adequate supervision by school staff throughout the trip.
3. No cost to the district, other than previously budgeted costs.
4. Sufficient parent support to ensure that necessary preparations and fund-raising are accomplished.
5. A sound plan for financing, compatible with the needs of existing student activity programs.
6. Adequate logistical support for trip arrangements.
7. Regular school program must not be adversely affected by either preparation or participation.

Regulations and other guidelines shall be established by the superintendent to ensure that proposals are prepared in an orderly manner; that parents and students are kept informed; that details of itinerary, transportation, housing, insurance, and supervision have been arranged; that professional ethics are observed; and that financing is adequate.

No staff member shall receive additional payment from the district for leading or supervising a student trip. Selection of the trip leader and additional adult chaperones shall be made by the principal. Staff members within the building will be informed of any opportunities to accompany a student group and will be allowed to apply.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.183](#)

[ORS 339.155](#)

[OAR 581-022-1020](#)