

## Field Trips and Special Events Procedures\*\*

### Objective

To provide a procedure for the administration of Board policy IICA - Field Trips and Special Events which is consistent throughout the district.

### Procedures

1. General
  - a. These regulations apply to all trips sponsored by the district, educational or recreational, inside or outside the school day, whether or not vehicles are owned by the school, and at school or private expense.
  - b. Transportation for trips of significant educational value, including those made as part of the established activities program is free of cost to students. Transportation for trips of significant educational and recreational value, where participation on the part of students is optional, may be provided for a fee set by the superintendent according to the number of students traveling and the purpose, time, and length of the trip. For those field trips which are planned educational and recreational experiences, students shall be under the supervision of the teacher at all times.
2. Accidents or Breakdowns
  - a. In the event of a bus breakdown, the teacher shall remain with the students and it is the responsibility of the driver to notify the bus contractor who, in turn, will notify the school.
  - b. In case of any accident involving students or teachers, the following procedure is to be followed by the teacher or adult aide:
    - (1) First aid and/or emergency treatment;
    - (2) Notify principal.
  - c. The following procedure is to be followed by the principal of the sponsoring school:
    - (1) Notify parents and/or student's doctor;
    - (2) Notify administration office.
3. Supervision for Field Trips
  - a. At least one member of the school professional staff must travel in each bus used for a trip.
  - b. There must be one adult for every ten elementary students and a minimum of one adult per bus on field trips by the secondary schools.
  - c. Students in attendance on the day of the field trip who have not received parental authorization will remain in school, in a class assigned by the principal.

4. Supervision for Activity Program Trips

Adequate supervision for rooter bus or similar activity program trips shall be arranged for by the building administration.

5. Arrangements

- a. Each teacher contemplating a trip requiring the use of transportation is to confer with the principal before making any arrangements. After securing the principal's tentative approval, the teacher is to get the permission of an official of the institution or point of interest to bring a group for a visit. The teacher then is to make out a trip application, including itinerary, and secure the principal's signature.
- b. Each principal and or designee is to confirm transportation not later than five days prior to the date of the trip. Transportation orders shall be in writing.

6. Changes

When plans for an approved trip change for any reason, the following persons are to be notified as soon as possible: the teacher requesting the trip, the principal approving the trip, and the bus contractor.

7. Approval

Each student going on a trip must have, in advance, the permission of the teacher accompanying the group, the principal of his/her school and the written permission of his/her parents. Each student must also have on file a parent signed form giving permission to the school to acquire named medical help for their children in case of injury.

8. Loading and Unloading

All students making a trip are to assemble in one place for boarding the vehicle, and are to be discharged from the vehicle in one place at the end of the trip, unless some other arrangement has been described in advance on the trip application and has been approved by the principal and the bus contractor. Bus or automobile trips may be made only to points at which safe and adequate unloading, loading and parking areas (preferably off the street) are definitely arranged for in advance.

9. Authority of the Driver

The driver and/or supervisor of the students is authorized to discontinue the trip and return to the safest point as determined by the driver and/or supervisor when, in his/her judgment, continuing the trip would seriously endanger the passengers.

10. Funding and Fund-Raising Activities

The district will allow students to participate in special or extended field trips when it is funded from the district budget or when it is funded by the total student group participating, with the following stipulations:

- a. That if money-raising activities are planned, it is readily demonstrated that an excessive burden will not be placed upon staff, students or parents.
- b. That no student of the group be eliminated due to inability to raise his/her share of the total amount required.
- c. That such money-raising activities not excessively use or disrupt any regular school time.
- d. Exceptions to these fund-raising guidelines may be permitted only by permission of the superintendent.

## 11. Exceptions

Exceptions to these regulations may be permitted only by permission of the superintendent and/or approval by the Board.

### **Extended School-Sponsored Trips**

#### **Objective**

To provide procedures for the consistent planning and implementation of extended field trips for students.

#### **Introduction**

Extended field trips are defined as:

1. Trips which are uncommon or unique to the normal activities program, or
2. Trips involving one or more nights away from the district, or
3. Trips which require fund-raising, or
4. Trips involving travel outside of the United States.

Administrative regulations outlining procedures for field trips common to the district's instructional program are provided in Board policy - IIC - Community Instructional Resources and IICA - Field Trips and Special Events.

#### **Procedures**

1. Approval Process
  - a. Requests for extended trips must be approved by the Board prior to any final plans or arrangements being made by the supervising teacher and/or students, unless the trip is repeated every year, is part of the approved program of studies, or these are extenuating circumstances which merit re-evaluation.
  - b. The duties of a faculty member proposing an extended field trip shall be as follows:
    - (1) Makes application on the extended field trip form to the superintendent through the principal.
    - (2) Surveys parents of students involved to determine the degree of support for the proposed trip.
  - c. Requests for extended field trips shall meet the following criteria:
    - (1) Serves a worthy educational purpose.
    - (2) Adequate supervision by school staff throughout the trip. Extended field trips require not less than 1:12 adult-student ratio.
    - (3) A total budget to include district and non-district funding.
    - (4) A complete and reasonable itinerary shall be developed.
    - (5) Regular school programs must not be adversely affected by either preparation or participation.
    - (6) Identification of the amount of time spent by an individual or group in an educational, performing, or evaluation activity in the context of the number of school days missed as a result of the proposed trip.
2. Funding and Fund-Raising Activities

- a. The principal shall determine the maximum, reasonable cost of such proposed expenses as part of the proposal process and after a careful analysis of estimated income and expenses. The principal shall consider the following guidelines in determining whether the cost of a proposed trip is excessive:
  - (1) Will the proposed cost significantly exclude student participation?
  - (2) Is there an alternative activity that would provide essentially the same access to course goals at a lesser or no personal expense for the student?
  - (3) Have all of the ways for raising funds to support the trip been considered?
- b. The district will allow students to participate in extended field trips when it is funded from the district budget or when it is funded by the total student group participating, with the following stipulations:
  - (1) If money-raising activities are planned, all students have the opportunity to participate;
  - (2) Fund-raising activities should be planned that will not place an excessive burden on staff, students, parents or the community;
  - (3) No student of the group is eliminated due to inability to raise his/her share of the total amount required;
  - (4) That such money-raising activities do not excessively disrupt any regular school time.

### 3. Supervision

- a. Approval of the trip leader and staff supervisors shall be made by the principal.
- b. Trips involving over 50 students shall be accompanied by an administrator.

### 4. Supervisor Responsibilities

- a. Authorized district personnel shall accompany students on all extended trips, shall exercise ordinary care in providing adequate supervision for the trip and shall assume responsibility for the students' proper conduct. Ordinary care requires that trips be planned and conducted in a manner assuring that students will not be exposed to situations inherently dangerous in themselves and that activities be avoided in which a reasonable foreseeable accident or injury may occur.
- b. Other supervisory responsibilities of the faculty member proposing the extended trip include:
  - (1) Acquiring advance approval for the trip under the guidelines outlined in these regulations.
  - (2) Ensuring distribution of trip procedures, regulations and behavioral expectations to parents and students.
  - (3) Ensuring receipt of the signed parental approval and other necessary forms prior to the departure date for the trip and having them available to the supervisors for the duration of the trip.
  - (4) Keeping the administration informed of arrangements for the trip.
  - (5) Establishing curfew regulations and, along with the other trip supervisors, conducting appropriate bed and room checks for the duration of the trip.
  - (6) Taking appropriate actions for rules infractions by students, including parental contacts and making arrangements for sending the student home at parental expense.
  - (7) Taking necessary steps to ensure appropriate emergency or medical treatment when prudent to do so.
  - (8) Contacting the appropriate building administrator if questions exist, advice is needed, or a situation exists about which the administrator should know.

5. Student Responsibilities

Student responsibilities as outlined in the district's Student Rights and Responsibilities Handbook continue to apply, as do the penalties for infractions.

6. Agency Use

An agency, if used, will provide an itemized cost statement to school officials.

7. Completion of Forms

- a. The staff member proposing the extended trip has the responsibility for the distribution and collection of the necessary forms.
- b. The forms attached to these regulations are the following:
  - (1) Appendix A: Extended Field Trip Request Form
  - (2) Appendix B: Approval/Responsibility Form
  - (3) Appendix C: Medical Release and Information Form
  - (4) Appendix D: Letter to Trip Supervisor

Dear Trip Supervisor:

Your willingness to serve as a supervisor for a group of students on an extended trip is greatly appreciated. Without such dedication, some students would be deprived of the opportunity to participate in experiences which are valuable to their individual educations.

In conjunction with the responsibilities you assume as a trip supervisor, the following are furnished for your information as general guidelines:

1. Ensure that trip procedures and regulations are distributed to the parents and students involved and discussed thoroughly with the students and other supervisors and/or parent chaperons;
2. Ensure that all volunteers/chaperons have completed the Criminal Background Check and have taken the annual online Child Abuse Training for Volunteers prior to being able to go on the fieldtrip.
3. Ensure receipt of the signed parental approval forms prior to the departure date and take them with you on the trip since they contain medical treatment authorization;
4. Establish curfew regulations and conduct appropriate bed and room checks for the duration of the trip;
5. Take appropriate actions for rules infractions by students, including parental contacts and, if necessary, make arrangements for sending the student home;
6. Take necessary steps to ensure appropriate emergency or medical treatment when prudent to do so;
7. Contact your principal or other building administrator if you have questions, need advice regarding a problem, or have a situation about which the administrator should know.

Thank you again for your interest in serving the students as a supervisor. We hope your trip is both educational and enjoyable.

Dear Chaperon:

Your willingness to assist the school staff and students by serving as a chaperon to a school activity is greatly appreciated. The following guidelines are provided for your information so you are familiar with the district's rules and regulations regarding expectations for student behavior while participating in a school-sponsored activity. Consistency in dealing with students is a very important part of the educational process and it is essential that all school personnel and chaperones enforce district and school rules in a uniform fashion. These guidelines are also provided to furnish you with some information about your role as a chaperon.

1. You must have completed a Criminal Background Check and taken the annual online Child Abuse Training for Volunteers prior to the date of the field trip.
2. The activity you are helping to chaperon has been approved by the administration and a staff member has been designated as the supervisor directly responsible for the activity. Please rely on that person for guidance and assistance when needed.
3. Expectations for student behavior at an activity are identical to those of the regular school program and possible consequences for rules infractions are also the same for each type of activity, special rules sometimes exist for leaving and returning, dress, eligibility to attend, etc. Please familiarize yourself with any special rules associated with the particular event you are helping to supervise.
4. Always know where and how the supervising staff member can be reached. When major or minor rules infractions by students occur, inform the supervising staff member immediately. In particular, any suspected use of drugs or alcohol should be reported without delay. It is very important that inappropriate behavior be corrected on the spot.
5. Do not attempt to use physical force in dealing with inappropriate behavior or when coping with a problem.
6. Look for opportunities to give individual students positive recognition for behavior which is contributing to the success of the activity.

Feel free to contact the supervising staff member with any questions you may have.

Thank you again for your interest in our school and for your assistance in chaperoning a school activity. We hope it will be an enjoyable experience for you.

**MOLALLA RIVER SCHOOL DISTRICT  
FIELD TRIP APPLICATION**

Filled in by: \_\_\_\_\_

Destination(s) of trip: \_\_\_\_\_

Group(s) going: \_\_\_\_\_

Number of people going:	Students	_____	
	Teachers	_____	
	Others	_____	Total _____

Preferred dates of trip:       1st choice  
    2nd choice

Time of departure from school: \_\_\_\_\_

Time of return to school: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pre-trip planning: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up planning: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate if a substitute is necessary

Transportation arranged



**EXTENDED FIELD TRIP REQUEST FORM**

Date \_\_\_\_\_

Name of Group Requesting \_\_\_\_\_

Staff Member Responsible \_\_\_\_\_

Activity Involved \_\_\_\_\_

Date of Departure \_\_\_\_\_ Date of event \_\_\_\_\_ Date of Return \_\_\_\_\_

Proposed activities which require students to be away from home overnight should be restricted to special circumstance. Such requests require advance approval of the school administration, superintendent and Board and will be reviewed in accordance with procedures outlined in policy IICAB-AR.

Please provide in detail, answers to the following questions Attach your answers and a copy of the trip itinerary to this form.

1. Has a formal invitation to participate been extended? What is the basis of the invitation or opportunity to participate in the activity?
2. What are the anticipated additional educational benefits to be derived from participation?
3. What is the estimated total cost of the proposed activity? (Attach a proposed budget.)
4. How will funding be accomplished? How much of the total cost will be borne by participants? How many fund-raising activities are planned?
5. List the ways which have been considered to raise funds to support the trip.
6. Does the proposed activity involve loss of school time? Will expense for substitute teachers be involved? Is the activity planned during a period of time usually reserved for family activities?
7. What are the proposed arrangements for travel?
8. What are the proposed arrangements for lodging?
9. What are the proposed arrangements for supervision?
10. Have all chaperones/volunteers been approved through a Criminal Background Check? Have all volunteers taken the annual online Child Abuse for Volunteers training?
11. How recently has this student organization participated in a similar activity?
12. How are parents going to be informed of trip expectations and itinerary?
13. Has the district's liability been examined by the business manager?

Approved \_\_\_\_\_ Deny \_\_\_\_\_

\_\_\_\_\_  
Building Principal Signature Date

Approved \_\_\_\_\_ Deny \_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature Date

Approved \_\_\_\_\_ Deny \_\_\_\_\_

\_\_\_\_\_  
Board Chair Signature Date

APPROVAL/RESPONSIBILITY FORM EXTENDED TRIPS/EXCURSIONS

Student Name \_\_\_\_\_ Parent \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Names and Phone Numbers \_\_\_\_\_

1. Students participating in extended trips or excursions have the following responsibilities:
  - a. To behave in a responsible and mature manner.
  - b. To refrain from the use of tobacco, alcohol and drugs.
  - c. To follow all instructions from all adult leaders concerning any behavior deemed questionable.
  - d. To obey all regulations, including those concerning curfew, attendance and the use of free time.
  - e. To remember that any immature or irresponsible behavior reflects on your school.
  - f. To refrain from physically abusing any accommodations.
2. Violations of the above rules may result in the student being sent home at his/her parent's expense.

Expectations for student behavior on extended trips are identical to those of the regular school program. Student responsibilities as outlined in the district's Student Rights and Responsibilities Handbook continue to apply, as do the possible penalties for infractions.

Damage to any facility or accommodation will be paid for by the offending student's parents.

3. Sponsors and chaperone agree to act in a reasonable and prudent manner to try to assure the safety of each student. However, they will not be responsible or liable for students' conduct or safety during unsupervised free time or the times they are touring on their own.
4. Sponsors and chaperons will have the right to seek any necessary emergency medical treatment for any students in case of illness or accident.

STUDENT:

I have read and signed the APPROVAL/RESPONSIBILITY FOR: EXTENDED TRIPS/EXCURSIONS for my child. I fully understand the obligations that my child is under while he/she is on this field trip.

I also understand and agree to the following responsibilities:

1. I will pay for any damages that my child incurs through willful or negligent behavior.
2. I agree to drive down to { } to pick up my child if he/she has not adhered to the responsibilities as outlined in the { } contract during the first day or night.
3. I will pay for the necessary tickets to have my child sent with a chaperone from { } or points homeward on the second or third day.
4. I will be available to pick my child up when the phone-tree calls me informing me of the buses' approximate arrival time.

If I am unable to pick my child up, I have made arrangements for the following parent to do so:

Parent: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PARENT PERMISSION FORM

Student Name: \_\_\_\_\_

Field Trip/Event: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date of Trip/Event: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Expected Time of arrival at school: \_\_\_\_\_

I have read the information letter and my child has my permission to go on the above trip. Permission is also given for emergency first aid, if needed, as well as further medical treatment if the need arises.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Insurance Company \_\_\_\_\_

Policy Numbers \_\_\_\_\_

PERTINENT MEDICAL INFORMATION:

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

Allergies \_\_\_\_\_

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

Medication/Dosage/Times \_\_\_\_\_

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

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

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

PLEASE BE ADVISED THAT WE CANNOT (BY LAW) GIVE ANY MEDICATION (INCLUDING ASPIRIN) WITHOUT YOUR WRITTEN CONSENT

Dear Chaperone:

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4. Always know where and how the supervising staff member can be reached. When major or minor rules infractions by students occur, inform the supervising staff member immediately. In particular, any suspected use of drugs or alcohol should be reported without delay. It is very important that inappropriate behavior be corrected on the spot.
5. Do not attempt to use physical force in dealing with inappropriate behavior or when coping with a problem.
6. Look for opportunities to give individual students positive recognition for their behavior which is contributing to the success of the activity.

Thank you again for your interest in our school and for your assistance in chaperoning a school activity. We hope it will be an enjoyable experience for you.