

## Activities and Field Trips

### Field Trip

1. Definition: A classroom-oriented learning experience outside the school campus, which is no longer than one day in length.
2. Approval: Approval for a field trip is delegated to the principal.
3. Forms:
  - a. Transportation request form;
  - b. Parent information letter;
  - c. Written parental permission must be obtained for each trip. The signed form showing parental approval and acknowledgment of student conduct guidelines shall be maintained on file for a period of one year.
4. Costs: Transportation expenses, tolls, fees, and admission are legitimate district expenses for field trips. Subject to approval of principal, students may be requested to share in the cost of the field trip.
5. General: Transportation in private cars is discouraged.

### Activities

1. Definition: Nonclassroom-oriented experiences.
2. Approval: Approval for activity trips is delegated to the principal if held within the states of Oregon and Washington. Student travel beyond Oregon and Washington requires Board approval.
3. Forms:
  - a. Transportation request forms;
  - b. Parent permission forms.
4. Costs: Expenses for activity trips are legitimate expenditures of club treasuries or ASB funds when approved by the associated student body governing body.
5. General: Small groups may be transported by private cars with adult drivers subject to principal approval. Drivers shall be informed that in case of accident, their own insurance carrier is primarily liable.