

Extended Field Trips

Objective

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

Administrative regulations outlining procedures for field trips common to the district instructional program are provided in IICA-AR.

Definitions

1. “School-Sponsored Trip” means an extended field trip in which the school district has assumed responsibility for the organization and administration of the activity. School funds may be used to support all or a portion of the activity.
2. “School-Approved Trip” means an extended field trip in which the school district has allowed school staff and students to use the school name and to recruit and organize the activity. No school funds are used to support the activity.
3. “Independent Trip” means an extended field trip in which the school district staff and students may be involved, but no school authority or resources are involved in the activity.

Travel Requiring Board Approval

Travel by school-sponsored groups out-of-state which requires students to be absent more than two days, or any out-of-country travel for any length of time, shall have prior approval of the principal, superintendent and Board. Applications for permission shall be filed with the building principal and superintendent no later than 90 days prior to the trip.

Travel Requiring Superintendent’s Approval

Travel by school-sponsored groups where students will be away from school overnight not exceeding two days, or when the travel is outside the regular school day or school year shall require superintendent’s approval. Application for travel in this category shall be filed with the building principal no later than 90 days prior to the trip. The superintendent shall receive the application no later than 60 days prior to the planned trip. District-approved outdoor school programs and Oregon School Activities Association (OSAA) activities are excepted.

Travel Requiring Principal's Approval

1. The building principal shall approve all travel by school-sponsored groups within his/her building including school-sponsored outdoor school program, OSAA activities, etc.
2. Applications for permission normally shall be filed with the building principal 30 days prior to the planned trip.

Criteria for Planning School Group Travel

School group leaders planning travel shall conform with the following criteria:

1. Time schedules as specified;
2. Generally, no more than five school days may be scheduled for any single trip. Exceptions must be requested of the Board;
3. All groups traveling shall be organized groups representing authorized school programs and directed by a member of the district staff;
4. All school-sponsored group travel shall adhere to all Board policies and administrative regulations.

Application Process

1. Requests for extended trips must be presented by the principal to the superintendent prior to any final plans or arrangements being made by the supervising teacher and/or students.
2. The duties of a faculty member proposing an extended field trip shall be as follows:
 - a. Makes application on the extended field trip form to the superintendent through the principal;
 - b. Surveys parents of students involved to determine the degree of support for the proposed trip.
3. Requests for extended field trips shall meet the following criteria:
 - a. Serves a worthy educational purpose;
 - b. Adequate supervision by school staff throughout the trip. Extended field trips require not less than a 1:12 adult-student ratio;
 - c. A total budget to include district and nondistrict funding;
 - d. A complete and reasonable itinerary shall be developed;
 - e. Regular school programs must not be adversely affected by either preparation or participation;
 - f. 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.

Funding and Fund-Raising Activities

1. 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:
 - a. Will the proposed cost significantly exclude student participation?
 - b. 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?
 - c. Have all of the ways for raising funds to support the trip been considered?
2. The district will allow students to participate in an extended field trip when it is funded from the district budget or when it is funded by the total student group participating, with the following stipulations:
 - a. If money-raising activities are planned, all students have the opportunity to participate;
 - b. Fund-raising activities should be planned that will not place an excessive burden on staff, students, parents or the community;
 - c. No student of the group is eliminated due to inability to raise his/her share of the total amount required;
 - d. That such money-raising activities do not excessively disrupt any regular school time.

Supervision

Approval of the trip leader, staff supervisors and parent volunteers shall be made by the principal.

Supervision - General Staff/Chaperon Responsibilities

Teachers or other 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 reasonably foreseeable accident or injury may occur.

Other supervisory responsibilities include:

1. Acquiring advance approval for the trip under the guidelines outlined in these regulations;
2. Ensuring distribution of trip procedures and regulations to parents and students;
3. Ensuring receipt of the signed parental approval forms prior to the departure date for the trip and having them available to the supervisors for the duration of the trip;
4. Establishing curfew regulations and conducting appropriate bed and room checks for the duration of the trip;

5. Taking appropriate actions for rules infractions by students, including parental contacts and making arrangements for sending the student home at parental expense;
6. Taking necessary steps to ensure appropriate emergency or medical treatment when prudent to do so;
7. Contacting the appropriate building administrator if questions exist, advice is needed or a situation exists about which the administrator should know;
8. Establishing clear hours of supervision responsibilities for nondistrict employees/volunteer chaperons;
9. Ensuring that nondistrict employees/chaperons receive information concerning district student conduct and discipline policies, that such special or extended trips are considered an extension of the classroom, that all students are subject to such policies and administrative regulations and that it is the duty of the nondistrict employee/chaperon to report violations to the teacher or other authorized district personnel;
10. Ensuring that nondistrict employees/chaperons agree to abide by the following prohibitions:
 - a. Distribution, possession or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance;
 - b. Alcohol use during nonsupervision time;
 - c. Tobacco use in the presence of students.
11. Teachers and other authorized district personnel are subject to established Board policies and administrative regulations. Tobacco use in the presence of students is prohibited. Teachers and other authorized district personnel are ultimately responsible for the supervision of students at all times while on special or extended trips and are expected to be “on call” for emergencies, curfew checks, etc. Consequently the use of alcohol is strictly prohibited at all times.

Student Responsibilities

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.

Agency Use

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

Completion of Forms

The staff member proposing the extended trip has the responsibility for completing the extended field trip planning packet.