

Field Trips and Special Events**

The Board recognizes the value of special activities to the total school program. Further, students need to be allowed to participate in and profit from carefully planned learning experiences which fall outside the normal school program/day.

Field trips and other curricular/cocurricular activities involving travel may be authorized by the superintendent or designee when such trips or activities contribute to the achievement of desirable educational/social/cultural goals.

In planning and authorizing such trips, primary consideration will be given to educational values derived, the safety and welfare of students involved, community standards of conduct and behavior on the part of all participants and the selection of appropriate adult supervision, either from within the school staff or from the parent and community volunteer pool.

Written parental permission must be obtained for each trip. The signed form showing parental approval and acknowledgment of student conduct guidelines will be maintained on file for a period of one year.

The administration will develop rules to ensure both students and adult supervisors are acquainted with the standards for conduct while representing the district. Such rules will reinforce district policy in areas such as alcohol, tobacco and unlawful drug use, procedure to be used in cases of illness or accident, and methods for communicating with administrators/parents in discipline and emergency situations.

All overnight and all out of state travel except in the Portland metropolitan area must have prior Board approval. Such approval is predicated on an accepted plan for travel arrangements, parental involvement, adequate supervision, orientation of students and supervisors, and support of the appropriate administrator(s). The request for approval of said trips must be submitted to the Board at least two months in advance of the trip unless there are extenuating circumstances.

If fundraising will be needed for this trip, a completed fundraising request form must be turned in to the principal or designee for approval and inclusion on the schedule. This must be done according to the provisions of District Board policy IGDF - Student Fund-Raising Activities.

The duties of the parents' group shall be to raise funds to provide financial assistance to students, if necessary, and to cover expenses for adult advisers and chaperones. Any excess funds should be used to lower the cost of the travel for all students. Fundraising activities involving students must be approved in advance by the building principal or designee and shall not conflict with fundraising activities for the support of other local activities. The parents' group will also provide traveling and performing attire, if needed, for each student, if approved by the building principal.

An agency, if used, will provide an itemized cost statement to the parents' group, school officials and students; will make arrangements for housing, transportation, meals, performances and all required phases of the educational program; and will provide orientation for parents, students, and staff.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.183](#)

[ORS 339.155](#)

[OAR 581-022-1020](#)

Cross Reference(s):

EEAE - Student Transportation in Private Vehicle

KK - Visitors to District Facilities