

# Perrydale School District 21J

Code: **IICA**  
Adopted: 5/10/04  
Readopted: 11/05/07  
Orig. Code(s): 3911

## Field Trips and Special Events\*\*

The Board recognizes that district programs should be conducted in a manner that protects the district from liability. Consequently, in order to minimize district liability, the following is required:

1. All out-of-state field trips require prior approval of the Board.
2. A detailed trip plan, including chaperons, student list, and a complete budget must accompany the request for approval.
3. In the event vehicle rental is required during either an out-of-state or in-state field trip, the club, team or class requesting special transportation, will budget for and purchase additional insurance coverage on the vehicle.
4. Any accidents or injuries must be reported to police, and the superintendent immediately.
5. A timely accident report must be submitted to authorities, with a copy of the report going to the business manager.
6. Prior proof of supplemental insurance will be submitted by the staff member in charge of the trip, or submit a signed, date copy of this policy assuring the district the supplemental insurance will be purchase.

END OF POLICY

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### 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

KI - Public Solicitation in District Facilities

KK - Visitors to District Facilities