



Instructional Field Trips and Special Activities

1. Definition

- a. "Field trip or special event activity" (any planned activity in which school personnel or appointed chaperones and students leave and return to the school grounds).
- b. "Overnight field trip or special event activity" an authorized activity in which school personnel and students are away from the school for more than one day in duration. This trip may be taken either when school is in session or not in session.

2. All trips should enhance the curriculum and learning experience of the students.

- a. Field trips and extended field trips must be of educational value consistent with the goals and objectives of the district and the age level of the students involved.
- b. District policies and administrative regulations will be enforced on all field trips and school sponsored tours and activities, including those in another city or state.
- c. Students not participating in the field trips will be provided appropriate alternate learning activities.

3. Safety and Welfare of Students – Nonschool Provider

Any field trip, extended field trip, or a special event activity that is provided or directly overseen by a nonschool provider must contact the director of support services to determine if the applicant must include a statement of certificate of insurance and an assurance that the nonschool provider has the appropriate training and background to conduct the activity in a safe and proper manner.

4. Implementation Procedures/Guidelines for Field Trips or Special Event Activities

Prior to granting approval for field trips, each principal or designee shall ascertain the following:

- a. Destination, date and times of the trip;
- b. Purpose of the trip. A concise statement describing the activity and its goals and objectives;
- c. Educational activities, including places to be visited, any side trips taken, those activities to be used;
- d. Number of students participating, including their grade level, the course or class, or in special instances the name of the student organization, any special accommodations needed for students with disabilities and any other pertinent information;
- e. Student safety will be a primary consideration at all times on field trips. Adequate supervision, including appropriate staffing, and chaperones participating in the activity. Supervisor knowledge that students will not be permitted to leave the field trip group during the trip

unless they are released to their parent(s). Only those students enrolled in the teacher's(s') class(es) will be eligible to participate in the field trip;

- f. Equal opportunity;
- g. No student shall be denied participation in the activity because of disability or financial inability to pay;
- h. Trips shall be funded from the school's field trip account and associated student body funds;
- i. Method of transportation:
 - (1) District transportation is to be provided whenever feasible; otherwise, transportation will be determined by the principal;
 - (2) Drivers of private vehicles must be properly licensed and insured.
- j. Determine parent approval:

The district will require each student participating in a field trip to present a permission slip signed by the parent or legal guardian to the teacher in charge granting the student permission to take the field trip.

5. Implementation Procedures/Guidelines for Overnight Field Trips or Special Event Activities

Any activity involving an overnight stay requires principal approval, approval by the director of curriculum and instruction, and the Board. **All overnight field trip requests must be submitted to the Board 60 days prior to the planned activity.** Prior to granting approval for field trips, each principal or designee shall ascertain the following:

- a. Destination, date, times and duration of the trip;
- b. Purpose of the trip. A concise statement describing the activity and its goals and objectives;
- c. Educational activities, including places to be visited, any side trips taken, those activities to be used;
- d. Number of students participating, including their grade level, the course or class, or in special instances the name of the student organization, any special accommodations needed for disabled students and any other pertinent information;
- e. Student safety will be a primary consideration at all times on field trips. Adequate supervision, including appropriate staffing, and other adult chaperones participating in the activity. Where chaperones are needed, chaperoning shall be limited to responsible adults over the age of 21. The ratio of adult supervisors/chaperones to student shall be no less than 1:15. On overnight trips that include male and female students there must be at least one male and female chaperone. Supervisor(s) must have knowledge that students will not be permitted to leave the field trip group during the trip unless they are released to their parent(s);
- f. Equal opportunity;
- g. No student shall be denied participation in the activity because of disability or financial inability to pay;
- h. Trips shall be funded from the school's field trip account and associated student body funds. District funds will be used to support Oregon School Activities Association events at the high school.

i. Method of Transportation

- (1) District transportation is to be provided whenever feasible; otherwise, transportation will be determined by the principal.
- (2) Drivers of private vehicles must be properly licensed and insured.

j. Determine Parent Approval

The district will require each student participating in a field trip to present a permission slip signed by the parent or legal guardian to the teacher in charge granting the student permission to take the field trip.

6. Staff Involvement in Activities Outside of the Scope of Policy

No district employee may require travel organized outside of the Instructional Field Trips and Special Event Activities policy, nor use his or her professional position, school time or district resources to promote, advertise, solicit or participation in travel organized outside of the activity trip policy.

A district employee who organizes an outside special program or trip not covered by Board policy IICA - Field Trips and Special Events shall observe the following:

- a. A district employee must not use his or her position, school time, district resources or special access to information about students, including names and addresses, to promote, advertise, or solicit outside student travel;
- b. The district shall not participate or cooperate with an outside activity trip or program in any way. A district employee who organizes such an outside activity must ensure a complete and absolute separation of the district, schools and other district entities from the activity trip;
- c. The district employee who organizes an outside activity trip shall have participants in the program or activity sign a letter of acknowledgment that the district has not and will not sponsor or sanction in any way the proposed activity or program. Examples of the letter of acknowledgment can be obtained from the superintendent.