

Field Trips and Special Events**

A properly planned, well-conducted and carefully supervised field trip is a very vital part of the curriculum of any classroom. To be effective a field trip must not be a spur-of-the-moment affair; it must grow out of the regular learning activities of the students.

The trip must have a definite purpose whether it is a walk around the block or is by bus to a distant place. Students should be prepared by general class discussions, reports, slides, motion pictures, etc. They must know what to look for, questions they wish to have answered and information they wish to acquire. Meanings of new words they may encounter on the trip should be explained. Certain duties and responsibilities should be allocated to selected students or committees (i.e., notes to be taken, questions to be asked, pictures to be taken, monitor duties, etc.).

Before suggesting a field trip to students, the teacher should consult the principal concerning the advisability of the trip, its scope, when taken and any other factors that would enhance the value of this trip. The teacher should personally make the necessary arrangements.

Proper conduct should be stressed. These students are representing not only their own school but the schools of this area and good conduct and pleasant manners will make it easier for other students to make similar trips.

Students taken on excursions or field trips within the city of Vale, that are in the interest of class activities, must have the approval of the principal or superintendent in advance.

When field trips are taken beyond the city limits and when transportation is necessary, written consent by the parent/guardian is necessary prior to the event. All field trips or excursions must have prior approval of the principal or superintendent and be requested on a district approved form.

Field trips or excursions of over 125 miles one way require approval of the Board.

Some field trips or excursions may require funds beyond those regularly budgeted by the district. Money raising projects may be undertaken by students involved with these trips. All money raising projects must have the approval of the principal and the superintendent.

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