

Willamette Education Service District

Code: **IICA**
Adopted: 7/8/03
Readopted: 3/8/05; 6/22/10
Orig. Code(s): None

Off Campus Student Activities/Field Trips

Effective educational instruction frequently includes some use of the environment surrounding the ESD and its component district communities as an integral part of the total program. The basic goal of any trip outside the classroom is to provide each student the opportunity to have a firsthand experience and to make his/her own observations.

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 ESD staff or from the ESD's parent and community volunteer pool.

The following student activities must be approved by the Superintendent or designee:

1. Field trips;
2. An activity that will result in the student using different transportation to or from an ESD facility;
3. A special assignment/project that requires the student to leave an ESD facility.

A release/consent form must be completed and signed by the parent and on file before a student is allowed to engage in the activity. In the case of students who are wards of the state, permission from the appropriate agency will suffice.

The Superintendent will develop procedures to ensure both students and adult supervisors are acquainted with the standards for conduct while on an ESD approved off campus activity/field trip. Such regulations will reinforce ESD policy in areas such as alcohol, unlawful drugs and tobacco use, procedures to be used in cases of illness or accident, and methods for communicating with administrators/parents in discipline situations.

END OF POLICY

Legal Reference(s):

[ORS 334.125\(7\)](#)
[ORS 339.155](#)

[OAR 581-022-1020](#)

Cross Reference(s):

EEAE - Student Transportation in Private Vehicles
KI - Public Solicitation in ESD Facilities
KK - Visitors to ESD Facilities