



## **Field/Extracurricular Trips\*\***

Field/extracurricular trips<sup>1</sup> can be an integral part of the school district educational program. The following are basic rules that govern such trips:

1. All field trips or extracurricular trips shall be under the supervision of the principal;
2. All arrangements for trips must be made through the principal. If district transportation is desired for the trip, arrangements must be made at least one week in advance; these arrangements must include a transportation request submitted to the principal on a district approved transportation request form. The building principal will specifically coordinate any trips that, due to scheduling beyond district control, cannot meet the one week advance notice;
3. All field trips must be part of a planned unit of work, the details of which are carefully worked out before a visit by the students is made unless as otherwise approved by the principal;
4. It is important that field trips be accompanied by worthwhile culminating activities:
  - a. Administrative approval process.
  - b. Purpose of administrative review.

Field trips provide a valuable educational benefit. However, off-site situations can expose students to hazards that are not present in the normal school environment. As a result, it is important for administrators to carefully review and monitor field trips to ensure that risks and potential school liability are minimized.

- c. Principals/administrators should do the following:
  - (1) Ensure the sponsor considers the various aspects of the field trip;
  - (2) Determine the appropriateness of activities for the students' age(s), skill(s) and behavior level(s);
  - (3) Assist the sponsor with specific field trip risk identification;
  - (4) Ensure school district insurance coverage extends to the field trip location and activities;
  - (5) Review and/or sign related contracts;
  - (6) Obtain or provide certificates of insurance related to contractual agreements and/or facility use;
  - (7) Provide preliminary administrative approval for the field trip;

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<sup>1</sup>"Field/Extracurricular trips" are defined as any school-sponsored trip where Winston-Dillard School District students are transported.



any student is to receive medication, give a copy of this form to the person designated to administer the medications.

(7) Supervision and chaperone selection.

(a) Supervise students at all times.

- (i) Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision – if you can't see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.
- (ii) Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.).
- (iii) Determine how many and what kinds of chaperones are needed throughout the trip.
- (iv) Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip. A higher number of supervisors will be required for more hazardous activities. Be sure to follow school district policy.
- (v) Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation and safety considerations (such as emergency procedures).
- (vi) There should be a minimum of two adults supervising a field trip. If not specified in school district policy, recommended **minimum** supervision ratios (adults to students) are as follows: elementary school age - 1:10; middle/high school age - 1:20. The building administrator and sponsor should agree upon the ratio for each field trip.
- (vii) More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water (life saving) or wilderness (survival), out-of-country travel (speak the language), and those including behaviorally, physically or mentally challenged students.
- (viii) First-aid/CPR-trained chaperones/staff are required – at least one chaperone on each field trip should be so certified.
- (ix) If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one “authorized adult<sup>2c</sup>” is needed.
- (x) For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

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<sup>2c</sup>“Authorized adult” is an adult that has a current background check and is approved to provide supervision of students by the building principal.

(xi) Ensure that all volunteer chaperones are:

- 1) At least 21 years old;
- 2) Criminally screened as specified in Board policy IICC;
- 3) Physically able to do the job;
- 4) Able to work well with students.

6. All trips shall be limited to a radius of 200 miles unless express permission of the superintendent is received;
7. Any overnight trips, out-of-state or international travel must have prior superintendent approval and the Board must receive notification prior to the trip;
8. The administration must authorize all lodging on field trips and extracurricular trips.

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):**

EEAD - Special Use of School Buses

EEAE - Student Transportation in Private Vehicle

KI - Public Solicitation in District Facilities

KK - Visitors to District Facilities