

## **Elective Educational and Extracurricular Trips**

### 1. Definition

- a. An educational field study is recognized as an extension of the school curriculum or an enrichment experience which occurs outside the regular school environment and requires an overnight stay. (Examples FFA, Vocational Clubs)
- b. An extracurricular activity is any activity not directly related to the school curriculum or is not an enrichment experience but which is a school-sponsored activity such as OSAA sanctioned events.
- c. An enrichment activity is any activity not directly related to the school curriculum but is approved by the school as a way to broaden or enhance student or activity development (i.e. out of state activity trips such as band, basketball, softball, etc.).

### 2. Application

This AR shall apply to all elective educational and enrichment activity trips, but does not apply to activities required by the Oregon School Activities Association (OSAA) unless so stated.

### 3. Administrative Approval

- a. Before granting approval of an extracurricular field study or enrichment activity, the principal or designee shall evaluate the educational benefits for the students and any relevant health and safety factors.
- b. Requests must be submitted to the principal by the extended field study sponsor for approval at least 60 working days prior; to the intended date of the trip. The principal with Board Approval shall have the authority to waive the 60 working day requirement where transportation will not be required from the school transportation services. All requests must include the following information:
  - (1) Purpose of the field study
  - (2) Number of students participating
  - (3) Cost per student and how costs will be addressed
  - (4) Itinerary of the field study
  - (5) Transportation to be utilized
  - (6) Number of chaperones accompanying the students
  - (7) Applicable district goals and
  - (8) A statement ensuring that all eligible students have been given an opportunity to participate.

#### 4. School Board Approval

All overnight educational field studies or enrichment activities planned to take place outside the State of Oregon or Washington must be recommended by the principal of the school involved and the superintendent of schools or designee, and approved by the Yamhill Carlton School District Board of Directors.

The request form for approval must be submitted to the School Board for consideration at least 60 days prior to the intended date of departure and must include the following information:

Any plans for out-of-state field studies shall be tentative and no fund-raising activities shall take place until and unless approved by the School Board at a regular or meeting.

All international field studies must have prior approval by the School Board. Requests shall be made at least 6 months prior to the departure dates except in extenuating circumstances.

When the participants in an Oregon-based educational field study or enrichment activity are notified by the non-school sponsors too late to allow prior School Board approval at a regular meeting, the Superintendent, upon notifying the Board, may approve the field study and shall report such approval to the School Board at the next regular School Board Meeting.

#### 5. Parental Approval

- a. Prior to participation in any field study, a student must submit a signed parental permission form, as well as any emergency information and any necessary emergency plan of care.
- b. In-state education field study or enrichment activity, (Such as band trips to away football games, district band festival, etc.) will only require signed parental permission forms at the beginning of the school year and/or season/event.

At the beginning of each school year, parents shall be given written notice in the student handbook that certain education field study or enrichment activities are subject to approval by the School Board. The notice should further state that even though organized and supervised by a member of a school faculty or other school board employee, a particular activity may not be actually sponsored and approved by the School Board. Parents/guardian should contact the appropriate school principal with any questions regarding the sponsorship of any activity.

#### 6. General Provisions

- a. The teacher or other school board employees or designated chaperone in charge of the students on the field study shall:
  - (1) Be responsible for the welfare and conduct of the students as if the activity were conducted at the school of origin;
  - (2) Assure that adequate provision is made for special needs or special health considerations described in the student's records;
  - (3) Plan for necessary communication in the event that an emergency arises;
  - (4) Enforce the Code of Student Conduct which is applicable at all activities.

- (5) Assure the districts that chaperones will be provided for each field trip with the minimum ration of chaperones set at one chaperone for each eight students involved. The principal has the authority to make exceptions (in unique and/or emergency situations);
- (6) Assure the district that the chaperones are on duty and supervising students during all group activities and other times when appropriate; and
- (7) Provide a request for approval to the appropriate transportation office at least 20 working days prior to departure if district transportation vehicles or buses are used.
- (8) There shall be no swimming unless a certified lifeguard is present. Specific permission from the student's parent/guardian must also be obtained prior to that student's participation in swimming on the extended trip.

7. Specific Provisions- Performing or Competition Education Field Study Groups

- a. Students enrolled in school sponsored performing or competition groups such as; band, orchestra, chorus, FFA, sports teams, drama etc. shall be given the opportunity to fund raise using district resources for a specific out of state trip no more frequently than once every two years or more.
- b. With prior board approval the district may contribute no more than \$1,200 towards expenses of nay Educational Field Study travel, competition, housing, food, etc., Reimbursement will be paid within 30 days of returning from the trip if receipts are provided.
- c. The Board of Directors shall not allocate any District general fund dollars towards any enrichment activity or educational field study or activity outside the normal school calendar year.

8. Transportation for Educational Field student or Enrichment Activities

- a. Common carriers, including private bus companies or private transportation may be used to transport students to education filed study or enrichment activities under to following conditions:
  - (1) Only pre-qualified bus companies shall be used for such purposes.
  - (2) The Superintendent and/or the district Transportation Committee shall prequalify a student transportation carrier.
  - (3) The use of private vehicles to transport students on school-sponsored activities must have prior approval of the building principal.
    - (a) Each vehicle shall meet federal safety standards for passenger cares.
    - (b) The vehicle and driver shall be covered by liability insurance of at least \$25,000/\$50,000.
    - (c) The principal shall verify the insurance.
    - (d) Only approved licensed adult drivers over the age of 25 shall be permitted to drive.
    - (e) Motor vehicles must provide seat belts for each occupant.
    - (f) Each vehicle must be occupied by eight or fewer passengers each having a seat belt securely fastened at all times the vehicle is in operation.

- (4) Parents shall have advanced notification of any activity for which the district will not provide transportation, or transportation will be in a private vehicle. This notification must include a supervisor signed statement that gives the name of the driver of the private vehicle prior to their approval for their child to participate.
- (5) A signed parental/guardian permission for their child to be transported in a private vehicle must be given to the building administrator prior to the transportation. At no time can a student ride to or from an activity without signed parental permission delivered to the building administrator prior to the start of the activity or to a coach after a sporting event.
- (6) Parents/guardian may take their own child from or to a school sponsored activity. Parents wishing to have their children transported by private vehicle must have a signed transportation consent form, approved by the principal or designee, on file with the school prior to the event, or, where necessary, provide advance notification.
- (7) Activity sponsors, coaches, etc., may deny a parental request to transport a child (including their own) to or from a school-sponsored activity.