

**BEND-LA PINE SCHOOLS**

Administrative School District No. 1

Deschutes County, Oregon

**ADMINISTRATIVE REGULATION**

Name: Field Trips and Special Activities

Section: Instruction

Code: IICA-AR

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The district recognizes the value of special activities to the total school program. Further, students need to be allowed to participate in and profit from carefully planned learning experiences which fall outside the normal school program/day. No student shall be denied participation in the trip or activities because of disability or financial inability to pay.

Field trips and other special activities involving travel may be authorized by the principal, superintendent or designee when such trips or activities contribute to the achievement of desirable educational outcomes in alignment with district educational, social, and cultural goals. A Field Trip / Activity Request Form must be completed and approved prior to the trip date.

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 school staff or from the parent / guardian / community volunteer pool. The district encourages parent / guardian participation in field trips and special activities. Parents / guardians who wish to attend a field trip or special activity are considered volunteers and are required to have successfully completed the volunteer background check process as described in KCA-AR: Volunteers in Schools prior to the trip date. Due to factors such as transportation, location, facilities, or planned activities, some field trips or special activities may have a maximum number of volunteer opportunities available. The district staff member leading the trip shall communicate about the number volunteer opportunities as part of the trip or event planning communication.

Written parent/guardian permission must be obtained for each trip for each student participating. The signed form showing parent/guardian approval and acknowledgement of student conduct guidelines will be maintained according to Oregon Record Retention Laws.

The district will develop rules to ensure both students and adult supervisors are acquainted with the standards for conduct while representing the district. Such rules will reinforce district policy in areas such as alcohol, tobacco and unlawful drug use, procedure to be used in case of illness or accident, and methods for communicating in discipline and emergency situations.

All out-of-state travel must have prior superintendent approval through submission of the Field Trip / Activity Request Form. Such approval is predicated on an acceptable plan for travel arrangements, parental involvement, orientation of students and supervisors and support of the appropriate administrator(s).

The district recognizes that there are certain activities that planning and undertaking are unique to a particular academic program, instructional goal, or other extra-curricular need. As such, this regulation shall not apply to foreign travel study programs and those activities that are not sponsored by the school or district.

**Field Trip Review and Approval Process**

Any field trip or planned activity in which school personnel and students leave and return from a school campus must have prior approval the trip or activity date. The Field Trip / Activity Request Form is to be used to request field trip or non-athletic activity approval from the school / site administrator, Director of Special Programs, and/or the Superintendent.

Prior to granting approval of any trip or activity, the following will be considered: educational objectives, destination, dates and times, number of students participating, student and staff safety, equal opportunity, cost and funding sources and transportation.

### **Transportation**

Except as specifically authorized, transportation of students shall be by district transportation. When contracted bus transportation is provided, only authorized vendors will be utilized. The Transportation Department will maintain a list of authorized vendors and scheduling procedures.

As stated in EEADB-AR: Student Transportation in Private Vehicles, parents and other designated adults, including district employees, who are considered volunteer drivers, may be permitted to use private vehicles to transport students on field trips or other school activities if the following conditions have been met prior to providing the transportation:

- The school administrator has approved the trip activity and the mode of transportation.
- A parent/guardian has authorized and granted permission for their student to participate in the trip or activity as well as authorized and granted permission for their student to ride in a privately owned vehicle on the Permission and Release of Liability Form.
- The volunteer driver has completed the volunteer background check as required and described in KCA-AR: Volunteers in Schools.

Students may not participate in a field trip as drivers.

### **Supervision**

Student safety will be a primary consideration at all times of field trips. Adequate supervision, including appropriate staffing, and other adult chaperones participating in the activity. As in conducting regular classes and activities on campus, district staff must assume primary responsibility for all reasonable and usual supervision of students and activities. At least one of the supervisors and/or chaperones must be a district employee. The role of volunteers and chaperones is to accompany and assist with students on field trips. Where volunteers and / or chaperones are needed, it shall be limited to adults who have successfully completed the volunteer background check as described in KCA-AR: Volunteers in Schools.

- Volunteers: volunteers are required to have successfully completed the volunteer background check process as described in KCA-AR: Volunteers in Schools prior to the trip date.
- Chaperones: are considered volunteers and are required to have successfully completed the volunteer background check process as described in KCA-AR: Volunteers in Schools prior to the trip date.
- Adult to student ratio: the ratio of adult supervision to students participating will ordinarily not be less than 1:10 for elementary, 1:15 for middle and high school trips. The district may adjust adult supervision ratios when in its professional judgement such adjustment is necessary, taking into consideration special needs of students and the activities planned to occur on the trip.
- On overnight trips in which students of both genders participate, adult staff, chaperones and other volunteers shall be both male and female. Gender balance of supervisor/chaperones is highly encouraged on all excursions. 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 / guardian.

### **Safety Procedures**

Student and staff safety is paramount. The district staff member leading the trip shall discuss safety procedures specific to the trip with students and accompanying adults prior to the trip. Such discussion may be in writing, acknowledged by a parent/guardian, or accompanying adult prior to the trip in conjunction with the Field Trip / Activity Permission and Release of Liability form.

**Parent / Guardian Permission**

A completed Permission and Release of Liability Form must be completed and signed by a parent or guardian for each student participating in the field trip or activity. The district will provide meaningful alternative classroom activities to students if parent/guardian permission is not provided.

**Student Behavioral Expectations**

Students are expected to follow all directions, rules, safety precautions, and Board policies and regulations of the district while participating in the field trip or activity.

**Funding of Field Trips / Special Activities**

Trips shall be funded from the school's field trip account and associated student body funds. At the principal or designee's discretion, fundraising activities may also be utilized as reviewed in IGDF-AR: Student Fund Raising Activities.

**Foreign Travel**

Unless authorized by the superintendent or designee, or as part of a sister or friendly city exchange, any foreign travel organized or undertaken by student groups shall be outside the oversight, supervision, or responsibility of the district. See IGDK-AR: Non-District Sponsored Study, Tours, Trips, Competitions.

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**LEGAL REFERENCES:**

ORS 332.107  
ORS 336.014  
ORS 339.155  
ORS 339.240 – 339.250  
OAR 581-022-1020

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