

Student Field Trips

Definition of Field Trips

A field trip is defined as an educational or cultural activity (other than regular season scheduled competitive extracurricular activities) involving a group of students under direct adult supervision which removes them from their home school campus.

General Expectations

1. To the extent possible, funding for field trips shall be organized to ensure the activity is accessible to all students regardless of their individual ability to pay.
2. Use of district funding (limited to categories a.- d.) or outside funding for field trips shall be prioritized as follows:
 - a. Full class trips directly associated with district curriculum being studied by the students involved;
 - b. Full class trips of a general educational nature appropriate for the student's grade level;
 - c. Small group trips that are an extension of academic competitions which have earned the group the right to participate at the state or national level;
 - d. Full class or small group trips designed to broaden student experiences (e.g., participation in organized activities, elective open competitions or festivals for choirs and bands, etc.);
 - e. Trips or excursions outside of or beyond the regular season competitive schedule for extracurricular activity groups or teams;
 - f. Trips with educational or cultural value.
3. If outside funding is used for field trips, any fund raising activity must comply with district policy. Particular attention will be paid to the number and type of fund raisers conducted in the community in relation to the resource base of the community and the number of demands placed on individuals and businesses within the community.

4. All field trips will be well supervised with a maximum student/adult ratio of 15:1 or smaller, especially if student age, activities planned or conditions warrant the need for close supervision. Overnight trips will have a maximum ratio of 10:1. All supervising adults will be well trained in the expectations for the trip and will agree to enforce all rules.
5. Appropriate educational experiences will be provided students who elect not to participate in a field trip.
6. The opportunity to participate in educational field trips that are an extension of the instructional program must be extended to all students within the legal parameters of equal access. Students may not be excluded in advance for anticipated behavior.

General Planning Procedures

1. Prior to general discussion with students, the teacher(s) or other staff member(s) contemplating a field trip will complete the first section of the Field Trip Planning and Approval Checklist in this administrative regulation well in advance (a minimum of two to three weeks) of the anticipated date and present it to the building principal for review and preliminary approval:
 - a. Destination;
 - b. Purpose (cite the appropriate category listed in 2. above);
 - c. Date and times;
 - d. District transportation (District guidelines and timelines for bus requests need to be followed);
 - e. Food;
 - f. Anticipated costs and funding sources;
 - g. Any other pertinent information as appropriate (e.g., lodging, admission fees, participation criteria as per 2.f., etc.).
2. The building administrator will discuss planning, fund raising, transportation and authorization policy considerations with the planners to ensure that appropriate conditions are understood and provided for.
3. The building administrator will determine if the trip meets with established expectations. In addition, if the trip will require eventual authorization by a director, the superintendent or the Board, the administrator will contact the appropriate director and share preliminary details. If involved administrators are satisfied, preliminary approval will be given to the staff member proposing the trip. At this point, staff can sound out the level of interest or support for a proposed field trip with students, parents and possible contributors and share general information about a proposed field trip.

4. The staff member proposing a field trip and the building administrator will work together to finalize plans. Based on the finalized plans, the administrator will make a decision to approve or disapprove field trips which fall within categories 1. or 2. below. If further authorization is required from the district office (see categories 3., 4. and 5. below), the administrator will forward the Field Trip Planning and Approval Checklist to the director within the designated timelines.
5. If district or Board permission is required, building activity involving students and parents will be put on hold until final authorization from the highest level required is received.
6. The teacher will assure that a preliminary itinerary for an approved field trip, standards for conduct and consequences for misbehavior is provided to each participant's parent/guardian and reviewed with the students in advance of the trip.
7. On field "trips outside of the immediate community," the teacher or trip supervisor will carry written permission to seek medical assistance, the student's medical insurance information and medical protocols, if any, for all participants.

Trip Authorization - Categories

Field trips require advance authorization as follows:

1. Within the Immediate Community

Authorized by: Building Administrator
Prior Approval Timeline: Three school days

2. Outside the Community - Within the District

Authorized by: Building Administrator
Prior Approval Timeline: Five school days

3. Outside the District - Within Oregon and Southwestern Washington (100-mile radius of Portland)

Authorized by: Building or Program Administrator
Prior Approval Timeline: Ten school days

4. Outside Oregon - Within the United States

Authorized by: Superintendent or Designee
Prior Approval Timeline: Twenty school days*

5. *Except in cases where shorter notice is unavoidable because of a competitive process which earned the participants the privilege of participation (See General Expectations, 2.c.).

6. Outside of the United States

Authorized by:	Board
Prior Approval Timeline:	Forty-five school days*

*Requests must be submitted on the Field Trip Planning and Approval Checklist through the appropriate director five weeks in advance of the Board meeting date where final approval is sought. Final approval must precede any formal announcement of the trip, any financial commitment or formalization of plans and/or any new fund-raising activity specifically directed to the trip under consideration. Preliminary discussions or surveys of interest must be noted as provisional (contingent upon information gathered and final details as relayed in the Field Trip Planning and Approval Checklist submitted), and approval by the director of administrative services, the superintendent and the Board.

Parent Permission

Parent/Guardian permission is expected for all field trips and will be obtained as follows:

1. Immediate Community as an Extension of the Classroom

At the beginning of each school year or when new students enroll, during the registration process, each parent/guardian will be advised that instructional activities may, from time to time, take place outside of the regular classroom, school campus or adjacent district property. When activities will take students into the local community, a parent/guardian will be asked to sign a written blanket permission authorizing his/her child to participate in these activities throughout the school year. This blanket permission will acknowledge that:

- a. Students may walk, be bused or be transported by volunteers who have been approved by the school;
- b. Prior notice of such events will be provided, but individual permission forms will not be requested;
- c. Parents may request that their students not participate.

2. Field Trips Outside of the Immediate Community

Field trips outside of the immediate community will require individual parent/guardian permission forms which will be sent home with specific information about the trip, including the mode of transportation. Specific authorization must be received from the parent/guardian and be in the possession of the school before a student may participate in the field trip.

Transportation

Use of district transportation services for field trips is encouraged whenever feasible.

Licensed commercial carriers may be used.

Private transportation may be used as follows:

1. All drivers are adults (no students);
2. District procedure has been followed and use of private vehicle forms have been submitted and approved at least one week in advance of the field trip to allow the school office to verify them.

You may access "Field Trip Planning and Approval Checklist" in the following ways:

- Contact any school secretary
- Contact the Board Secretary at the District Office

CENTRAL LINN SCHOOL DISTRICT
Student Trip / Field Trip / Activity Trip Planning and Approval Checklist
 Designed to comply with requirements specified in IICA Student Field Trips

School: _____ Date Submitted: _____
 Staff Member(s) Requesting Approval: _____

Section I General Planning:

Purpose of Trip: _____
 Destination(s): _____
 Date(s)/Times of Trip: _____ Number of Students Involved: _____
 Check all that apply: ☐ Regular School Day Activity ☐ Outside Regular School Day Activity ☐ Overnight Activity
 Number of Staff Members: _____ Number of Volunteers: _____ Student / Adult Ratio: _____ / 1
 Accommodation Needed for 504 or Special Education: ☐ Yes ☐ No ☐ N/A

<u>Type of Trip</u> ☐ 2.21 Full class trip directly tied to current studies. ☐ 2.22 Full class trip, general educational nature. ☐ 2.23 Small group trip, extension of academics. ☐ 2.24 Full class/small group to broaden experiences. ☐ 2.25 Incentive, earned by students participating. ☐ 2.26 Outside regular season extra-curricular. ☐ 2.27 High School Activity Day per IICA-AR(2)	<u>Funding Type:</u> Acct # (reference only) _____ ☐ District general fund. May be used for categories 2.21, 2.22, 2.23, or 2.24 only.) ☐ Grant funding (Name & Fund #) _____ ☐ Existing outside funding. Source: _____ ☐ Fundraising: _____ Describe plans: _____
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Transportation:
☐ District buses (If checked, verifies minimum reservation timelines have been or will be met.)
☐ Licensed commercial carrier (Name of firm: _____)
☐ Private vehicles-Include verification of insurance and criminal background check-submitted at least one week in advance

Food: Plans include: _____

Costs:
 \$_____ to school (If more than one funding source, how much to General fund; Grant fund;
 \$_____ Existing outside funds; \$_____ Fundraising to be done for the trip. (If approved)
 \$_____ to each student, Specify admissions: \$_____, food: \$_____, lodging: \$_____,
 out-of-pocket other \$_____)
☐ If there are student out-of-pocket expenses, arrangements made for those who can't pay _____

Parent Permission: ☐ Blanket Authorization ☐ Specific permission forms sent out

☐ **Itinerary:** (attach copy) _____
☐ **Emergency Plan:** (attach copy - cell phones, medical information/authorizations for both students and chaperones, etc.) _____

Supervision Plan:
☐ Day Supervision Plan
☐ Night Supervision Plan: Attach copy of supervision plan/schedule including random, periodic spot checks throughout the Night

Medication:
☐ Medication Administration and Field Trips Form completed, if applicable.
☐ Health Assistant has verified appropriate ratio of staff have First Aid/CPR certification.
☐ Health Assistant has verified all staff who will be administering medication during this field trip has current Medication Administration Training.

Staff Acknowledgement – all staff attending this event must sign (attach additional sheet if necessary):

By signing below, I acknowledge :

- I am responsible for following all applicable CLSD policies and procedures including [JFC](#), [IICA](#) and IICA-AR
- I understand that I am responsible for the health and well being of all students while attending this event.
- I agree that I will provide adequate supervision for all students throughout the duration of the event by complying with the supervision plan attached in a reasonable and prudent manner.

I understand that failure to meet any of the criteria above may lead to disciplinary action up to, and including, dismissal. (This satisfies your contractual requirement of "inform.")

<u>Staff Name</u>	<u>Staff Signature</u>
_____	_____
_____	_____
_____	_____

<u>Chaperone Name</u>	<u>Chaperone Name</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section II - Trip Authorization

Administrator Approval:

☐ In-District or Out-of-District within Oregon and SW Washington - Categories 4.1, 4.2, 4.3: I have verified that the student trip proposed above meets all pertinent criteria and hereby grant final approval.	<u>Initials</u>
☐ Out-of-District: Outside Oregon or Outside United States - Categories 4.4 & 4.5: I have verified that the student trip proposed above meets all pertinent criteria and forwarding the request with a recommendation to approve.	_____
☐ I have advised all staff and chaperones that all CLSD policies and Administrative Rules apply and reviewed where applicable.	_____
☐ All chaperones meet policy guidelines and are approved for this event.	_____
Principal Signature – Cat 4.1, 4.2, 4.3 _____	Date _____

Additional Authorization:

<u>Superintendent or Designee Approval – Cat 4.4</u>	<u>Date</u>
(For any out-of-state travel, excluding Southwest Washington. Submit at least 20 school days prior to departure.)	
<u>Board of Directors – Cat 4.5</u>	<u>Date</u>
(For any out-of-country travel. Submit at least 45 days prior to departure.)	

Distribution: Send One Copy to School; One to Teacher; and One to Director

**CENTRAL LINN SCHOOL DISTRICT
FIELD TRIP PERMISSION FORM**

Name of Student

Name of School

Trip Destination

Teacher/Classroom

Trip Purpose

Transportation/Eating Arrangements

Date of Trip

Departure Time

Estimated Return Time

For purpose of clarity, the term "parent" includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 126.003-126.095.

As parent or legal guardian of the child named above, I hereby give consent and permission for my child to participate in the particular activity described above. I understand and I am fully aware of the risks and dangers normally involved in this type of activity or field trip. I have fully advised my child with regard to these matters. I have instructed my child to cooperate with all supervisors. I understand that my child must participate in the entire field trip including school-sponsored transportation and may not drive him /herself or other students to the activity. If my son/daughter disregards this rule and attempts to provide his/her own transportation, (s)he will not be allowed to participate in the activity.

I hereby release the Central Linn School District and its employees from any claims which I or my child might have for injuries or damage suffered by my child resulting from the child's failure to obey and cooperate as instructed or as a result of the risks and dangers involved in this type of activity or field trip.

In the event my child may need medical treatment, I hereby consent and authorize the accompanying representatives of the Central Linn School District to permit such treatment on my behalf. I agree to be responsible for the cost of any medical services and to indemnify the school district for such expenses.

☐ Yes ☐ No **My child will require medication to be administered by school staff during this field trip.**

If applicable, my child has permission to be transported in a private vehicle during this field trip.

Parent Initials

Emergency Contact Person Name

Address

Phone

Signature (Parent/Legal Guardian)

Home Phone

Work Phone

Signature (Student)

Date

**CENTRAL LINN SCHOOL DISTRICT
BLANKET FIELD TRIP PERMISSION FORM**

Name of Student

Name of School

Instructional activities may, from time to time, take place outside of the regular classroom, school campus or adjacent district property. This blanket field trip permission form must be signed annually by the parent or guardian authorizing his/her child to participate in these activities throughout the school year.

As parent/guardian I acknowledge:

- a. Students may walk, be bused or be transported by volunteers who have been approved by the school;
- b. Prior notice of such events will be provided, but individual permission forms will not be requested;
- c. Parents may request that their students not participate.

For purpose of clarity, the term "parent" includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 126.003-126.095.

As parent or legal guardian of the child named above, I hereby give consent and permission for my child to participate in activities described above. I understand and I am fully aware of the risks and dangers normally involved in these types of activities or field trips. I have fully advised my child with regard to these matters. I have instructed my child to cooperate with all supervisors. I understand that my child must participate in the entire field trip including school-sponsored transportation and may not drive him /herself or other students to the activity. If my son/daughter disregards this rule and attempts to provide his/her own transportation, (s)he will not be allowed to participate in the activities.

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☐ Yes ☐ No **My child will require medication to be administered by school staff during this field trip.**

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Parent Initials

Emergency Contact Person Name

Address

Phone

Signature (Parent/Legal Guardian)

Home Phone

Work Phone

Signature (Student)

Date