

FIELD TRIPS AND SPECIAL EVENTS **

I. Introduction

Field trips are a valuable extension of learning experiences beyond the limits of the school building and should be used to enhance the school program. All field trips are expected to have a direct relationship to student learning, course content and learning targets.

When conducting field trips and other off-campus experiences, staff must use the following procedures and guidelines. Any field trip that does not follow these procedures and guidelines is prohibited.

II. General Requirements

1. **Planned Objectives.** As part of the instructional program, field trips must be planned with definite educational objectives stated in writing. Consideration will be given to the amount of class time missed. Trips may not be extended for recreational purposes.
 - a. **Optional vs. Required Field Trips**
 - (1) **Required Field Trips** are those field trips that are an integral part of an instructional program and in which all students in a given class or course are expected to participate.
 - (2) **Optional Field Trips** are those field trips that are not a requirement of any instructional program.
2. **Attention to Student Safety.** Student and staff safety is the most important consideration when planning, conducting and supervising field trips.
 - a. **Supervision.** As in conducting regular classes and activities on campus, District personnel must assume primary responsibility for all reasonable and usual supervision of students and activities. The role of parents and other volunteers is to accompany and assist with students on field trips.
 - (1) **Appropriate Chaperones.** On overnight trip in which students of both genders participate, adult staff, chaperone and other volunteers shall be both male and female.
 - (2) **Volunteers.** Volunteers are required to successfully complete the criminal history background check process. See Board Policy GCDA/GDDA.
 - (3) **Adult to Student Ratios on Field Trips.** The ratio of adult supervision to students participating will ordinarily not be less than 1:10 for elementary, 1:15 for middle school and 1:20 for high school trips. The District may adjust adult supervision ratios when in its professional judgment such adjustment is necessary, taking into consideration special needs of students and the activities planned to occur on the trip.
 - b. **Discussion of Safety Procedures.** The teacher and/or administrator in charge of each field trip must 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 Parent Permission Slip.
 - c. **Special Needs.** Appropriate planning, transportation, supervision and accommodation must be provided for those students having special needs. Considerations including accessibility of

- facilities, entrances and exits, restrooms, conditions of walkways, assistive devices, dispensing of medication, and medical protocols should be addressed early in the field planning process.
- d. **Food.** Food provided or prepared by District sources or staff on field trips will be prepared and stored according to safe food handling guidelines. Nutrition Services can provide information on how to prepare, serve and transport food safely. The teacher and/or administrator in charge of the field trip must notify the Cafeteria Lead of the need for food or beverage a minimum of 10 days prior to the trip.
 - e. **Termination of field trips.** The Regional Administrator has permission and a responsibility to terminate any field trip in which proper safety measures, including supervision, are not in place.
 - f. **Student Accident Insurance.** The District offers low cost accident and health insurance options. Student accident insurance is not required for participation in field trips.
3. **Limitations and Prohibitions.** Though each trip or activity will be considered for approval on an individual basis, there are certain trips and activities that the District has designated as simply too risky to permit as safe and acceptable field trip options, and therefore will not likely receive approval. These include, but are not limited to:
- a. Recreational Swimming (i.e. swimming unrelated to any District sponsored athletic team)
 - b. Recreational Watercraft (Kayaking, river rafting, etc.)
 - c. Group Charters of Commercial Watercraft
 - d. Horseback Riding
 - e. Hang Gliding
 - f. Snow Camping
 - g. Mountain Climbing
 - h. Bungee Jumping
 - i. High Ropes Courses
 - j. Non-commercial Airline Air Travel
4. **First Aid and CPR Certification.** All field trips must be supervised by District staff in possession of a first aid kit. At least one District staff member (which may include the District bus driver) or chaperone for overnight field trips must hold a valid first aid and CPR certification. Appropriately trained parents/volunteers with valid first aid and CPR certification may fill this need.
5. **Security Considerations.** It is the responsibility of the principal, Risk Management, and the Public Safety Office to be aware of security matters to determine if a trip must be canceled within 24 hours of departure.
6. **Volunteers.** Volunteers are required to successfully complete the criminal history background check process. See Board Policy GCDA/GDDA.
7. **Field Trip Official Record.** All field trips will be a matter of official record. The teacher and/or administrator in charge of the trip shall ensure that an official record containing the following information is created and maintained at the school site for a minimum of one calendar year.
- a. Educational objectives;
 - b. Departure and return times/dates;
 - c. Transportation arrangements specifying carriers by name;
 - d. Itinerary;
 - e. Trip activities
 - f. Details of supervision; staff, parent/volunteer names and phone numbers
 - g. Students' names, addresses and telephone numbers when going on an overnight or out-of-state trip;
 - h. Details about lodging, if applicable;
 - i. Names, addresses and telephone numbers of out-of-metro area contacts as applicable;
 - j. Costs, insurance forms, where necessary;
 - k. Copies of executed contracts, where necessary;
 - l. Copies of first aid and/or CPR certification cards.

III. Field Trip Review and Approval Process

Preliminary approval must be granted prior to undertaking any planning activity and before discussing the trip with parents, students and community groups. Signed approval on appropriate forms within the timelines prescribed by this administrative regulation is required before undertaking any trip.

1. **School Level Review and Approval.** The following trips require review and approval by the building principal.
 - a. **In State Day Trip.** Approval from the principal must be sought no later than forty-five (45) days prior to the departure date for in-state local day trips. FORMS: Parent Permission Slip; Transportation Release Form (if using other than BSD buses).
 - b. **In State Day Trip – Out of the Metro Area.** Approval from the principal must be sought no later than forty-five (45) days prior to the departure date for in-state local day trips. FORMS: Parent Permission Slip; Transportation Release Form (if using other than BSD buses).
 - c. Principals must approve/ensure all parents/volunteers have successfully undergone a criminal background check prior to serving on a trip.
 - d. If volunteers are driving, principals must confirm that each driver has met the appropriate automobile license and insurance requirements.
2. **District Level Review and Approval.** Timelines for district approval allow district staff to ensure that all facets of the trip and personnel involvement fall within district guidelines. Safety of students and district liability must be reviewed. When submission timelines are not met, the ability to proceed with the trip as planned is in jeopardy. The following categories of trips require principal and District level review and approval prior to the trip. For the purpose of this section, “Central Office” shall mean the Regional Administrator, Risk Management, and in limited circumstances Legal Counsel. All trips requiring Central Office approval should be submitted to the appropriate Regional Administrator, who is then responsible for ensuring Risk Management and/or Legal Counsel review.
 - a. **Out of State Day Trips.** Approval from both the principal and Central Office must be sought no later than ninety (90) days prior to the departure date for out-of-state day trips. FORMS: Initial Request for Out-of State Travel; Out-of-State Release of Liability and Hold Harmless and Health History for out-of-state travel (required for each student).
 - b. **In-State Overnight Trips.** Approval from both the principal and Central Office must be sought no later than sixty (60) days prior to the departure date for in-state overnight trips. FORMS: Initial request for overnight travel; Overnight Release of Liability and Hold Harmless and Health History for overnight travel (required for each student).
 - c. **Out-of-State Overnight Trips.** Approval from both the principal and Central Office must be sought no later than ninety (90) days prior to the departure date for out-of-state overnight trips. FORMS: Initial request for out-of-state travel; Out of State Release of Liability and Hold Harmless and Health history for out-of-state travel (required for each student).
3. **Use of District Transportation.** Teachers or administrators planning field trips of any nature requiring the use of District transportation must provide a minimum of 10 working days written notice to Transportation of their needs.
4. **Parent Approval.**
 - a. Prior written approval of a parent is required for student participation on all field trips.
 - b. Parent approval must be on District Parent Permission Slip. No other means of approval is acceptable.
 - c. In conjunction with parent permission forms, the school must provide a specific letter to each parent advising them of the nature of the field trip and requesting their consent for their child to

participate. The letter must include a complete description of the trip: departure and return times/dates, transportation arrangements, itinerary as applicable, trip activities, details of supervision and cost to the student, if any, and student medical information/medical protocols, if applicable.

- d. The information in both the notice and parent permission forms must be in a language that the parent can understand.

IV. Student Behavioral Expectations

District behavioral expectations as presented in the Consistent Discipline Handbook apply to students on field trips. Students in violation of behavioral expectations as indicated in these materials may be sent home from the field trip at parent expense and are subject to consequences as set forth in the discipline materials.

V. Use of Commercial Travel Organization for Planning and Implementing a Field Trip

The teacher or administrator in charge of a trip may ask an outside organization to provide information and services for a trip that has already been reviewed and approved in accordance with Section III above. In the event that an outside organization is used, the teacher or administrator in charge of the trip shall submit to Risk Management any and all contracts or agreements for review and approval prior to undertaking any planning activity and before discussing the trip with parents, students and community groups.

District employees who enter into arrangements with a private company to receive compensation, whatever form, including but not limited to a financial stipend, airfare, or other travel expenses, for participating in the outside organizations sponsorship of a student educational trip are in violation of Oregon statute 9ORS 244.040) and Board Policy GBCA. If employees are in question as to whether participation in a particular trip or excursion would violate Oregon Ethics laws, they should contact the Oregon Government Ethics Commission directly.

VI. Funding of Field Trips

The District recognizes that on some field trips there are optional items and activities for which students may bring money from home. At the principal's discretion, the school or other funding partners may assist students with reasonable financial support for the optional items. Students shall not be prevented from participation in any required field trip because of inability to pay.

1. Acceptable Funding Sources for Field Trips

- a. Finances may be provided through school budgets, through grants, private sponsorship, contributions from school parent groups, by family donations and/or by fund-raising events consistent with District policies and administrative directives.
- b. No staff member or member of his or her immediate family shall receive any benefits or compensation from outside agencies in relation to school-sponsored trips.
- c. Only with the authorization of the school principal and clear notice to families may expenses for staff members and volunteers who accompany students on trips be included in the cost of the trip.

2. Funding of Required Field Trips

- a. Funding of field trips that are an integral part of an instructional program and in which all students in a given class or course are expected to participate shall be at District expense or through fund-raising.
 - i. Parents shall be informed of the need for fund-raising efforts.
 - ii. Parents shall not be asked to pay for the cost of their student's participation in required field trips. **No fee may be charged for a required field trip.**

- iii. The principal shall annually prepare budgets to be locally used in allocating District-provided field trip funds.
 - b. Local school field trip budgets shall ensure fairness and balance in the use of funds among grade levels, instructional programs and special activities.
 - c. School offices will make arrangements for buses through the Student Transportation Department.
 - d. Records of all field trip expenditures, including date, destination, teacher, number of students, transportation costs and admission fees (where relevant) will be maintained by the school principal.
- 3. Funding of Optional Field Trips
 - a. Field trips which are optional or otherwise not a part of any required instructional program may be authorized by the principal, with the cost to be borne by students. Special administrative care should be used in making such a determination.
 - b. When approved, students and their parents are to be informed of the optional nature of the field trip, including per student cost.
 - i. Each student shall independently choose whether or not to participate.
 - ii. School budgets may contribute to the cost of an optional field trip.
- 4. District Employee Travel Expenses
 - a. District employee travel expenses, including but not limited to, transportation, lodging and meals, may be paid from funds raised for a trip. Employee expense/cost shall not govern the level of supervision necessary for a trip.
 - b. District employee travel expenses must be documented on Travel/Training Authorization forms. Refer to Business services in the District Resource Manual.
 - c. Employee salary is not included in the cost of a trip.
- 5. Unexpended Funds
 - a. If the funds were raised by student assessment, excess funds are to be rebated to the students who were assessed;
 - b. If the trip was financed by parent or other group contributions, the unexpended funds will be returned to the group or placed in the student body funds as determined by the group;
 - c. If prior notice is supplied, unexpended funds raised by student fundraisers will be placed in the student body funds for a clearly designated purpose.
- 6. Reporting of Field Trip Finances. Accurate records of field trip receipts and disbursements must be kept at the school and be available to parents and others upon request and in the form required by Section II (7).

VII. Contracts for Field Trips

All contracts with organizations providing travel, activities, or other related services related to any District sponsored field trip must be reviewed for proper terms and conditions. A copy of the contract must be attached to the Field Trip Approval Request form that is reviewed by the principal, Risk Management, legal, and the Regional Administrator. Contracts for field trips must be submitted according to the timelines outlined in Section III above.

VIII. Transportation

1. **District Transportation.** Except as specifically authorized, transportation of students shall be by District transportation.

- a. Teachers planning field trips of any nature must provide a minimum of 10 working days written notice to transportation of their transportation needs.
 - b. Teachers must provide the Transportation department with information regarding the trip destination, if more than one stop is planned, and the return time to the school.
2. **Public Transportation.** In the event that District Transportation is not available, arrangements may be made for students to use public transportation. Teachers must obtain the appropriate Transportation Release Form prior to using this method of transportation.
 3. **Commercial Transportation.** When contracted bus transportation is required, only authorized vendors will be utilized. Contact Transportation Department for scheduling procedures and the list of authorized vendors.
 4. **Private Transportation.** Transporting students in private cars is discouraged and shall be done only when District and commercial transportation is not available.
 - a. Parent permission must be received prior to the trip granting permission for the student to participate in the trip and to ride in a private vehicle.
 - b. The adult volunteer or staff member is properly licensed to drive, has the minimum insurance mandated by the State of Oregon, will operate the vehicle according to the Oregon Motor Vehicle Code and is in compliance with other District requirements.
 - c. **Students may not participate in a field trip as drivers.**
 - d. In no circumstance shall a student who is not the child of the driver be alone in the car with the driver (i.e. there must be at least two students in each car).
 - e. The adult volunteer or staff member acting as an agent of the District performing an assigned district responsibility is covered first by his/her own personal auto liability insurance. The District liability insurance provides only secondary coverage.
 5. **UNDER NO CIRCUMSTANCES WILL BEAVERTON SCHOOL DISTRICT ACTIVITIES USE 15-PASSENGER VANS TO TRANSPORT STUDENTS OR STAFF.**

IX. Activities Not Considered Field Trips

The District recognizes that there are certain activities that whose 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 the trips, travel, or activities that fall within the following categories:

1. School-to-Work activities including work experience, job shadowing, mentorships and internships.
2. School club activities and sports.
3. Travel study programs. Travel study programs are activities involving student travel which are planned, marketed and conducted by organizations other than the Beaverton School District, for individuals or groups of students, planned to occur generally during non-school time (summer and other school breaks).

STUDENT FIELD TRIP QUICK REFERENCE GUIDE

School Level Review and Approval

Trip Type	Timeline for Approval	Who must Approve	Transportation	Forms
In-State Day Trip	Request for approval 45 Days prior to Departure	Building Principal	Request 10 working days prior to Departure if using District transportation*	Field Trip Record Checklist, Parent Permission Slip Student Health History, Criminal Background Check on Volunteers, Transportation Release**
In-State Day Trip Out of Metro Area	Request for approval 45 Days prior to Departure	Building Principal	Request 10 working days prior to Departure if using District transportation*	Field Trip Record Checklist, Parent Permission Slip Student Health History, Criminal Background Check on Volunteers, Transportation Release**

District Level Review and Approval

Trip Type	Timeline for Approval	Who must Approve	Transportation	Forms
In-State Overnight Trips	Request for approval 60 Days prior to Departure	Building Principal Central Office (Incl. Regional Administrator, Risk Mgmt, Legal)	Request 10 working days prior to Departure if using District transportation*	Field Trip Record Checklist, Initial Request for Out-of-State/Overnight Student Travel, Release of Liability/Hold Harmless, Student Health History Criminal Background Check on Volunteers Transportation Release**
Out-of-State Day Trip	Request for approval 90 Days prior to Departure	Building Principal Central Office (Incl. Regional Administrator, Risk Mgmt, Legal)	Request 10 working days prior to Departure if using District transportation*	Field Trip Record Checklist, Initial Request for Out-of-State/Overnight Student Travel, Release of Liability/Hold Harmless, Student Health History Criminal Background Check on Volunteers Transportation Release**
Out-of-State Overnight Trips	Request for approval 90 Days prior to Departure	Building Principal Central Office (Incl. Regional Administrator, Risk Mgmt, Legal)	Request 10 working days prior to Departure if using District transportation*	Field Trip Record Checklist, Initial Request for Out-of-State/Overnight Student Travel, Release of Liability/Hold Harmless, Student Health History Criminal Background Check on Volunteers Transportation Release**

*Public transport, Commercial transport, and, as a last resort, private transport may be used when District transportation is not available.

** If using transportation other than District transportation.

UNDER NO CIRCUMSTANCES WILL BEAVERTON SCHOOL DISTRICT ACTIVITIES USE 15-PASSENGER VANS TO TRANSPORT STUDENTS OR STAFF.