



Memorandum

Date: April 7, 2026

To: Board of Directors of the Pendleton School District 16R

From: Michelle Jensen, Superintendent

Subject: Board Policy First Reading

Background: The proposed update strengthens the policy by incorporating elements that were previously outlined in the administrative rule, IICA-AR, directly into board policy. In doing so, we are able to eliminate the administrative rule and ensure clearer, more consistent guidance at the policy level.

Additionally, the revision includes language clarifying expectations for out-of-state travel, specifically requiring board approval, which brings us into alignment with standard practices reflected in OSBA's model policies.

Overall, this update is intended to streamline our governance structure, increase clarity, and ensure alignment with best practice guidance provided to districts across the state.

- IICA – Field Trips & Excursions – This policy establishes expectations and approval requirements for school-sponsored field trips and excursions, ensuring they are safe, educationally meaningful, and appropriately supervised, including additional oversight for overnight and out-of-state travel.

Proposal: I bring for your initial review and discussion the policy as listed above.

Recommendation: Please review the attached policy and provide any input prior to the second reading.