

Code: IICA  
Molalla River School District

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**Bold** type represents a suggested addition.

Lined-out ~~type~~ represents a suggested deletion.

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## **Field Trips and Special Events Procedures\*\***

### **Objective**

To provide a procedure for the administration of Board policy IICA - Field Trips and Special Events which is consistent throughout the district.

### **Procedures**

#### 1. General

- a. These regulations apply to all trips sponsored by the district, educational or recreational, inside or outside the school day, whether or not vehicles are owned by the school, and at school or private expense.
- b. Transportation for trips of significant educational value, including those made as part of the established activities program is free of cost to students. Transportation for trips of significant educational and recreational value, where participation on the part of students is optional, may be provided for a fee set by the superintendent according to the number of students traveling and the purpose, time, and length of the trip. For those field trips which are planned educational and recreational experiences, students shall be under the supervision of the teacher at all times.

#### 2. Accidents or Breakdowns

- a. In the event of a bus breakdown, the teacher shall remain with the students and it is the responsibility of the driver to notify the bus contractor who, in turn, will notify the school.
- b. In case of any accident involving students or teachers, the following procedure is to be followed by the teacher or adult aide:
  - (1) First aid and/or emergency treatment;
  - (2) Notify principal.
- c. The following procedure is to be followed by the principal of the sponsoring school:
  - (1) Notify parents and/or student's doctor;
  - (2) Notify administration office.

#### 3. Supervision for Field Trips

- a. At least one member of the school professional staff must travel in each bus used for a trip.
- b. There must be one adult for every ten elementary students and a minimum of one adult per bus on field trips by the secondary schools.
- c. Students in attendance on the day of the field trip who have not received parental authorization will remain in school, in a class assigned by the principal.

**4. Supervision for Activity Program Trips**

Adequate supervision for rooter bus or similar activity program trips shall be arranged for by the building administration.

**5. Arrangements**

- a. Each teacher contemplating a trip requiring the use of transportation is to confer with the principal before making any arrangements. After securing the principal's tentative approval, the teacher is to get the permission of an official of the institution or point of interest to bring a group for a visit. The teacher then is to make out a trip application, including itinerary, and secure the principal's signature.
- b. Each principal and or designee is to confirm transportation not later than five days prior to the date of the trip. Transportation orders shall be in writing.

**6. Changes**

When plans for an approved trip change for any reason, the following persons are to be notified as soon as possible: the teacher requesting the trip, the principal approving the trip, and the bus contractor.

**7. Approval**

Each student going on a trip must have, in advance, the permission of the teacher accompanying the group, the principal of his/her school and the written permission of his/her parents. Each student must also have on file a parent signed form giving permission to the school to acquire named medical help for their children in case of injury.

**8. Loading and Unloading**

All students making a trip are to assemble in one place for boarding the vehicle, and are to be discharged from the vehicle in one place at the end of the trip, unless some other arrangement has been described in advance on the trip application and has been approved by the principal and the bus contractor. Bus or automobile trips may be made only to points at which safe and adequate unloading, loading and parking areas (preferably off the street) are definitely arranged for in advance.

**9. Authority of the Driver**

The driver and/or supervisor of the students is authorized to discontinue the trip and return to the safest point as determined by the driver and/or supervisor when, in his/her judgment, continuing the trip would seriously endanger the passengers.

**10. Funding and Fund-Raising Activities**

The district will allow students to participate in special or extended field trips when it is funded from the district budget or when it is funded by the total student group participating, with the following stipulations:

- a. That if money-raising activities are planned, it is readily demonstrated that an excessive burden will not be placed upon staff, students or parents.
- b. That no student of the group be eliminated due to inability to raise his/her share of the total amount required.
- c. That such money-raising activities not excessively use or disrupt any regular school time.

- d. Exceptions to these fund-raising guidelines may be permitted only by permission of the superintendent.

## 11. Exceptions

Exceptions to these regulations may be permitted only by permission of the superintendent and/or approval by the Board.

## Extended School-Sponsored Trips

### Objective

To provide procedures for the consistent planning and implementation of extended field trips for students.

### Introduction

Extended field trips are defined as:

- ~~1. Trips which are uncommon or unique to the normal activities program, or~~
- ~~2. Trips involving one or more nights away from the district, or~~
- ~~3. Trips which require fund raising, or~~
4. Trips involving travel outside of the United States **or beyond 350 road miles from the District office, whichever is closer.**

~~Administrative regulations outlining procedures for field trips common to the district's instructional program are provided in Board policy HC Community Instructional Resources and HCA Field Trips and Special Events.~~

### Procedures

#### 1. Approval Process

- a. Requests for extended trips must be approved by the Board prior to any final plans or arrangements being made by the supervising teacher and/or students, unless the trip is repeated every year, is part of the approved program of studies, or these are extenuating circumstances which merit re-evaluation.
- b. The duties of a faculty member proposing an extended field trip shall be as follows:
  - (1) Makes application on the extended field trip form to the superintendent through the principal.
  - (2) Surveys parents of students involved to determine the degree of support for the proposed trip.
- c. Requests for extended field trips shall meet the following criteria:
  - (1) Serves a worthy educational purpose.
  - (2) Adequate supervision by school staff throughout the trip. Extended field trips require not less than 1:12 adult-student ratio.
  - (3) A total budget to include district and non-district funding.
  - (4) A complete and reasonable itinerary shall be developed.
  - (5) Regular school programs must not be adversely affected by either preparation or participation.

- (6) Identification of the amount of time spent by an individual or group in an educational, performing, or evaluation activity in the context of the number of school days missed as a result of the proposed trip.

## 2. Funding and Fund-Raising Activities

- a. The principal shall determine the maximum, reasonable cost of such proposed expenses as part of the proposal process and after a careful analysis of estimated income and expenses. The principal shall consider the following guidelines in determining whether the cost of a proposed trip is excessive:
  - (1) Will the proposed cost significantly exclude student participation?
  - (2) Is there an alternative activity that would provide essentially the same access to course goals at a lesser or no personal expense for the student?
  - (3) Have all of the ways for raising funds to support the trip been considered?
- b. The district will allow students to participate in extended field trips when it is funded from the district budget or when it is funded by the total student group participating, with the following stipulations:
  - (1) If money-raising activities are planned, all students have the opportunity to participate;
  - (2) Fund-raising activities should be planned that will not place an excessive burden on staff, students, parents or the community;
  - (3) No student of the group is eliminated due to inability to raise his/her share of the total amount required;
  - (4) That such money-raising activities do not excessively disrupt any regular school time.

## 3. Supervision

- a. Approval of the trip leader and staff supervisors shall be made by the principal.
- b. Trips involving over 50 students shall be accompanied by an administrator.

## 4. Supervisor Responsibilities

- a. Authorized district personnel shall accompany students on all extended trips, shall exercise ordinary care in providing adequate supervision for the trip and shall assume responsibility for the students' proper conduct. Ordinary care requires that trips be planned and conducted in a manner assuring that students will not be exposed to situations inherently dangerous in themselves and that activities be avoided in which a reasonable foreseeable accident or injury may occur.
- b. Other supervisory responsibilities of the faculty member proposing the extended trip include:
  - (1) Acquiring advance approval for the trip under the guidelines outlined in these regulations.
  - (2) Ensuring distribution of trip procedures, regulations and behavioral expectations to parents and students.
  - (3) Ensuring receipt of the signed parental approval and other necessary forms prior to the departure date for the trip and having them available to the supervisors for the duration of the trip.
  - (4) Keeping the administration informed of arrangements for the trip.

- (5) Establishing curfew regulations and, along with the other trip supervisors, conducting appropriate bed and room checks for the duration of the trip.
- (6) Taking appropriate actions for rules infractions by students, including parental contacts and making arrangements for sending the student home at parental expense.
- (7) Taking necessary steps to ensure appropriate emergency or medical treatment when prudent to do so.
- (8) Contacting the appropriate building administrator if questions exist, advice is needed, or a situation exists about which the administrator should know.

**5. Student Responsibilities**

Student responsibilities as outlined in the district's Student Rights and Responsibilities Handbook continue to apply, as do the penalties for infractions.

**6. Agency Use**

An agency, if used, will provide an itemized cost statement to school officials.

**7. Completion of Forms**

- ~~a.~~ The staff member proposing the extended trip has the responsibility for the distribution and collection of the necessary forms-, **including the following, which are attached hereto:**
- ~~b. —The forms attached to these regulations are the following:~~
  - (1) Appendix A: Extended Field Trip Request Form
  - (2) Appendix B: Approval/Responsibility Form
  - (3) Appendix C: Medical Release and Information Form
  - (4) Appendix D: Letter to Trip Supervisor