

STUDENT FIELD/EXTRACURRICULAR TRIP – PLANNING AND APPROVAL CHECKLIST
Designed to comply with requirements specified in district policy, IICA – Student Field/Extracurricular Trips.

SECTION 1 – GENERAL PLANNING: TEACHER

DATE: 2/26/25 SCHOOL: McGovern/Lookingglass Elementary CLASS/GROUP: 5th Grade
 REQUESTED BY: Janna Norton and Emily Ledbetter DATE OF TRIP: May 13, 2025
 DESTINATION: Red Alder Outdoor School/Camp Baker, Florence, Oregon DATE OF RETURN: May 15, 2025
 PURPOSE OF TRIP: Fifth Grade Outdoor School

Check here if this is an instructional field trip. **Attach separate detailed narrative description of trip activity.** *Instructional trips are those that directly relate to classroom instruction and are considered Part of your normal curricular activities. District administration will determine final approval for Instructional field trips.*

Check all that apply:

<input checked="" type="checkbox"/> Regular School Day Activity <input checked="" type="checkbox"/> Outside Regular School Day Activity <input checked="" type="checkbox"/> Overnight Activity <input type="checkbox"/> Special Equipment (Please Specify Needs)	Number of Students: <u>101</u> Number of Staff Members: <u>5</u> Number of Chaperones/Volunteers: <u>8</u> Student/Adult Ratio: <u>7/1</u>
---	---

SECTION 2 – TRANSPORTATION: TEACHER

Request is for: 3 # of Bus(s) # of Suburban(s)

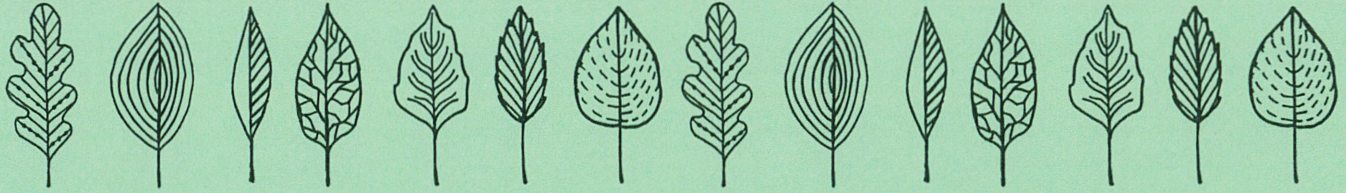
Leave Loading Time: 7:30 AM (LES)/8:00 AM (MES) Location: Lookingglass and McGovern Elementary
 Return Loading Time: 12:30 PM Location: Red Alder Outdoor School/Camp Baker, Florence, Oregon

SUBURBAN REQUEST ONLY: **Driver Names:** _____
 DO YOU NEED A FUEL CARD? _____
(This will need to be checked out at the district office prior to your scheduled departure date.)

*****Drivers must have driver training, current first-aid card***
and ODE Approval in order to drive suburban**

Required by OAR 581-053-0015 (6): Drivers shall report to their employer(s) within 15 days, any convictions For driving or criminal offenses specified in OAR 581-053-0006(8) or any involvement in an accident as defined In OAR 581-053-0006(8)(c) (G)(i).

All trips must have prior approval, with appropriate signatures from your building Administrator and/or the district office before a trip can be scheduled.



Dear Parents and Guardians,

Your student is about to have an exciting and safe learning adventure at outdoor school! This is an opportunity to explore natural habitats and ecosystems, discover wildlife and native plants, and find out why Oregon has been a special place for Indigenous Tribes and everyone who calls our state home.

While learning outdoors is energy-filled and fun, it's also an important educational opportunity. Our educators are highly qualified and have years of experience and teaching know-how.

Please go over the packing list and Student Code of Conduct with your student before outdoor school and contact your student's teacher if you have questions. And be sure to complete and sign the Code of Conduct and Red Alder Outdoor School Permission-Health-Waiver (PHW) form and turn it in at school as soon as possible. (Check with the school staff for the deadline to turn in this form.)

We look forward to sharing the wonders of nature with your student!

- The Red Alder Outdoor School Team

Estimados padres y tutores:

¡Su estudiante está a punto de vivir una emocionante y segura aventura de aprendizaje en la escuela al aire libre! Esta es una oportunidad para explorar hábitats y ecosistemas naturales, descubrir la vida silvestre y las plantas nativas, y averiguar por qué Oregón ha sido un lugar especial para las tribus indígenas y todos los que consideran nuestro estado su hogar.

Si bien aprender al aire libre es una actividad llena de energía y divertida, también es una oportunidad educativa importante. Nuestros educadores están altamente calificados y tienen años de experiencia y conocimientos de enseñanza.

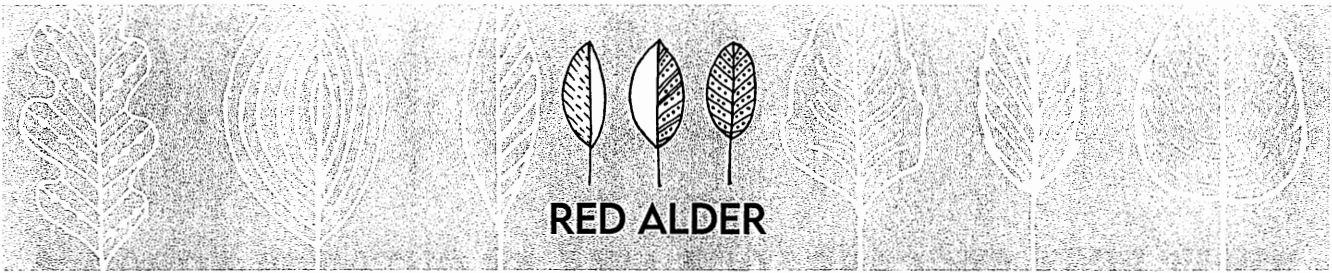
Revise la lista de equipaje y el Código de conducta del estudiante con su estudiante antes de la escuela al aire libre y comuníquese con el maestro de su estudiante si tiene preguntas. Y asegúrese de completar y firmar el Código de conducta y el formulario de permiso de exención de salud (PHW) para la escuela al aire libre de Red Alder y entréguelo en la escuela lo antes posible. (Consulte con el personal de la escuela para conocer la fecha límite para entregar este formulario).

¡Esperamos compartir las maravillas de la naturaleza con su estudiante!

- El equipo de educación al aire libre de Aliso Rojo



**RED ALDER
OUTDOOR SCHOOL**



OUTDOOR SCHOOL STUDENT CODE OF CONDUCT

Version 5.7 | Updated 20 January 2025



Outdoor school is a safe, fun place to explore, discover, and learn!

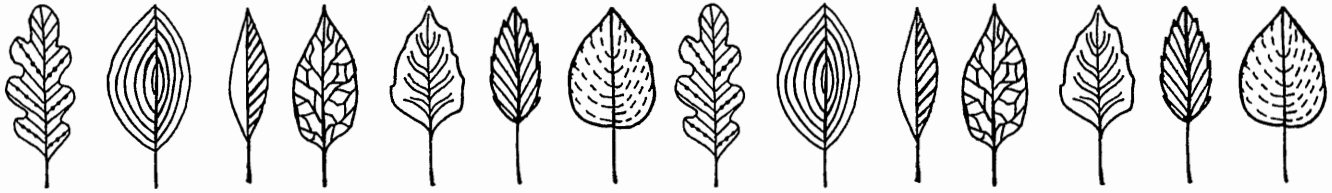
All students and authorized adults participating in outdoor school are expected to follow the rules in this document. “Authorized adults” include school staff, chaperones, outdoor school educators, and approved caregivers for students with special needs.

In some cases, permission from an adult or highschool counselor is required to participate in an activity at outdoor school. If you’re not sure who to ask for permission, check with an outdoor school staff member or ask your classroom teacher.

Please read the information on the following pages with a parent or guardian and sign on the last page. Students who do not sign this document, do not have a legal guardian sign this document, and/or fail to follow the Code of Conduct may lose the opportunity to participate in outdoor school.

A copy of this Code of Conduct will be posted in each cabin and in the dining area at outdoor school. Contact your classroom teacher or school administrator if you have questions. Thanks!

- THE RED ALDER EDUCATION TEAM



WHAT DOES SUCCESS LOOK LIKE AT OUTDOOR SCHOOL?

At outdoor school, you can be successful by:

1. Consistently following directions given by school staff, chaperones, and outdoor school educators (authorized adults). This includes stopping an activity when an attention signal is given.
2. Staying with your field-study cohort or cabin group at all times—unless you have permission from an adult to leave the group—and returning to the group promptly.
3. Staying within activity area boundaries and away from off-limit areas, including fences, gravel piles, crawl spaces under buildings, and other structures not intended as activity equipment.
4. Leaving personal toys, fidget devices, books, and electronics—other than approved medical equipment—at home or in your cabin unless you have permission from an adult.
5. Leaving dirt, sawdust, stones, sticks, rocks, living plants, animals, and other found objects alone.
6. Handling natural science specimens (fur pelts, skulls, etc.) and equipment carefully.
7. Respecting other people’s space and keeping your hands and feet to yourself.
8. Being courteous, demonstrating teamwork, and speaking respectfully to others.
9. Reporting bullying or any hurtful words and behaviors to an authorized adult.
10. Not entering a restroom if it is being cleaned or used by an adult.
11. Reporting any toilet, sink or educational equipment malfunctions to an authorized adult.
12. Washing your hands with soap and water each time before exiting the restroom and before eating.
13. Communicating with an authorized adult if you feel uncomfortable or unwell.
14. Walking when indoors and when entering or exiting activity areas.
15. Refraining from using drugs, alcohol, cigarettes, vape pens, and chew tobacco and immediately reporting any student or adult you see using these to an outdoor school staff member.*
16. Picking up litter and not using glitter, silly string, confetti, tinsel, crepe paper, or disposable, one-use decorations anywhere at outdoor school.*
17. Refraining from snacking, chewing gum, or drinking beverages (other than water) in your cabin.*
18. Asking an authorized adult a question when you don’t understand something.

**The outdoor school staff reserves the right to search your belongings if there is reasonable suspicion that you have prohibited items, including but not limited to the items in #15-17. Items will be removed.*

Student Initials _____

Legal Guardian Initials _____

The following behaviors are not acceptable at outdoor school:

1. Ignoring rules and instructions explained by authorized adults or not following instructions the first time they are given.
2. Leaving activity areas or going into off-limit areas without adult permission.
3. Leaving the camp property without authorized adult permission or without your parent/guardian or a school staff member to accompany you.
4. Arriving late at outdoor school or departing early without prior approval from the outdoor school staff and your classroom teacher.
5. Picking up or throwing dirt, sand, sticks, or rocks. Picking or damaging living plants and trees, animals, or other objects unless an outdoor school staff member gives you permission to do so.
6. Handling outdoor school supplies or equipment carelessly or disrespectfully, damaging supplies or equipment, using them inappropriately, or damaging camp facility property.
7. Taking food or snacks from the camp kitchen or meal service area(s) without permission.
8. Wrestling, pushing, fighting, hair pulling, bullying, teasing, hazing, name calling, using gang signs, swearing, sexually harassing, or threatening to harm others or their possessions.
9. Bringing personal toys, books, jewelry, phones, or other electronic equipment—other than approved medical equipment—to the outdoor school activities or not following authorized adult instructions with respect to these items. Keep these items in your cabin or at home.
10. Bringing or consuming candy, gum, snacks, caffeinated drinks, or other food from home (not as part of a sack lunch) without prior approval from the outdoor school staff.
11. Littering or using glitter, silly string, tinsel, or other disposable decorations.
12. Not following health and safety procedures consistently (like coughing or sneezing into your elbow) or proper hand washing. Procedures will be posted in cabins and dining area(s).
13. Starting fires without permission or supervision, playing with fire, or handling flammable objects in an unsafe manner.
14. Eating wild plants such as mushrooms and berries without outdoor school staff permission.
15. Wading into water without adult permission, above the level communicated by the outdoor school staff, or without rubber boots.
16. Running or engaging in horseplay, distracting or disruptive behaviors.
17. Startling, chasing, poking, harming, feeding, or scaring wildlife, including insects, fish, and other animals.
18. Leaving your cohort or cabin group for any reason, including restroom breaks, without asking an adult for permission to do so first.



Student Initials _____

Legal Guardian Initials _____

Expectations for using recreational supplies and equipment at outdoor school:

1. Authorized adult supervision is required for all recreational activities.
2. Use recreational equipment for the purpose for which it is intended; do not damage equipment.
3. Balls may not be kicked or thrown at others outside of regular game rules.
4. Do not bring recreational equipment from home without prior approval from outdoor school staff.
5. No tackling or grabbing is allowed during games.
6. No leaving the game area without adult permission.
7. Any student who wants to participate in a team activity or game must be allowed to participate.
8. Stop an activity immediately when an authorized adult gives an attention signal.
9. Recreational activities or free time may not be substituted for the scheduled learning activities.
10. Be a good sport. No yelling, name calling, threatening others, or cheating.

What will happen if you do not follow the rules in this Code of Conduct:

Students who fail to follow the rules in this Outdoor School Student Code of Conduct may lose the opportunity to participate in outdoor school at Red Alder Group’s sole discretion after consulting with the school staff and/or school administrator. Red Alder Group reserves the right to expel any student who does not follow the rules outlined in this document. Fortunately, this doesn’t happen very often, and the outdoor school staff members will work together with your classroom teacher and chaperones to support you and provide clear instructions and expectations so you can be successful. Each student and their legal guardian are required to initial pages 2 and 3 and sign below before the student can participate in outdoor school. Students who do not sign the Code of Conduct or do not have their legal guardian sign will not be permitted to participate in outdoor school. Legal guardian: By signing this document, you are indicating your agreement with all of the provisions in this Code of Conduct. Please turn in your signed copy of this document to your child’s classroom teacher and contact the school staff if you have questions or would like additional clarification.

My initials and signature indicate my understanding that Red Alder Group, LLC reserves the right to expel my child from outdoor school for failure to adhere to any of the rules outlined in this document. I agree that following all of the stated rules and any instructions from authorized adults during outdoor school is important and necessary for the safety, learning, and enjoyment of my child and of all participants. If my child cannot or does not follow any or all of the rules in the Code of Conduct and is expelled from the Program, I agree to transport my child from the premises within three hours of expulsion and I agree to hold Red Alder Group, LLC and all affiliates harmless.

Legal Guardian Signature Date

Legal Guardian Printed Name

Student Signature Date

Student Printed Name