Policy Committee Meeting
Wednesday, November 13, 2024 4:30 PM

Dr. Matthew Prophet Education Center - Windows Cafeteria / Conference Room (Floor 2)
501 N. Dixon St.
Portland, OR 97227

Agenda

1. Introductions
2. Public Comment on Cell Phone Use Policy - 8 two-minute spots (4 students, 4 adults)
   *To sign-up for public comment email PublicComment@pps.net or call 503-916-3741
3. Cell Phone Use in Schools Policy - Discussion and Potential Action
4. Policies for Revision - Discussion Only
   - Ethics and Conflict of Interest Policy 5.10.066-P
5. Policies for Rescission - Discussion and Potential Action
   - Assurance of Equal Opportunity in Athletics Programs 3.50.060-P
6. Policies in the Public Comment Period
   - Field Trips, Foreign Travel, and Other Off-Campus Activities 6.50.010-P
7. Adjourn

DRAFT—November 2, 2024

Student Use of Personal Electronic Devices in Schools X-XX-XXX-P

We are committed to supporting student mental health and wellbeing and to creating environments where students feel safe, welcome, and excited to learn. Peer and student-to-teacher interactions are fundamental to learning, and we must create the conditions that allow students to be engaged, focused, and challenged so they can reach their full potential. We are committed to understanding quality research on the use and impact of Personal Electronic Devices on the educational environment and adopting best practices as they evolve.

1. Definitions

"Personal Electronic Device" is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information, depictions, and/or data.

2. General Guidelines

a. **High Schools: "Off and Away" During School Day except during a student's designated lunch:** Students are permitted to possess cellular phones, tablets, pagers, watches, or other Personal Electronic Devices on campus provided that any such device remains "off and away" during the school day with the exception of a student's designated lunch, meaning that they are stored in a locker, backpack, purse, pocket, school-designated place, or other place where the Device is not on, visible, or in use unless used for academic activities or otherwise permitted under this policy or the related Administrative Directive.

Middle and Elementary Schools: Personal Electronic Devices must be "off and away" throughout the school day unless used for academic activities or otherwise permitted under this policy or the related Administrative Directive.

b. **Additional Restrictions May Be Adopted by a School:** Nothing in this policy prevents a building administrator from adopting additional restrictions on the use of Personal Electronic Devices during school hours.

c. **Discipline:** Students who do not comply with this policy or the Personal Electronic Device requirements of their school may be subject to discipline as outlined in the District's Student Rights and Responsibility Handbook [https://www.pps.net/Page/13621], including having their Personal Electronic Devices confiscated.

d. **Exceptions:** Categories of exceptions to this policy, shall include, but not be limited to:

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- complying with a student's Individual Education Plan (IEP),¶
- 504 Plan, or other requirement to access the educational programming or communication at school;
- supporting specific academic activities as determined by a building administrator;
- application of the policy in the District's alternative educational programs;
- and others as defined by the Superintendent.

e. **No Bullying, Harassment, or Taking Photographs or Videos of Others Without Permission:**

- Students may not take videos or photos during school activities or otherwise use their Personal Electronic Devices to harass or bully another individual or otherwise violate PPS's Student Anti-harassment and Teen Dating Violence Policy https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/4814/4.30.060-P.pdf, PPS's student handbook, or other policy.
- Students may not take photographs or videos of other students or staff during the school day without their verbal permission.

f. **Equitable Support for Schools:** To the extent the District provides financial resources to schools to implement this policy, it shall do so ~~provide~~ equitably.~~e support to schools to implement this policy~~.

g. **Individual Exceptions and Appeals:** The Superintendent shall establish a process and timeline for responding to a student's request to use a Personal Electronic Device otherwise not permitted by this policy or a school practice and any appeal of that response.

DRAFT

Cost comparisons for cell phone storage

Type	Cost per unit	Grades 6-8 (9,806)	Grades 9-12 (14,384)	6-12 Combined
Yondr	$30.00	$294,180	$431,520	$725,700
Locker Box Aluminum Alloy	$52.00	$14,144	$20,748	$34,892
2 Pack 36 Pockets Classroom Pocket Chart	$23.99 (72 pockets)	$3,262.64	$4,798.00	$8,060.64

Jon Franco, Ed.D.
Chief of Schools
jfranco@pps.net

PORTLAND PUBLIC SCHOOLS
Office of School Performance
501 North Dixon Street • Portland, OR 97227
Office: (503) 916-3101
Mailing Address: P.O. Box 3107 • 97208-3107

Date: November 12, 2024

To: PPS Policy Committee

From: Jon Franco, Chief of Schools

Cc: Dr. Kimberlee Armstrong, Superintendent

Senior PPS staff offers the following suggested amendments and rationale to the most recent Cell Phone Policy Draft:

1. Scope of Policy Application to High Schools

Senior staff agree that the "off and away" standard should be applied throughout the school day to middle and elementary school students. However, for high school students, senior staff recommend that the "off and away" standard be applied only to class time and not lunch or passing time.

High School Lunch Time: PPS campuses are generally open for lunch, meaning students can be off campus during their lunch periods. That creates significant enforcement challenges because students who are off campus are not subject to PPS policy enforcement and understandably may need their phones for communication or safety needs while off campus. Enforcement that distinguishes between those who stay on campus and those who do not would create significant logistical and staffing challenges for high schools.

High School Passing Time: Senior staff recommends that the policy not require "off and away" during passing time across the District (under the policy, individual schools may adopt this more restrictive standard, of course). Depending on the method used for ensuring phones are "off and away," there may be significant logistical challenges to enforcing the restrictions in between classes. Senior staff also recommends that schools have the discretion to allow students to have access to phones for personal, health, or other needs during passing time.

2. Regulation of photo/video taking without permission

Senior staff appreciates the intended purpose behind the restriction on the proposed policy language that restricts the taking of photos or videos during the school day without permission of those captured in the photo/video. Given the unavoidable capturing of unintended subjects in the background (*e.g.*, a school assembly, photo of friends in a crowded cafeteria),

however, the enforcement of this new policy provision is nearly impossible from a staffing and logistics perspective. In addition, the District has an anti-bullying and -harassment policy in place that is the appropriate vehicle for addressing intentional misconduct in the use of photos/videos.

Cordially,



Dr. Jon Franco
Chief of Schools
Portland Public Schools

Board Policy 5.10.066-P

Ethics and Conflict of Interest Policy

1. Purpose

Board of Education (Board) members and employees are expected to perform the District's business with integrity and accountability to the law and the community we serve; as responsible stewards of the District's resources; and without undue or the perception of undue influence in the performance of our jobs. Board members and employees have been entrusted with the important task of educating our community's children and should strive to live up to the highest ethical standards.

This policy establishes ethical standards of conduct for Board members and employees, whether elected or appointed, paid or unpaid, and sets forth conduct that is incompatible with such standards. Violations of this policy may subject employees to discipline, up to and including dismissal.

2. Definitions

"Actual Conflict of Interest" means any action, decision, or recommendation by a person acting in a capacity as a District representative, the effect of which is to the private financial benefit or avoidance of financial detriment to the person or the person's relative(s) or any business with which the person or a relative of the person is associated unless the financial benefit or detriment arises out of the following:

a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
b) Any action in the person's official capacity, which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.
c) Membership on the board of directors of or service in a nonremunerative capacity for a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

Board Policy 5.10.066-P

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“District action” means (i) a decision, determination, finding, ruling, purchase order, grant, payment, award, license, contract, transaction, sanction, approval or denial, authorization, or other similar action, or (ii) any proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other such matter that the Board member or employee believes, or has reason to believe, is one to which the District is, or will be a party or is one in which the District has a direct and substantial interest.

“Gift or Gratuity” means anything with an aggregate value in excess of $50 to a Board member or District employee from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision, authorization, or vote of that Board member or District employee.

“Member of household” means any person who resides with the District employee or Board member.

“Potential Conflict of Interest” means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private financial benefit or detriment of the person or the person’s relative, or a business with which the person or the person’s relative is associated, unless the financial benefit or detriment arises out of the following:

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b) Any action in the person’s official capacity, which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged.
c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

Ethics and Conflict of Interest Policy

"Participate" means to personally and substantially consider, investigate, advise, recommend, approve/disapprove, authorize, decide, or take other similar action.

"Reasonable travel expenses" are those expenses that either (1) do not exceed the District established per diem for travel or (ii) are otherwise reimbursable under District policy. "Relative" means spouse or domestic partner, child, step-child, parent, step-parent, sibling, step-sibling, child-in-law of the employee; or the parent, step-parent, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides financial benefits to the employee, or who receives any direct benefit from the employee's public employment.

3. Code of Ethics

All Board members and District employees shall act with trust, equity, and accountability.

a. Trust. All Board members and District employees shall treat their office as a public trust. They should avoid the appearance of impropriety and conflicts of interest, and take District Actions and implement policies in good faith as equitably as possible.

b. Equity. Board members and District employees will create an inclusive environment that reflects and supports the racial and ethnic diversity of our student population, employees, and community.

c. Accountability. Board members and employees will strive to carry out their work efficiently and transparently.

4. Gifts

State law limits Gifts and Gratuities to Board members or employees, their relatives, and members of their household. Gift or gratuity does not include the following items:

a. Anything of value that is received as District property and used for District purposes (such as textbooks and classroom supplies);

b. Discounts available to an individual as a member of an employee group, occupation or similar broad-based group;

c. A plaque, trophy, or other honoraria;

d. Unsolicited awards for professional achievement;

e. Reimbursement to the District for enrollment and course fees and reasonable travel expenses incurred by the District in connection with a Board member's or employee's speech, presentation, or appearance made in an official capacity; provided that the reimbursement is memorialized in writing;

f. Campaign contributions that are solicited or received and reported by an elected official or candidate in accordance with applicable law; and

g. Employee or Board compensation.

5. **Conflicts of Interest.**

All Board members and District employees must disqualify themselves from participating in District Actions in which they have an actual conflict of interest.

This means, among other things, that:

a. Use of Position. Board members and District employees may not use their position to obtain financial gain or avoidance of financial detriment for themselves, as well as for their relatives and members of their households. Additionally, Board members are prohibited from being compensated by the District as an employee or contractor, and no Board member or employee may benefit under any District contract for which they participated in the authorization for two years following Board service or employment, respectively.

b. Sale of instructional or training materials. Employees may not claim, promote, or sell instructional, training, or other materials and/or equipment to third parties developed on District time or District property nor may they promote or sell instructional, training, or other materials they developed on their own time to the District. Exceptions may be granted under exceptional circumstances with the written consent of the Superintendent.

Ethics and Conflict of Interest Policy

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d. Interest in Contracts. Board members and employees, along with their relatives and members of their household, may not take District Action related to any District contract for which they have a financial interest.

e. Use of District Time. A District employee may not perform any duties related to an outside job during their regular scheduled or actual working hours unless leave is approved pursuant to District procedures; nor may an employee use any District facilities, equipment, resources or materials in performing outside work.

Retaliation Prohibited. Retaliation or threats of retaliation, both direct and indirect, for good-faith reporting of possible violations of this policy or ORS chapter 244 are prohibited. Any employee found to have engaged in any such conduct shall be subject to disciplinary action.

Notice.

1. Board Member. If a Board member has a potential or actual conflict of interest, they should state the conflict at the meeting when the agenda item is raised.

2. Employee. If an employee has an actual conflict of interest, they must notify a supervisor in writing of the nature of the conflict. The supervisor should assume responsibility for or reassign the matter creating the conflict. If an employee has a

potential conflict of interest, they should notify a supervisor in writing of the nature of the potential conflict of interest, and the supervisor will determine if any reassignment of the matter creating the potential conflict is appropriate.

6. **Avoiding the Appearance of Conflicts of Interest**

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Board Policy 5.10.066-P

Ethics and Conflict of Interest Policy

7. **Complaints Against Employees**

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8. **Restrictions on Board Member Employment by District**

Current Board members and those who have served as a Board member within the preceding 365 days may not apply for or accept any offer of employment from the District.

Board Policy 5.10.066-P

Ethics and Conflict of Interest Policy

8. Annual Training for Board Members and Senior District Leadership

Each year, Board members and senior District staff members shall complete a District-sponsored training on ethics, including conflicts of interest, public meetings laws, and public records laws. Each Board member and senior District staff shall certify in writing completion of the training.

Legal Reference: ORS Chapter 244
History: Adopted 2/20/2024

Board Policy 5.10.066-P

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Board Policy 5.10.066-P

Ethics and Conflict of Interest Policy

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Legal Reference: ORS Chapter 244
History: Adopted 2/20/2024

PORTLAND PUBLIC SCHOOLS
YOUR DEPARTMENT HERE
501 North Dixon Street / Portland, OR 97227
Telephone: (503) 916-2000
Mailing Address: P. O. Box 3107 / 97208-3107

STAFF REPORT

Date: October 20, 2024

To: PPS Board of Education

CC: Superintendent Kimberlee Armstrong
Contracted General Counsel Liz Large

From: Mary Kane, Senior Legal Counsel

Subject: Proposed rescission of 3.50.060-P Assurance of Equal Opportunity in Athletic Programs

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BACKGROUND

This policy was adopted in 1975 in furtherance of the District's obligations under OAR 581-021-0045 et seq. to prohibit discrimination in the provision of educational programs or activities to students The policy was last updated in 2002. In the interim, the District has promulgated more specific and robust policies and administrative directives outlining the District's responsibilities in prohibiting discrimination in District programming and activities, including 1.80.020-P Non-Discrimination/Anti-Harassment Policy, 4.30.063-AD Title IX Sexual Harassment Student to Student Sex- Based Discrimination and Harassment, and 4.30.061-AD Transgender, Nonbinary and Gender Expansive Students.

Additionally, in 2019, OSAA and the Oregon Department of Education developed new guidance allowing students to participate in the athletic or activity program of their consistently asserted gender identity while providing a fair and safe environment for all students.

RELATED POLICIES/BEST PRACTICES

1.80.020-P Non-Discrimination/Anti-Harassment Policy,
4.30.063-AD Title IX Sexual Harassment Student to Student Sex- Based Discrimination and Harassment,
4.30.061-AD Transgender, Nonbinary and Gender Expansive Students

ANALYSIS OF SITUATION

The policy does not align with current practice and guidance from OSAA as its language is too narrow and should be rescinded.

FISCAL IMPACT

There will be no fiscal impact.

COMMUNITY ENGAGEMENT (IF APPLICABLE)

There was no community engagement.

TIMELINE FOR IMPLEMENTATION / EVALUATION

Once the Board approves rescission of this policy, District staff will remove it from its policy webpage.

STAFF RECOMMENDATION

Staff recommends the rescission of this policy.

ATTACHMENTS

A. 3.50.060-P Assurance of Equal Opportunity in Athletic Programs
B. 1.80.020-P Non-Discrimination/Anti-Harassment Policy,
C. 4.30.063-AD Title IX Sexual Harassment Student to Student Sex- Based Discrimination and Harassment,
D. 4.30.061-AD Transgender, Nonbinary and Gender Expansive Students

3.50.060-P Assurance Of Equal Opportunity In Athletic Programs

BOARD POLICY

(1) Opportunities for participation in athletic programs shall be equally available to boys and girls, and implementation of programs shall proceed as rapidly as resources and facilities can be provided.

(2) Girls may participate on teams designated for boys in any interscholastic sport if there is no girl's team in a comparable sport.

Legal References: OAR 581-021-0045 TO -0049

History: Adpt 4/14/75; Amd 7/15/76; Amd 5/8/86; Amd 4/25/96; Amd 9/9/02; BA 2419

Portland Public School District 1st Reading

DATE OF FIRST READING: August 06, 2024

PUBLIC COMMENT FOR

Revision of Policy 6.50.010-P:

Field Trips, Foreign Travel, and Other Off-Campus Activities

The Portland Public School District is providing Notice of Proposed Revised Policy and Public Comment to offer interested parties reasonable opportunity to submit data or comments on the proposed policies noted below.

Public comment may be submitted in writing directly to the district or through the district website noted below. Written comments must be submitted by 5:00pm on the Last Date for Comment listed below.

Open for Comment until at least:

August 27, 2024

Summary: **Field Trips, Foreign Travel, and Other Off-Campus Activities 6.50.010-P**

1st Reading by: **Director Julia Brim-Edwards**
Portland Public School Board, Policy Committee Chair

Recommended for a 1st Reading by:
Portland Public Schools Board of Education, Policy Committee

Draft Policy Web Site: http://www.pps.net/draftpolicies

Contact: **Rosanne Powell,** Senior Board Manager
Address: P.O. Box 3107, Portland, OR 97208-3107
Telephone: 503-916-3741
E-mail: schoolboard@pps.net

Draft Policy Comment Form: https://forms.gle/VqYbmVA36qqADj6n6

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PORTLAND PUBLIC SCHOOLS
Office of School Performance
501 North Dixon Street / Portland, OR 97227
Telephone: (503) 916-2000
Mailing Address: P. O. Box 3107 / 97208-3107

STAFF REPORT

Date: July 21, 2024

To: Portland Public Schools Board of Directors

CC: Kimberlee Armstrong, Superintendent
Liz Large, Contracted General Counsel

From: Jon Franco, Chief of Schools
Christyn McCloskey, Senior Director of Schools
Margaret Calvert, Assistant Superintendent

Subject: Proposed revision to Field Trips, Foreign Travel, and Other Off-Campus Activities 6.50-010-P

BACKGROUND

Board Policy 6.50.010-P (Field Trips, Foreign Travel, and Other Off-Campus Activities) was last updated in 2019 to mitigate the adverse academic impacts on students traveling as well as students who remain on campus. Since the update, we have reviewed and approved planning for international off-campus learning activities that meet the five-day threshold contained in the Administrative Directive that implements the policy, including trips to Taiwan and Japan. The schools were able to meet their learning objectives and stay within guidelines by scheduling trips in coordination with non-instruction days, including breaks, weekends, and holidays. Two DLI programs in particular have struggled to meet this requirement, thus prompting an exception in 2023 for two trips and then again in 2024 for just one trip. As a result, the Policy Committee has proposed to amend Board Policy 6.50.010-P to extend the time students can be away from campus up to 10 days, so long as certain criteria are met. Staff has expressed and continues to have concerns about the academic impacts on traveling students and students remaining at the school when students are gone for ten consecutive days for international trips.

RELATED POLICIES/BEST PRACTICES

6.50.011-AD Field Trips
6.50.012-AD Travel Study Programs
6.50.021-AD Foreign Travel- Study Programs

ANALYSIS OF SITUATION

The District recognizes the value in off-campus learning experiences for students while also acknowledging that these experiences provide learning opportunities for a portion of the participant's classes. In the past year, we reviewed over 200 requests from schools to travel for student learning experiences that were either overnight or wilderness. In addition, the Office of

Teaching and Learning has been developing a Middle Grades Redesign to include a capstone project tied to a field trip for all middle schoolers. It is the intention of the District for all Middle Grade students to have place-based learning experiences that are connected to a capstone project.

In looking at how to provide these off-campus learning experiences, we must balance the undeniable educational value of the trip (language and cultural immersion, especially) against potential educational losses that come from students being absent from ongoing classroom work (math and language arts, especially) that is not connected to the trip, as well as disruptions in the continuity of the curriculum in the other classes for both traveling and non-traveling (6th through 8th grade) students.

School Environment/Nontraveling Students: In assessing the proposed policy amendment, we also need to look at the impact of the teachers' and administrators' absence in the building when they supervise a student trip and are off-campus for two weeks. Administrator presence at school sites support student learning and a healthy school climate by providing consistency and guidance to staff, students and community members. This can be particularly important when they are addressing staff and student concerns or when incidents arise in the building or when managing relationships with families and communities at large. When teachers chaperone off-campus learning with some of their students, students who remain on-site (in the classes that are traveling and in courses not included in the trip) are provided substitute teachers, which interrupts the learning experience for the students who remain on campus. For some of the immersion classes, a substitute teacher brought in to cover classes may not be bilingual, causing even greater disruption to their learning. These are examples of the impacts we consider when balancing the positive experiences of extended travel/experiences.

Traveling Students: In addition, there are collateral academic impacts on traveling students, as well. For example, traveling for ten school days off campus could consume up to half of a math unit. Depending on the grade level, this could hold true for not only math, but the other courses that are not in the integrated unit of study, which could be up to five subject areas. Schools outline support for students traveling, some of which ask students to complete units of study prior to departure, which include having materials ready for them during school break (*e.g.*, having a language arts unit posted on Canvas during spring break). This becomes more challenging for students with special educational and language learning needs, particularly for extended trips. Another strategy to support student learning described by one school was for the teachers of non-DLI courses to make themselves available to students upon their return during academic support time, if it exists at the site, to answer questions or review material. The longer the trips, the more complex the plans have to be to help all students maintain academic monmenum in all of their courses.

With respect to changes to the policy, much of the discussion on traveling for off-campus learning has centered on a few of the twelve DLI programs (Japanese, Mandarin and Vietnamese at the middle school level); it did not address other grade levels or Russian or Spanish programs. The policy applies to all off-campus learning and other international travel and field trips.

Many international trips have been able to meet the five-day threshold, as well as their learning objectives, while staying within policy guidelines. The trip leaders used natural breaks in the school calendar (planning days, spring break, etc.) to extend the trip thereby minimizing the adverse impact on the students' education across the span of their enrolled courses. Both the MDLI and VDLI programs were also able to meet the policy guidelines this year:

- Vietnamese DLI trip: May 17-27, 2024 (8 students), 5 school days and using Memorial Day weekend
- Mandarin DLI trip: March 24 - April 8, 2024 (29 students), Spring Break, 5 school days and the grading day on April 5

    - Only the JDLI trip operated outside of policy expectations and the 5-day threshold.

Additional information on these trips can be found here.

FISCAL IMPACT

International trips require a building administrator and one or more teachers to attend. This requies airfare, lodging, meals, etc., and also securing an administrator and teacher substitutes to cover the building while the principal or assistant/vice principal and the teacher are on the trip. Doubling the number of school days missed with this policy change also doubles the cost of admin/teacher subs. During the Policy Committee meeting on June 10, it was suggested that perhaps administrator attendance is unnecessary on international trips. After gathering input from four school leaders whose programs embarked on international trips this spring, all were in agreement that an administrator presence is necessary for the safety of students and adults on the trip. Some of their reasons include:

- Providing student management and chaperone support
- Serving as ambassadors while attending school visits and meeting with local school boards and mayors
- Navigating emergencies (big or small) as they arise

Schools also need to hire substitute teachers to cover the 6th and 7th grade classes for the teacher(s) chaperoning the trip, which carries a fiscal impact on the school building. Substitute teachers receive $247.58 per day. $276 per day if they go over 10 days. Substitute administrators receive $75/hour.

The cost of the trip and how it is funded varies by school and program. The overall cost to the District inevitably increases as the trip length extends. The most recent JDLI trip, for instance, cost over $300,000 dollars.

COMMUNITY ENGAGEMENT

Community members and staff who lead the JDLI, MDLI, and VMLI trips presented their positions at a variety of Board Committee meetings, as well as before the full Board and in written comments.

CONNECTION TO BOARD GOALS

Board goals are incrementally implicated if students are traveling for ten school days, specifically as it relates to eighth-grade math and reading goals. A number of courses are not explicitly incorporated into the interdisciplinary DLI off-campus learning unit, which may mean students miss explicit math and reading instruction and compromise the continuity curriculum for up to two weeks (10 school days, as proposed).

STAFF RECOMMENDATION

Ten-day absences are not recoverable by all traveling students in all classes. In addition, the impact on the school environment of absent students, absent teachers, and absent administrators is also too significant for 10 consecutive days. As an alternative to the proposed amendment, staff recommends Board Policy 6.50.010-P keep the 5-school day threshold intact, with an allowance for 2 additional days for trips that require over 10 hours of travel.

Board Policy 6.50.010-P

Field Trips, Foreign Travel, and Other Off-Campus Activities

The District believes in the value of experiences outside the classroom and endeavors to make these opportunities available to all. As in all other aspects of school life, PPS is committed to both the access to and the inclusivity of off-campus activities. In planning and authorizing off-campus activities, primary consideration shall be given to the educational outcomes derived, the safety and welfare of students involved, District expectations of conduct and behavior on the part of all participants, and the selection of appropriate adult supervision in accordance with Board Policy 5.10.064-P Professional Conduct between Adults and Students.

I. District-Sponsored Activities

Special activities outside the classroom are an important part of an educational experience. Students shall be allowed to participate in carefully planned learning experiences or co-curricular activities, which fall outside the normal school program, school day, and/or are off-campus when they serve a legitimate educational purpose. Off-campus activities should promote and not compromise the integrity and purpose of the District's educational programs. Plans for continuity of curriculum must be made for the off-campus activity and likewise for students remaining on campus. This policy applies to all off-campus activities, unless otherwise noted.

1) As authorized through this policy and Administrative Directives, the Superintendent's designees may authorize field trips and other extra-curricular activities involving travel off-campus when such activities contribute to educational goals.

2) District staff responsible for overseeing extended travel must notify building administrators in advance of the trip so that plans for continuity of curriculum and instruction can be assured for students remaining on campus. Those plans will be communicated to the school community and observed so that no disruption in curriculum or programming will occur for students remaining on campus.

3) Certain trips may be authorized for an extended time when the distance traveled requires additional time, such as international travel, and when the trip involves a rigorous academic experience, as long as the following conditions are met:

a. Reasonable accommodations have been made to minimize the impact on students remaining on campus

b. Use of staff not usually assigned to the students traveling should take into consideration the needs of the students who remain at the school and the operations of the school, generally.

c. The plans made to minimize impacts have been approved by the school principal and the principal's supervisor.

d. If these conditions are met, the standard allowable travel time shall be 10 school days, although the Superintendent may approve longer durations when necessary to fulfill the educational purposes of an overseas trip.

3) Schools and staff to submit field trip requests for review, and approval or denial, prior to any planned activities.

a. Principals shall have the authority to approve regular off-campus field trips, subject to Risk Management approval, occurring during the course of one school day.

b. All off-campus trips comprising more than one school day will be reviewed by Risk Management and approved by the supervising Area Assistant Superintendent.

c. Specific timelines, procedures, and requirements of this field trip approval process will be outlined in a related Administrative Directive.

4) All out-of-state and foreign travel shall require prior Board approval with the exception of travel up to 150 miles from the PPS headquarters.

5) In planning for off-campus activities, staff members must avoid factors that might

prohibit student participation, including financial burden, as well as any hazards or barriers for students arising from discriminatory policies or practices in the destination or during transit based on race, religion, culture, gender orientation, sexual identity, or immigration status. Trips should be designed to promote healthy, safe, and inclusive experiences for all students, and consider the identified special needs and required accommodations of students with an Individualized Education Plan (IEP) and/or plans under Section 504 of the Rehabilitation Act of 1973. .

7) Both students and adult supervisors should be acquainted with and comply with relevant District policies, administrative directives, and other guidance, including the *PPS Student Responsibilities, Rights, and Discipline Handbook*, while representing the District. These expectations should be reviewed again by all students and staff prior to any extended off-campus activity.

Board Policy 6.50.010-P

Field Trips, Foreign Travel, and Other Off-Campus Activities

II. Non-School Sponsored Off-Campus Activities Must Clearly Indicate They Are Not Affiliated with the District

The unique professional status of District staff members may at times make it difficult for students and families to distinguish between school-sponsored off-campus activities from non-school privately sponsored off-campus activities. While working as PPS staff and/or representing PPS, District staff may not develop, plan, and/or supervise off-campus activities represented as "school, class, club, etc." other than what has been approved under this policy and the implementing administrative directives. In addition, District staff or other persons may not use District email, social media, hardcopy distribution to students, or other methods of District-controlled distribution that are not open to the general public to communicate to District students or families about private, non-school sponsored off-campus activities, without the pre-approval of the school building administrator and in adherence with PPS Disclaimer Requirement (11.1.a)

1) Travel Study Programs

Travel Study Programs are activities involving student travel that are planned, marketed, and conducted by organizations other than Portland Public Schools. Portland Public Schools does not fund, sponsor, or endorse any such programs.

a) Disclaimer Requirements: Any information about travel study programs must include the following disclaimer: “Portland Public Schools does not fund, sponsor, or endorse this travel study program. The District is not responsible for conducting or supervising this trip. Portland Public School employees who participate in travel study programs are not acting in their capacity as District employees and do so at their own risk. Students participating in travel study programs do so at their own risk.”

b) Any information distributed about travel study programs cannot contain the name of the District or any Portland Public school.

c) Distribution of information by travel study organizations must follow distribution guidelines in Board Policy 3.30.035-P Distribution of Materials and Information to Students and Administrative Directive 3.30.038-AD. Information distributed about

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d) Travel study organizations must use the Civic Use of Buildings (CUB) procedures for informational/planning meetings after the school day. See Policy 3.30.010-P Community Use of School Buildings and Facilities and 3.30.011-AD Community Use of School Buildings and Facilities: Short-Term Use.

Legal References: ORS 332.107; ORS 336.183; ORS 339.155

Amended 9/2002, Amended 3/2019

Board Policy 6.50.010-P

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