

Field Trips and Excursions

Curriculum/Instruction

Carefully planned, skillfully supervised and wisely interpreted field trips and excursions are valuable extensions of the classroom experience. They provide a vital opportunity for children to relate school learning to the larger community and world in which they live.

A “field trip, overnight trip or excursion” is a student trip that is approved by the district through established procedures for the purpose of curriculum related study, for curriculum related or personal enrichment or for the interscholastic or cocurricular activity program.

Types of Field Trips

1. A “curricular related field trip” is a learning experience linked to the curriculum and coordinated with the classroom activities outside the school campus that is no longer than one day in length.
2. An “excursion” is a classroom oriented learning experience outside the school campus that extends longer than one day in length or extends out-of-state or out-of-country.
3. A “cocurricular activity” is a field trip that is a nonclassroom oriented experience of a nature that normally has little or no school time involved.
4. “interscholastic athletics” are events in which district students participate as representatives of the district in scheduled competitions that are sponsored by OSAA.

Procedures

1. Day Trips
 - a. Arranging for Field Trips
 - (1) Staff member submits Field Trip Authorization Request form - IICA-AR-(2) and tentative trip itinerary to the principal or designee preferably at least 3 weeks prior to trip.

- (2) Principal reviews the Field Trip Authorization Request. If the trip is on the district's lists of approved field trips, the principal can immediately approve the trip and move on to (3) below. If not on the lists of approved field trips, the principal will use the following procedures:
 - (a) If approved by the principal, the principal forwards request to superintendent to ensure the activity meets insurance requirements.
 - (b) The superintendent will then notify the Principal whether the trip is
 - (c) approved.
- (3) Principal notifies staff member of approval/disapproval of requested trip preferably within one week of receiving the field trip authorization request.
- (4) If approved, the staff member contacts site to make arrangements.
- (5) Staff member arranges for transportation. (see section 3. below).
- (6) Staff member sends home Field Trip Parental Consent Form - IICA-AR(3) and an itinerary to be signed and returned prior to the trip. Consent forms must be kept on file for one year from the date of the field trip.
- (7) Staff member makes arrangements for chaperones:
 - (a) Minimum age of chaperones: 21 years of age; or 25 years or age, if overnight.
 - (b) Chaperone/student ratio shall be: 1 chaperone to 10 students at the elementary level; 1 chaperone to 15 students at the middle school level; and 1 chaperone to 20 students at grades 9-12. The principal can require more adults per students, if necessary, and can approve younger chaperone, if they are parent/guardian of one of the students and are considered a responsible adult.)
 - (c) Volunteer applications must be completed for all chaperones.
- (8) Staff member makes arrangements for students with medical needs.
- (9) At the elementary level, the principal must pre-approve withholding a student from a field trip.

Note: Donations may be collected for trip related costs.

b. Preparation for the Field Trip

- (1) Staff member prepares students for integration of the field trip with the classroom learning experience.
- (2) Staff member ensures that safety issues, including potential risks and emergency procedures, is communicated with students and chaperones prior to the beginning of the trip.
- (3) Staff member communicates to students clear expectations of behavior and any limitations or excluded places at the site.
- (4) Only students with completed permission slips may participate in field trips.
- (5) Staff member provides chaperones with information regarding their duties and responsibilities.
- (6) Staff member makes arrangements for students not participating in the field trip.

c. Conducting the Field Trip

- (1) Staff member establishes a buddy system or small group system.
- (2) Staff member/chaperone takes roll prior to leaving campus and at the conclusion of the trip prior to the vehicles leaving the field trip site.
- (3) The Field Trip Parental Consent Form - IICA-AR(3) must be brought on the trip, as well as a copy kept in the main office. Consent forms must be kept on file for one year from the date of the field trip.
- (4) Staff member/chaperone designated to give medication on the trip must be trained by the building secretary prior to administering medication. School rules on medication shall apply.
- (5) Students should be under the direct supervision of a staff member or adult supervisor at all times while at school-sponsored activities.
- (6) Staff member shall plan classroom activities as follow-up to the field trip (curricular trips only).
- (7) Swimming is limited to areas where a certified lifeguard is on duty (this includes swimming pools at hotels, residences, etc.).
- (8) Activities involving water activities or activities near bodies of water require consultation with the district risk manager to determine whether insurance coverage is available or required.

d. Completing the Field Trip

Staff member implements classroom activities as follow-up to a curricular related field trip. On completion of the trip, the staff member shall ensure that all students have been picked up by a parent or parent's designee, or have their own transportation home, prior to leaving the school site.

e. Canceling a Field Trip

Staff member shall notify transportation, chaperones, principal and field trip site of the decision to cancel the trip.

2. In-State and Out-of-State/Overnight Field Trips (District Sponsored Excursions)

Overnight, in-state trips involving high school extra curricular groups involved in-state organization sanctioned playoffs, meetings or competitions may be approved by the Superintendent or designee. All other district sponsored overnight or out-of-state field trips require approval by the Board of Directors prior to any recruiting, fundraising, parent meetings, or travel arrangements being made. Failure to gain Board approval prior to the arrangements may result in disapproval of the excursion. Staff members who solicit students for privately arranged (non district sponsored) trips or excursions do so outside their scope of employment and must follow procedures equivalent for other non-profit groups.

a. Arranging for Excursion

- (1) Staff member submits Field Trip Authorization Request form - IICA-AR-(2), a written plan, and a tentative itinerary to principal at within 3 months prior to desired departure date and no less than three weeks prior to School Board meeting at which field trip must be approved. Tentative itinerary and written plan must include:

- (a) Departure time and place;

- (b) Major events, proposed modes of transportation (e.g., plane, vehicle, bike);
 - (c) Accommodations;
 - (d) Planned stops;
 - (e) Return time and place;
 - (f) the number of school days students and staff will miss (not to exceed five); and
 - (g) A proposal for how staff who miss school because they attend the excursion propose to account for their absence(s). This may include the staff member using personal days or taking days with no pay.
- (2) Principal reviews the request.
- (a) If approved by the principal, the principal submits the request and any supplemental information to the superintendent or his/her designee within five working days.
 - (b) If not approved by the principal, the Principal informs staff members within five working days.
- (3) Superintendent or designee, reviews the request and, if approved, submits the request and any supplemental information to the Board for approval within seven working days.
- (4) Board approves/disapproves trip.
- (5) Following board approval, the staff member will review and share with parents and students the Field Trip Parental Information/Consent Form - IICA-AR(3). It is now appropriate to arrange for parent/student meetings.
- (a) Keep records of dates of meetings, numbers in attendance and handouts/information given.
 - (b) Parents must fill out and return the Field Trip Parental Information/Consent Form - IICA-AR(3). A copy will be taken on the field trip, and one copy will remain on file at the school for one year from the date of the field trip.
- (6) Staff member plans the detailed itinerary.
- (a) Include departure time and place, major events, travel arrangements, planned stops as well as time and place of return.
 - (b) Prepare a detailed daily student itinerary or agenda of activities.
- (7) Staff member arranges for accommodations.
- (a) Housing of students in private homes will be approved only if organized and sponsored by a host organization or school and only if reasonable assurances are provided the board concerning the screening and selection process for individuals residing in the home and supervision of students and only if students are able to communicate with leaders/chaperones immediately if they feel uncomfortable or unsafe and only if adequate alternative housing is readily available for them if it is requested or needed.
 - (b) Separate but proximate hotel room arrangements must be made for students and chaperones.
 - (c) Housing must be gender appropriate, i.e., separate for males and females.

- (d) Housing information, including contact telephone number(s), must be communicated to both parents and students in the parent information letter.
- (8) When costs for the staff member supervising the excursion are limited to transportation, meals and lodging for district sponsored excursions and are paid as a part of student fees, these moneys shall not be considered a financial benefit to the employee. (see section 3. below.)
- (9) Staff member makes arrangements for appropriate funding.
 - (a) Funding for trips that are required to achieve course objectives must be provided for by the building instructional budget.
 - (b) Fund raising for noninstructional travel must not compete with fund raising for other school activities.
 - (c) No fund raising for a specific excursion shall commence unless the trip receives all official/required approvals.
 - (d) The trip must be financed and organized so that no employee benefits financially.
 - (e) Each student will have an equal opportunity to participate in the trip.
- (10) Staff member sends final information home to parents that includes:
 - (a) Purpose of the trip and its relation to curriculum or activity program.
 - (b) Reasonably detailed daily student itinerary or agenda.
 - (c) Proposed housing arrangements.
 - (d) Budget and fund raising plans.
 - (e) Rules of conduct.

Note: All rules and consequences on field trips are the same as required of students at school. Be sure to remind students and parents these apply.

- (f) Arrangements/responsibilities for chaperones/advisors.
- (g) Identification of any potential, out of the ordinary, safety risks.
- (h) Advise resident aliens, including exchange students, to determine their immigration status before entering a foreign country and to take appropriate credentials with them. All other students should be advised to take appropriate identification.
- (11) Staff member makes arrangements for appropriate chaperones.
 - (a) Criminal History Verification of Applicants form must be completed for all chaperones.
 - (b) Minimum age of chaperones: 21 years of age or older or 25 years of age or older, if overnight.
 - (c) Chaperones to students ratio shall be: 1 chaperone to 10 students at the elementary level; 1 chaperone to 15 students at middle school level; and 1 chaperone to 20 students at grade 9-12. Depending on the nature of the travel or students, the number of chaperones may be adjusted by the principal.
 - (d) At least one chaperone will have current CPR certification.
 - (e) Advise chaperones of their responsibilities which must include, at minimum:

- (i) Students should be under the direct supervision of a staff member or adult supervisor at all times.
 - (ii) No drug or alcohol use at any time by supervisors/chaperones.
 - (iii) Appropriate room arrangements for chaperones include a minimum of two chaperones per room if chaperones are sleeping in a room with students.
 - (iv) Enforcement of all regular school rules and consequences.
 - (v) Adult, same-gender chaperones or program supervisors must be readily available to respond to student requests and provide balanced supervision at all times.
 - (vi) Allows the teacher/advisor from two different schools, who are of the opposite gender, to share the chaperoning duties to overnight events (Reciprocal Chaperoning Agreement for Overnight Travel - Form IICA-AR(4)).
- (12) Staff member advises students/chaperones that they must provide proof of medical insurance prior to trip.
 - (13) Staff member arranges for any special medication needs with the district procedures on medications should be followed.

b. Conducting the Excursion

- (1) Staff member establishes an accountability system.
- (2) The Field Trip Authorization Request Form - IICA-AR(2) and the Field Trip Parental Information/Consent Form - IICA-AR(3) must be brought on the trip, as well as a copy kept in the main office for one year from the date of the trip.
- (3) Staff member/chaperone designated to give medication on the trip must be trained by the building secretary prior to administering medication.
- (4) School rules on medication shall apply.
- (5) Staff member/chaperones will deal with discipline according to the student rules of conduct. Students may be required to return home early for violating the rules or endangering the safety of others. Any additional expenses incurred will be the responsibility of the student/parent.
- (6) Staff member will establish a curfew time and communicate the time with the chaperones and students.
- (7) Staff, students and chaperones may express appreciation to the site host, if applicable.
- (8) Swimming is limited to areas where a certified lifeguard is on duty (this includes swimming pools at hotels, residences, etc.). Activities involving water activities or activities near bodies of water require prior consultation with the district risk manager to determine whether insurance coverage is available or required.
- (9) Staff member shall notify the principal or district level administrator of any emergency or negative incident as soon as possible after the occurrence.
- (10) Students may never drive motorized vehicles or ride with a nonauthorized individual during a trip.

- c. Completing the Excursion
 - (1) On completion of the trip, the staff member shall ensure that all students have been picked up by a parent or parent's designee, or have their own transportation home, prior to leaving the school site.
 - (2) Staff member shall notify their building principal upon completion of the trip.

3. Transportation

a. District Transportation

Contact transportation department at least 2 weeks prior to trip to make arrangements.

b. Rental Vehicles

On some occasions, staff members may rent vehicles from a rental agency. Total capacity of rented vehicle may not exceed nine occupants. Preapproval from the Business Office is required prior to renting a vehicle. Additional insurance may be required to cover the rented vehicle and occupants.

- c. Students may never drive motorized vehicles or ride with a nonauthorized individual during a field trip.
- d. Students whose parents allow them to drive to and from the trip embarkation point or destination may not drive during the course of the trip or function.

4. In-State and Out-of-State/Overnight Field Trips (Non District Sponsored Excursions)

a. Arranging the Excursion

The district requires that employees who privately sponsor excursions for students:

- (1) Submit a Request by a District Employee for Permission to Arrange a Privately Sponsored Student Excursion Form - IICA-AR(5) and a tentative itinerary to superintendent within 3 months prior to desired departure date and no less than three weeks prior to Board meeting at which excursion must be approved prior to soliciting students, contacting parents, advertising or making any arrangements for the excursion.

Tentative itinerary and written plan must include:

- (a) Departure time and place;
- (b) Major events;
- (c) Proposed modes of transportation (e.g., plane, vehicle, bike);
- (d) Accommodations;
- (e) Planned stops;
- (f) Return time and place;
- (g) The number of school days students and staff will miss (not to exceed two); and
- (h) A proposal for how staff who miss school because they attend the excursion propose to account for their absence(s). This may include the staff member using personal days or taking days with no pay.

- (2) Superintendent or designee, reviews the request and, if approved, submits the request and any supplemental information to the board for approval at the next regular Board meeting.
- (3) Board approves/disapproves trip.
- (4) Following Board approval, the staff member will review and share with parents and students the Foreign Travel Guideline Requirements - IICA-AR(10). It is now appropriate to arrange for parent/student meetings.
 - (a) Obtain approval from the School Office for any meetings to be held in school facilities. Approval will be on an equal basis with other nonemployee, nonprofit community organizations.
 - (b) Keep records of dates of meetings, numbers in attendance, and handouts/information given.
 - (c) Place the following disclosure statement on all brochures, flyers, and/or posters:

“This is not a district-sponsored event. The district has neither reviewed nor approved the program, personnel, activities, or organizations announced in this flyer, and undertakes no responsibility to supervise these events. Participation in this event or activity by any district employee is on his or her own time and behalf, and not as part of their employment with the district. All compensation or profit to coaches, sponsors or other employees is not from district funds. No profit is returned to the district other than facility rental fees. Such participation by employees or permission to distribute this flyer should not be considered a recommendation or endorsement of the program by the district. In consideration of the privilege to distribute these materials, the district shall be held harmless from any cause of action or claim arising out of the events or activities advertised in these materials; including all costs, attorney fees and judgments or awards.”
 - (d) Ensure that brochures, flyers, and/or posters:
 - (i) Do not include language that checks should be made out to the Rogue River School District #35, an education service district (ESD, or the Student Body Funds;
 - (ii) Are not to be printed on school or district purchased paper or duplicated using a school or departmental copy machine; and
 - (iii) Are not to be mailed using the district’s nonprofit postage permit.
 - (e) Parents must fill out and return the Parent/Guardian Informed Consent Form - IICA-AR(6) and Verification of Insurance Coverage (Out-of-Country) Form - IICA-AR (7). A copy will be taken on the excursion, and one copy will remain on file at the school for one year from the date of the field trip.
 - (f) Staff member plans the detailed itinerary.
 - (i) Include departure time and place, major events, travel arrangements, planned stops as well as time and place of return.
 - (ii) Prepare a detailed daily student itinerary or agenda of activities.
 - (g) Staff member arranges for accommodations.
 - (i) Housing of students in private homes will be approved only if organized and sponsored by a host organization or school and only if reasonable assurances

are provided the board concerning the screening and selection process for individuals residing in the home and supervision of students and only if students are able to communicate with leaders/chaperones immediately if they feel uncomfortable or unsafe and only if adequate alternative housing is readily available for them if it is requested or needed.

- (ii) Separate but proximate hotel room arrangements must be made for students and chaperones.
 - (iii) Housing must be gender appropriate, i.e., separate for males and females.
 - (iv) Housing information, including contact telephone number(s), must be communicated to both parents and students in the parent information letter.
- (h) When costs for the staff member supervising the excursion are limited to transportation, meals and lodging for district sponsored excursions and are paid as a part of student fees, these moneys shall not be considered a financial benefit to the employee (see section 3. above).
- (i) Staff member makes arrangements for appropriate funding:
- (i) Fund raising for nondistrict sponsored travel must not compete with fund raising for other school activities. Ensure that any fund raising does not occur on school time or using school materials and/or facilities. All fundraising advertisements must contain the same disclosure statement (see 4.a.(4)(c) above) as all other advertisement for the activities.
 - (ii) No fund raising for a nondistrict sponsored excursion shall commence unless a trip receives Board approval.
 - (iii) The trip must be financed and organized so that no employee benefits financially.
 - (iv) Each student will have an equal opportunity to participate in the trip.
- (j) Staff member sends final information home to parents that includes:
- (i) Purpose of the trip and its relation to curriculum or activity program.
 - (ii) Reasonably detailed daily student itinerary or agenda.
 - (iii) Proposed housing arrangements.
 - (iv) Budget and fund raising plans.
- (k) Rules of conduct.

Note: All rules and consequences on field trips are the same as required of students at school. Be sure to remind students and parents these apply.

- (l) Arrangements and/or responsibilities for chaperones and/or advisors.
- (m) Identification of any potential, out of the ordinary, safety risks.
- (n) Advise resident aliens, including exchange students, to determine their immigration status before entering a foreign country and to take appropriate credentials with them. All other students should be advised to take appropriate identification.
- (o) Staff member makes arrangements for appropriate chaperones.

- (i) Criminal History Verifications must be completed for all chaperones, and all chaperones must complete Out-of-Country Field Trip/Excursion Volunteer Consent Form - IICA-AR(8) and Volunteer Verification of Insurance Coverage (Out-of-Country) Form- IICA-AR(9). These forms will remain on file in the school for one year from the date of the field trip.
- (ii) Minimum age of chaperones: 21 years of age or older or 25 years of age or older, if overnight.
- (iii) Chaperones to students ratio shall be: 1 chaperone to 10 students at the elementary level; 1 chaperone to 15 students at middle school level; and 1 chaperone to 20 students at grade 9-12. Depending on the nature of the travel or students, the number of chaperones may be adjusted by the principal.
- (iv) At least one chaperone will have current CPR certification.
- (v) Advise chaperones of their responsibilities which must include, at minimum:
 - 1) Students should be under the direct supervision of a staff member or adult supervisor at all times.
 - 2) No drug or alcohol use at any time by supervisors/chaperones.
 - 3) Appropriate room arrangements for chaperones include a minimum of two chaperones per room if chaperones are sleeping in a room with students.
 - 4) Enforcement of all regular school rules and consequences.
 - 5) Adult, same-gender chaperones or program supervisors must be readily available to respond to student requests and provide balanced supervision at all times.
 - 6) Allows the teacher/advisor from two different schools, who are of the opposite gender, to share the chaperoning duties to overnight events (Reciprocal Chaperoning Agreement for Overnight Travel - Form IICA-AR(4)).
- (p) Staff member advises students/chaperones that they must provide proof of medical insurance prior to trip.
- (q) Staff member arranges for any special medication needs with the school nurse. District procedures on medications should be followed.

b. The district strongly recommends that you:

- (1) Protect your financial assets by obtaining proof of adequate liability and trip cancellation insurance. Recommended minimum on liability insurance is \$2 million.
- (2) Protect yourself by being prepared to account for funds and following standard banking practices. You may not use district accounts or services for a privately arranged trip.
- (3) Even though Board policy IICA - Field Trips and Excursions does not apply to your privately sponsored trip, consider using it as a guideline to ensure best practice in travel, housing, and other guidelines that will allow you to claim in court that you follow “best practice.”