



FIELD TRIP GUIDELINES

Educational field trips can effectively provide extended instruction and enriched student experiences beyond the regular classroom environment. All field trips taken during times when school is in session should directly relate to the instructional program appropriate to the students involved. Equal opportunity to participate in field trips by all of the students in a particular class, course, or other defined group shall be a requirement for the approval of the field trip. Participation in the field trip shall not be dependent upon the student or parent's ability to pay any portion of the expenses.

GUIDELINES:

1. Field trips must directly correlate with the core curriculum standards and be an extension of it.
2. Teacher-pupil preparation and planning for a trip is very important. The teacher should make careful lesson plans for the trip, including learning objectives, methods of assessment, questions to be asked, as well as follow-up activities.
3. Review "standards of conduct" with students prior to the trip. It should be emphasized that each student is an ambassador of the school, and people in the community may make judgments about the entire school based on the conduct of any one student.
4. The teacher will arrange for other adults (chaperones) who understand the purpose of the trip and the established standards of conduct to accompany the group. Chaperones should be assigned on a basis of 1 per 15 students for secondary trips and 1 per 5 students for elementary. Chaperones need to complete volunteer background check process prior to attending the field trip. Bus drivers cannot be used as chaperones. Chaperones should not bring younger children on field trips. The teacher shall be responsible for the duration of the trip and therefore will not be included in the 1 :5 adult ratio. The teacher shall monitor behavior on the trip and be available to intervene as needed to ensure the safety of all involved.
5. All special education students are eligible for the same field trips as those in general education. Special education and physically disabled students require special attention as to their ability to ride with or without assistance. The school or department is responsible for assisting these students by providing attendants/chaperones. Proper securing of wheelchairs is the responsibility of the bus driver.

6. A letter requesting permission for students to take the field trip must be sent to the parents prior to the trip. The letter should include the following information:
 - A. Purpose of the trip
 - B. Place to be visited and address
 - C. Day and date of the trip
 - D. Estimated time of departure and estimated time of return
 - E. Type of transportation
 - F. Dress suggestions
 - G. Special suggestions (snack, lunch, etc.)
 - H. Inquiries to medication, motion sickness, or allergies

All permission letters must be signed and returned to the classroom teacher. No student is allowed to go on a field trip who has not returned a signed permission letter. **Phone contacts are not acceptable.**

7. **Each teacher may take one bus to take his/her class on a field trip. If a teacher combines a trip with another class, and only uses one bus, he/she may partner with another class as long as the teacher only utilizes one bus each.**
8. Outdoor School & Zenger Farms trips are not included, 5th grade classes who have made prior arrangements to attend field trips at Zenger Farms, will be approved to take three field trips per grade level on district provided transportation. After the 2011-2012 school year, the normal one trip/bus per teacher will be in affect.
9. Public transportation (MAX or Tri-met) will not be approved for field trips taken at the elementary level.
10. Classroom fundraising will not be permitted to pay for transportation to pay for additional field trips beyond the one trip per class per teacher.
11. Fundraising done by parent groups and the use of designated student body fees will be permitted with prior approval from the building administrator.
12. Request forms for transportation must be submitted to the Transportation Department at lease 14 days in advance of the trip. Any request submitted less than 14 days before the trip is not guaranteed.
13. When completing the “Transportation Request” form the following items must be adhered to:
 - (a) Pick-up time at the school must not interfere with run times
(7:00AM – 9:00AM and 2:00PM – 4:00 PM, Late Start Wednesdays 8AM to 10AM)

- (b) Trips need to be back at school by 2:00 PM to accommodate afternoon “runs”.
 - (c) All information must be provided on the form and have the principal’s approval.
 - (d) All trips over twenty (20) miles one way need the approval of the Assistant Superintendent.
14. Use of privately owned vehicles or leased vehicles to transport students to and from field trips, athletic events or school sponsored trips is prohibited, except in the case of a bona fide emergency. Determination of a bona fide emergency will be made by the Principal and/or Trip Leader if the Principal is not present. Staff and parents who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.
15. School Board policy prohibits the transporting of students by water craft.
16. Procedures for Students Requiring Medications on Field Trips See Appendix A.

APPENDIX A
MEDICATION FOR FIELD TRIPS OR OFF-CAMPUS ACTIVITIES

The building principal will designate school staff authorized and trained to administer medication to students while participating in school sponsored activities on or off district property. The building principal will insure building and activity practices and procedures consistent with the requirements of the law.

1. A staff person trained in medication administration should accompany any group leaving the building when medication is required by any students participating in off- campus activities.
2. The trained person assigned to administer the medication must carry medication in its original container. Prior to the trip, the proper authority will count the number of pills in the container, and upon return will count and verify the number of pills returned.
3. Schools may choose to use fanny packs or other secure containers to carry medication on field trips
4. The trained staff person must sign the medication out on the student’s medication record. The medication will be returned immediately upon returning from the outing.
5. When returning from the off-campus activity, the trained staff person must sign the medication in and document that medication was given.