

**Tigard-Tualatin
School District 23J**

Code: **IICA**
Adopted: 05-22-03
Readopted: 05-07-09
Readopted: 01-21-10
Readopted: 03-19-12

Student Field Trips

Day Field Trips and Excursions

The Board recognizes the value of special activities to the total school program. Further, it is the expectation of the Board that all students be allowed to participate in and profit from carefully planned learning experiences that fall outside the normal school program/day.

Field trips and other co-curricular activities involving travel may be authorized by the principal or designee when such trips or activities contribute to the achievement of desirable educational/cultural goals.

Administrators will consider the following elements when evaluating day field trips and excursions:

1. Educational relationship to curriculum, athletics and activities;
2. The safety and welfare of students;
3. The overall cost of the field trip for the student and school
4. Community standards of conduct;
5. Expected behavior of all participants;
6. Sufficient staff and approved school volunteer supervisors to insure proper supervision.

Written parent/guardian permission must be obtained for each trip. The signed form showing parental approval and acknowledgment of student conduct guidelines will be maintained on file for a period of one year.

The administration will develop regulations and guidelines to ensure both students and adult supervisors are acquainted with the standards for conduct while representing the district. Such regulations will reinforce district policy in areas such as alcohol and tobacco use, procedure to be used in cases of illness or accident, and methods for communicating with administrator/parents/guardians in discipline situations.

In addition to these standards of conduct, the administration will ensure that each day field trip has adequate adult supervision: no fewer than one adult for each 12 students at the elementary and middle levels, and no fewer than one adult for each 25 students at the high school level. The building administration will review all requests for day field trips. These requests shall include a list of activities, schedules, performances, etc., accounting for the entire trip.

It shall be the responsibility of the building principal to approve or deny each requested field trip.

Extended School-Sponsored Trips for Students

The term "extended" is defined as a field trip which involves students in activities that require an overnight stay outside of the district. When extended field trip opportunities are made available to students it is the expectation of the Board that all students have an equal opportunity to participate regardless of their ability to pay.

The Board recognizes the value of periodic, well-planned extended field trips and how they can contribute to a student's total school experience. In planning and authorizing such trips, the Board directs the Superintendent to establish criteria and approval procedures for all extended field trip requests. These procedures shall be followed by staff members in the planning and development of extended field trips. All requests for extended field trips must have the approval of the principal, chief financial officer, and superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.183](#)

[ORS 339.155](#)

[OAR 581-022-1020](#)