

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

I. General

Special activities outside the classroom are an important part of an educational experience. Students need to be allowed to participate in carefully planned learning experiences, which fall outside the normal school program, day, and/or are off-campus. This policy applies to all off-campus activities, unless otherwise noted.

- 1) As authorized through Administrative Directives, the Superintendent's designees may authorize field trips, foreign travel, and other extra-curricular activities involving travel off-campus when such activities contribute to educational goals.
- 2) In planning and authorizing off-campus activities, primary consideration shall be given to education derived, the safety and welfare of students involved, District standards of conduct and behavior on the part of all participants, and the selection of appropriate adult supervision in accordance with Board Policy X.XX.XXX-P **Professional Conduct between Staff and Students** [LINK](#)
- 3) The Superintendent shall develop materials as needed to ensure both students and adult supervisors are acquainted with the standards for conduct and with District policy while representing the District.
- 4) The District may charge a fee for an off-campus trip when the trip is considered optional to the District's regular school program

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 makes it difficult for students and families to separate school-sponsored off-campus activities from non-school sponsored off-campus activities. 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.

III. 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.

- 1) Disclaimer Requirements: Any information about travel study programs must include the following disclaimer:
 - a) "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.

- 2) 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 [\[LINK\]](#) and Administrative Directive 3.30.038-AD [\[LINK\]](#).
- 3) 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 [\[LINK\]](#) and 3.30.011-AD Community Use of School Buildings and Facilities: Short-Term Use [\[LINK\]](#).

Legal References: ORS 332.107; ORS 336.183; ORS 339.155

Rescinds 6.50.020-P Foreign Study Programs, 6.50.012-AD Travel Study Programs

Amended 9/2002, [11/2018]

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

I. General

~~The district recognizes the value of Special activities outside the classroom are an important part of an educational experience. to the total school program.~~ Students need to be allowed to participate in ~~and profit from~~ carefully planned learning experiences, which fall outside the normal school program, ~~/day,~~ and ~~/or sometimes are off of~~ campus.

This policy applies to all off-campus activities, ~~including those for students,~~ unless otherwise noted.

- 1) ~~As authorized through Administrative Directives, t~~The ~~S~~superintendent's ~~or~~ designees may authorize field trips, foreign travel, and other extra-curricular/co-curricular activities involving travel off-campus when such ~~trips or~~ activities contribute to ~~the achievement of desirable~~ educational/social/cultural goals.
- ~~2)~~ In planning and authorizing such tripsoff-campus activities, primary consideration shall be given to educationalvalues derived, the safety and welfare of students involved, community-District standards of conduct and behavior on the part of all participants, and the selection of appropriate adult supervision, in accordance with Board Policy X.XX.XXX-P Professional Conduct between Staff and Students, LINK~~either from within the school staff or from the parent and community volunteer pool.~~
~~Written parental permission shall be obtained for each trip. The signed form showing parental approval and acknowledgment of student conduct guidelines shall be maintained on file for a period of no less than one year.~~
- ~~2)~~
- 3) The ~~s~~Superintendent shall develop materials as needed to ensure both students and adult supervisors are acquainted with the standards for conduct and with ~~d~~District policy while representing the ~~d~~District.
- ~~3)~~ Such material 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 administrators/parents in discipline situations.~~
~~All out of state travel shall have prior Board approval. Such approval is predicated on an acceptable plan for travel arrangements, including a budget, parental involvement, orientation of students and supervisors and support of the appropriate administrator(s).~~
- 4) The ~~d~~District may charge a fee for an off-campus trip when the trip is considered optional to the ~~d~~District's regular school program
~~.~~
~~Senior Trips~~
~~The district further recognizes senior trips as an extension of the school experience. District-sponsored senior trips may be authorized.~~

— In-state senior trips require approval by the building principal. Requests for out-of-state or foreign travel shall be submitted to the Board for approval.

— Students participating in senior trips are subject to all applicable policies and directives that they are otherwise be subject to while on campus. Violations will result in appropriate disciplinary action and may include referral to law enforcement.

— Private groups and organizations may be permitted to use district facilities and equipment during non-school time to promote senior trips on the same basis as facilities and equipment are provided to others, and in accordance with district policy on community use of school buildings.

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

The unique professional status of District staff members makes it difficult for students and families to separate school-sponsored off-campus activities from non-school sponsored off-campus activities. District staff may not develop, plan, and/or supervise off-campus activities represented as "school, class, club, etc." other than what is allowed and has been district-approved under this policy and the implementing administrative directives. The district recognizes the possibility that teachers may wish to guide students on social excursions unrelated to the instructional program. It further recognizes that such events have potential for being developmentally and educationally desirable and useful. The unique professional status of school district staff members makes it impossible difficult to separate school-sponsored from informal non-school-sponsored trip off-campus activities.

1) — This occurs when staff members plan, organize and implement such events for students enrolled in their classes or school of assignment.

2) — For this reason, the district **prohibits** staff involvement in developing, planning and supervising trips represented as "school, class, club or other," other than what is allowed under this policy and the implementing administrative directives.

III. — Ski Programs

1) — Administrative directive 4.40.051-AD Types of Clubs Authorized points out that ski clubs which go beyond the study of the sport and actually involve mountain trips are not approved because of problems of supervision and safety. Nevertheless, booster clubs and other parent organizations may assume primary responsibility for insurance and other arrangements or schools may arrange to provide credit for off-campus ski programs.

2) — Notwithstanding the regulation regarding ski clubs, organizations, which are experienced in conducting supervised ski programs, may cooperate with schools in providing such programs. With principals' approval, they may cooperate with booster clubs or other parent groups in each school to arrange and conduct ski programs as an adjunct to school programs.

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- 1) Disclaimer Requirements: Any information about travel study programs must include the following disclaimer:
 - a) "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 ~~Portland Public Schools~~ 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 ~~Portland Public School~~ District or any Portland Public school.
- 2) Distribution of information by travel study organizations must follow distribution guidelines ~~as stated~~ in Board Policy 3.30.035-P Distribution of Materials and Information to Students [LINK] and Administrative Directive 3.30.038-AD [LINK].
- 3) Travel study organizations must use the Civic Use of Buildings (CUB) procedures for informational/planning meetings after the school day. ~~Reference-See~~ Policy 3.30.010-P Community Use of School Buildings and Facilities [LINK] and 3.30.011-AD Community Use of School Buildings and Facilities: Short-Term Use [LINK].

Legal References: ORS 332.107; ORS 336.183; ORS 339.155

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History: ~~Proposed new policy; Amd 9/9/02; BA 2421~~

Rescinds 6.50.020-P Foreign Study Programs, 6.50.012-AD Travel Study Programs

Proposed new policy. This policy incorporates 6.50.015-AD Non-School Sponsored Trips as Section III, and 6.50.072-AD Ski Programs as Section IV. Directives 6.50.015-AD and 6.50.072-AD are recommended to be rescinded because they are incorporated here. Directive 6.50.014 School Sponsored Activity Trips Specific Conditions is recommended to be rescinded by OSBA.

Amended 9/2002, [11/2018]