AMENDED DRAFT Field Trip Policy-Amendments proposed by Directors Engelsman and Sullivan

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

Amendment 2: Intent is to ensure clarity in expectation that there will be continuity in the education for students. Changes shown in orange.

Our Commitment to Off-Campus Learning

At Portland Public Schools, we believe deeply in the power of learning beyond our campuses. These experiences enrich education and create lasting memories for our students. We are committed to making these valuable opportunities accessible and inclusive for all children in our school community. When planning off-campus activities, we prioritize educational value, student safety, appropriate supervision, and inclusive practices that welcome all students.

District-Sponsored Activities

Learning activities outside the classroom can be a vital part of a well-rounded education. Off-campus experiences should be carefully designed, curriculum-supported experiences that extend beyond the regular school day or campus and support meaningful educational objectives. At the same time, students remaining on campus must continue to receive quality, curriculum-based instruction, **which necessitates intentional planning to ensure continuity of all students' education (those on the trip and those remaining in the classroom).**

Approval Process

- **Single-Day Trips**: School principals can approve field trips that take place during one school day other than wilderness day trips, which require approval by Risk Management.
- **Multi-Day Trips**: For experiences lasting more than one day, both Risk Management and the Senior Director of Schools must approve the activity.
- **Overnight and International Trips**: These trips require advance, initial approval from the Senior Director of Schools before completing the detailed trip forms for approval by Risk Management.
- **Planning Resources**: For timelines, procedures, and requirements, staff should visit the Risk Management website: https://staff.pps.net/departments/district-field-trips/district-field-trips.

Creating Inclusive Experiences

When planning off-campus activities, staff should consider the following to ensure that all students can safely and meaningfully participate:

- Financial accessibility for all families
- Potential barriers or risks based on race, religion, culture, gender, sexual identity, or immigration status

- Accommodations for students with special needs, including those with IEPs or Section 504 plans

Safety and Conduct Expectations

- **Substance-Free Environment**: To ensure safety, adults participating in any District field trip may not consume alcohol or recreational drugs.
- **Behavior Guidelines**: Students, staff, and volunteers are expected to follow District policies, including the Professional Conduct Policy-5.10.064-P and the Student Responsibilities, Rights, and Discipline Handbook, while representing our schools. These expectations should be reviewed before all extended off-campus activities.
- **Safety First**: All field trips requiring Risk Management approval must have approval before departure. If a trip takes place without Risk Management approval, the Senior Director of Schools and principal will be notified.

Non-School Sponsored Activities

Sometimes it can be difficult to tell the difference between school-sponsored and non-school-sponsored activities.

If a trip is not sponsored by PPS, then:

- No PPS funds may be used
- No PPS staff may support the activity in their capacity as PPS employees
- No PPS resources (emails, logos, buses, etc.) may be used to communicate about the trip.

Anyone leading non-PPS-sponsored trips must clearly inform parents/guardians that the trip is not affiliated with PPS and that parents/guardians assume all liability with the decision to have their child(ren) participate.

Travel Study Programs

Travel study programs are a kind of non-PPS-sponsored trip organized by outside companies. We do not fund, sponsor, or endorse these external programs.

When sharing information about these programs:

- All materials must include this 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."
- Materials cannot use the name of Portland Public Schools or any PPS school
- Information cannot be distributed through PPS email without school administrator approval and proper disclaimers

- Organizations must follow Civic Use of Buildings procedures (*see* 3.30.010-P, 3.10.011-AD, and 3.30.013-AD) for guidance on holding informational meetings after school hours.