

Field Trips and Excursions

- I. The following special guidelines are set to implement the planning of field trips and excursions as part of, and directly related to, classroom learning activities:
 - A. Obtain approval from the building principal;
 - B. Parental/Guardian notification is required for all trips;
 - C. Blanket permission slips are permissible for activities having a number of trips (e.g. athletics and FFA);
 - D. The use of private vehicles is allowed, consistent with Board policy EEAE, Student Transportation in Private Vehicles;
 - E. Students will be permitted to leave the group during the trip by prior personal arrangements made by their parents. Students may travel or leave only with adults;
 - F. Supervisory personnel will accompany students at a ratio that takes into consideration factors such as age of student, activity, locale, group, etc.;
 - G. Acceptable standards of conduct will be discussed with the students in advance of the trip. Students who cannot be self-controlled or teacher-controlled may be excluded from attending the trips;
 - H. The buddy system, or partners, is recommended to assure constant awareness of each student's whereabouts, needs and participation;
 - I. Should an emergency situation occur, the building principal will be notified as soon as possible;
 - J. If the trips extend beyond the normal school day:
 1. Written parental/guardian permission is required for all students;
 2. The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation, eating arrangements, date and time of departure, estimated time of return, a detailed itinerary and arrangements for transportation home following the return to school;

3. Students may participate in fund raising activities to defray expenses. Fund raising activities which are proposed must receive approval of the principal before being implemented.

Process for Notification and Approval of Student Trips

Application will be made and approval granted before any commitments are made.

Application will be made in a timely manner to allow the Board or superintendent a reasonable time to make a decision. At minimum, this should allow for the interval of time between successive Board meetings. For extensive trips ample lead time should be allowed for the decision and planning to occur.

The application should include:

1. The educational basis for the trip;
2. What commitment is necessary for the district:
 - a. Employee time;
 - b. Financial;
 - c. Insurance/Liability.
3. What fund raising will be necessary;
4. Pertinent facts:
 - a. Which students and how many;
 - b. Transportation;
 - c. Cost figures;
 - d. Timeline for trip;
 - e. Food and lodging;
 - f. Supervision.
5. Parent/Community involvement;
6. A timeline for the planning.

TRANSPORTATION REQUEST
BANKS SCHOOL DISTRICT #13

Date _____

School _____ Bus _____ Van _____ Van w/driver _____

Department _____ No. of students _____

Staff member _____

Date transportation needed _____ Departure time _____ Return time _____

Destination _____ Distance one way _____

Nature of trip _____

Received by transportation	Approved
Ending mileage _____	
Beginning mileage _____	
Total mileage _____ x _____ = mileage cost _____	
Layover time _____ x _____ = labor cost _____	
	Total trip cost _____

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Phone: 503-324-8591
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FIELD TRIP FORM

Name of organization/class: _____

Date of trip: _____ Time leaving: _____ Time returning: _____

Number of classes students will miss: _____

Purpose of trip (related to course goals): _____

Names of students taking part: _____

Arrangements necessary for housing and food: _____

List of chaperons and/or faculty members: _____

Remember:

1. Request for field trip presented to staff one week prior to date.
2. Students should have pre-excused forms signed and returned to attendance secretary.
3. All students traveling on field trips must have permission slips signed by a parent.
4. Refer to field trip guidelines for entire policy.