Student Success Committee Meeting
Monday, April 22, 2024 4:30 PM

Dr. Matthew Prophet Education Center
501 N. Dixon St.
Portland, OR 97227

Agenda

1. Review of 6.50.010-P Field Trips, Foreign Travel, and Other Off-Campus Activities Policy and discussion potential recommendations to refer to the Policy Committee

2. Public Comment *To sign-up for public comment email PublicComment@pps.net or call the Board Office @ 503-916-3741.*

Board Policy 6.50.010-P

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

The District believes in the value of experiences outside the classroom and endeavors to make these opportunities available to all. As in all other aspects of school life, PPS is committed to both the access to and the inclusivity of off-campus activities. In planning and authorizing off-campus activities, primary consideration shall be given to the educational outcomes derived, the safety and welfare of students involved, District expectations of conduct and behavior on the part of all participants, and the selection of appropriate adult supervision in accordance with Board Policy 5.10.064-P Professional Conduct between Adults and Students.

I. District-Sponsored Activities

Special activities outside the classroom are an important part of an educational experience. Students shall be allowed to participate in carefully planned learning experiences or co-curricular activities, which fall outside the normal school program, school day, and/or are off-campus when they serve a legitimate educational purpose. Off-campus activities should promote and not compromise the integrity and purpose of the District's educational programs. Plans for continuity of curriculum must be made for the off-campus activity and likewise for students remaining on campus. This policy applies to all off-campus activities, unless otherwise noted.

1) As authorized through this policy and Administrative Directives, the Superintendent's designees may authorize field trips and other extra-curricular activities involving travel off-campus when such activities contribute to educational goals.

2) District staff responsible for overseeing extended travel must notify building administrators in advance of the trip so that plans for continuity of curriculum and instruction can be assured for students remaining on campus. Those plans will be communicated to the school community and observed so that no disruption in curriculum or programming will occur for students remaining on campus.

3) Schools and staff to submit field trip requests for review, and approval or denial, prior to any planned activities.

   a. Principals shall have the authority to approve regular off-campus field trips, subject to Risk Management approval, occurring during the course of one school day.

   b. All off-campus trips comprising more than one school day will be reviewed by Risk Management and approved by the supervising Area Assistant Superintendent.

   c. Specific timelines, procedures, and requirements of this field trip approval process will be outlined in a related Administrative Directive.

4) All out-of-state and foreign travel shall require prior Board approval with the exception of travel up to 150 miles from the PPS headquarters.

5) In planning for off-campus activities, staff members must avoid factors that might prohibit student participation, including financial burden, as well as any hazards or barriers for students arising from discriminatory policies or practices in the destination or during transit based on race, religion, culture, gender orientation, sexual identity, or immigration status. Trips should be designed to promote healthy, safe, and inclusive experiences for all students, and consider the identified special needs and required accommodations of students with an Individualized Education Plan (IEP) and/or plans under Section 504 of the Rehabilitation Act of 1973. .

7) Both students and adult supervisors should be acquainted with and comply with relevant District policies, administrative directives, and other guidance, including the *PPS Student Responsibilities, Rights, and Discipline Handbook*, while representing the District. These expectations should be reviewed again by all students and staff prior to any extended off-campus activity.

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 may at times make it difficult for students and families to distinguish between school-sponsored off-campus activities from non-school privately sponsored off-campus activities. While working as PPS staff and/or representing PPS, 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. In addition, District staff or other persons may not use District email, social media, hardcopy distribution to students, or other methods of District-controlled distribution that are not open to the general public to communicate to District students or families about private, non-school sponsored off-campus activities, without the pre-approval of the school building administrator and in adherence with PPS Disclaimer Requirement (11.1.a)

1) 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.

a) Disclaimer Requirements: Any information about travel study programs must include the following 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.”

b) Any information distributed about travel study programs cannot contain the name of the District or any Portland Public school.

c) 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 and Administrative Directive 3.30.038-AD. Information distributed about

travel study programs shall not be made through PPS email, without the pre-approval of the school-building administrator and in adherence with PPS Disclaimer Requirement (see 11.1.a).

d) 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 and 3.30.011-AD Community Use of School Buildings and Facilities: Short-Term Use.

Legal References: ORS 332.107; ORS 336.183; ORS 339.155

Amended 9/2002, Amended 3/2019

Administrative Directive 6.50.011-AD

Field Trips

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I. Introduction

When planning and conducting field trips, field studies, excursions, off-campus experiences, presentations, performances, student conferences, school-sponsored senior trips, and foreign study programs in accordance with Board Policies 6.50.010-P and 6.50.020-P, staff must use the following procedures and guidelines. Any field trip that does not follow these procedures and guidelines is prohibited.

Field trips must have a valid instructional purpose. Field trips require that the highest standards of safety must be in place and that the educational benefits have been determined to outweigh the risks involved.

II. Definitions

1. Field Trip

   Any school-sponsored academic activity in which school personnel and students leave school grounds.

2. Walking Day Field Trip

   a. Any school-sponsored academic activity in which school personnel

and students leave and return to the school grounds by foot during the same day.

b. Examples of walking field trips include, but are not limited to: trips to public libraries, parks, bowling alleys, businesses and museums which are within walking distance of the school.

3. Standard Day Field Trip

a. Any school-sponsored academic activity in which school personnel and students leave and return to the school grounds by commercial or private transportation during the same day.

b. Examples of day field trips include, but are not limited to: educational resources such as museums, concerts, parks, temporarily available exhibits and displays, films, plays and city / county / state governmental enterprises.

4. Wilderness Field Trip

a. Any school-sponsored activity that includes travel to an area inside or outside the Portland metropolitan urban boundaries that may involve especially hazardous activities for which additional administrative approval is necessary. For the purposes of this directive, wilderness field trips may include, but are not limited to:

i. guided water rafting, whale-watching, beach or ocean activities, swimming, hiking, back packing, camping, mountain biking and high-altitude activities
ii. activities along the Willamette, Columbia or other rivers
iii. outdoor activities in forested natural areas, such as Portland Parks and Recreation's Forest Park

b. A wilderness field trip will require specific planning by knowledgeable experts.

c. A wilderness field trip may be wilderness and day, wilderness and overnight or wilderness and international. In these cases, guidelines for both kinds of field trips must be followed.

d. All plans for wilderness trips must be approved by Risk Management; many wilder- ness activities are not permitted. If you have questions regarding these types of trips, contact Risk Management.

5. Overnight Academic Field Trip

a. Any school-sponsored academic activity within the United States that lasts one or more nights.

b. Examples include, but are not limited to: regional and national conferences, tours of sites important in American history, state or national development, special exhibits of art and antiquity, fairs, expositions, drama productions, environmentally important sites, performances and non-athletic competitions.

6. Overnight PIL Sports / School Curriculum-Related Student Club Field Trip

a. Applies to any travel by PIL athletic teams for competition beyond the PIL within the United States that lasts one or more nights.

b. Staff must follow the guidelines for academic field trips found in this Administrative Directive, in addition to applicable Athletic Department policies and procedures.

c. PIL sports teams or curriculum-related student clubs participating in state tourna- ments may not receive sufficient notice of participation to submit trip requests within the time parameters set forth in this Administrative Directive. In those cases, schools are to submit the overnight requests as soon as possible with an accompanying explanation of the time constraints.

d. For definitions of school curriculum-related student clubs, refer to Administrative Directive 4.40.050-AD.

7. International Field Trip

a. Any school-sponsored academic activity that takes students beyond the borders of the United States to any other country, including Canada and Mexico.

b. International field trips require specific planning by knowledgeable experts and proper student documentation to cross international borders and to re-enter the US.

c. At least two adults, including one administrator, must accompany students on an international field trip. The District may consider a waiver to this procedure. The school must submit a written request that must be approved in writing by the principal, regional administrator, and Risk Management. Such a waiver request must be submitted as part of the initial field trip application. The waiver request must cover why a building administrator is not necessary for the trip, how district procedures and rules will be managed during the trip and by whom, and how communications will be maintained during the trip with the building administrator when necessary.

d. Principals must state a compelling reason why a field trip within the borders of the United States cannot provide a similar academic experience.

8. Off-Campus Performances / Presentations

A student activity such as a choir, band or orchestra concert, or a speech or drama production outside the school that the students attend. The activity may take place at a community event, another school or other public venue. Examples include, but are not limited to: singing at a mall, speech and debate competitions, marching in the Rose Festival Parade, and performing part of a high school play at a feeder middle School (See section IX of this Administrative Directive for details).

9. Sponsored Field Trip

Any academic activity that is conducted by Portland Public Schools for which school personnel and students leave school grounds and for which the procedures and guide-lines in this Administrative Directive are followed in the planning and conduct of the trip.

10. Travel Study Program

Any academic activity involving student travel that is sponsored by an organization other than Portland Public Schools and which may or may not include District staff as facilitators or participants. Student participation in a travel study program is always

optional. See Section X (4) of this Administrative Directive for cautions and prohibitions. For additional information, refer to Administrative Directive 6.50.012-AD Travel Study Programs.

11. Required field trip

A field trip that is an integral part of an instructional program and in which all students in a given class or course are expected to participate. A student fee cannot be charged for a required field trip.

12. Optional field trip

A field trip that is not a requirement of any instructional program.

13. Home Stay

For international trips only. A student staying for one or more nights in a private residence.

14. Commercial Lodging

A commercial establishment which provides sleeping accommodations and services that has obtained appropriate business licensure, insurance, safety inspections, etc. as required by applicable laws, codes, and ordinances.

15. Camping as lodging

School-sponsored student field trips which involve travel to an area in which there is no available commercial lodging. This will include sites such as for-fee campgrounds and state and/or federal parklands. For Risk Management review, the PPS trip leader may be required to provide an illustrated camping safety plan and obtain a certificate of insurance from the site owner.

16. Trip Leader

Portland Public Schools employee in the leader's role and with the primary responsibility on a field trip. See section 14.

III. General Requirements

Well-planned and carefully conducted field trips can be an important supplement to in-school education programs. Field trips are encouraged within the context of the following requirements:

1. Planned objectives

As part of the instructional program, field trips must be planned with definite educational objectives stated in writing.

2. Attention to student safety

Student and staff safety is the most important consideration when planning, conducting and supervising field trips. . Risk Management may require written safety plan and procedures.

a. Appropriate chaperones If students of both sexes participate in an overnight or international trip, both sexes must be represented by the adult staff or chaperones.

b. Discussion of safety procedures Prior to each field trip, the teacher must discuss safety procedures specific to the trip with students and accompanying adults.

c. Food Food provided by Nutrition Services (usually box lunches) and taken on field trips will be properly prepared, refrigerated, handled and stored. Nutrition services can provide instructions about transporting and serving food safely. Schools may share these instructions with parents who send food with their students.

d. Permission and responsibility to terminate field trip District staff leading the field trip have permission and responsibility to terminate any field trip in which proper safety measures are not in place. If, for any reason, a teacher experiences serious problems or difficulties on a field trip, these must be communicated immediately to the principal or another building administrator.

e. Industrial plants On field trips to industrial plants, an employee of the plant shall lead the students through the plant, such arrangements being agreed to in advance. Appropriate safety equipment must be used at all times by students and staff.

f. Student Accident Insurance The District has purchased an accident and emergency sickness insurance policy for students on field trips. The maximum benefit payable per accident is in excess of any other insurance.

3. Accommodations Including Special Education and Section 504 Students

a. Appropriate planning, transportation, supervision and accommodation must be provided for any students having special needs including Special Education and Section 504 students. Considerations including extra costs, safe and proper supervision, medication administration, accessibility via ramps, curb cuts, entrances and exits, restrooms, conditions of walkways, assistive devices and medical protocols should be addressed early in the field trip planning process.

b. Additional costs to provide adequate lodging, transportation, or supervision are the responsibility of the school planning the trip. The family of a special needs or Section 504 student cannot be charged additional fees in order to enable an identified student to attend. Additional costs must be planned for as part of the overall field trip activity. Information regarding any additional costs incurred to accommodate special needs or Section 504 students must remain confidential. A student's parent / guardian can volunteer to provide necessary support or accommodations but the district cannot require their participation. If a school determines that a parent / guardian should be required to attend in order to keep the student safe, the principal may contact the Special Education / Section 504 counsel for guidance.

4. Limitations and Prohibitions

Participation in dangerous sports and hazardous activities is prohibited on field trips. Staff must consult with Risk Management to determine if specific activities are safe and acceptable.

a. Recreational swimming Recreational swimming during a field trip (including, but not limited to: motel / hotel / water park pools, lakes, parks, the

ocean) is prohibited unless appropriate, certified lifesaving trained staff are on duty and the activity is supervised by District staff.

b. Recreational watercraft Student use of recreational watercraft is prohibited. Examples of prohibited activities include, but are not limited to: unguided kayaking, unguided water rafting, inner tubing, jet skiing, motor boating, and water-skiing. Canoeing is permitted when a responsible adult is in each canoe and all students and adults in the canoe are wearing flotation devices. Licensed and approved jet boat excursions are allowed if approved by risk management.

c. Group charters of commercial watercraft Field trips involving commercial watercraft must be cleared through Risk Management to assure that District-approved safety measures are in place. Group charters of commercial watercraft may be permitted if Risk Management is provided with proof of insurance coverage confirming that the owner / operator of the watercraft carries the required insurance to protect the District, its staff and students.

d. Flotation devices Students and adults must wear appropriately sized and rated flotation devices on any watercraft under sixty (60) feet in length.

e. Horseback riding Horseback riding on any field trip is prohibited unless the horses are secured to a carousel and each student wears a helmet or unless a part of an adaptive horseback riding program.

f. Elementary grade level trips While overnight and international trips are generally considered more appropriate for middle and high school students, elementary students may participate in such trips with approval of the principal's supervisor.

5. Emergency Contact Information

Contact information must be recorded at the school. Contact information must include the cell telephone numbers of those persons, including all drivers, who will know the location of the group and how the group may be reached.

6. First Aid and CPR Certification

All field trips must be supervised by District staff in possession of a school-provided first aid kit. All wilderness, overnight and international field trips require that at least one District staff chaperone hold valid first aid and CPR certification. Appropriately trained parents / volunteers with valid first aid and CPR certification may fill this requirement.

7. Security Considerations

a. It is the responsibility of the principal and Risk Management to be aware of security matters to determine if a trip must be cancelled within 24 hours of departure.

b. Under no circumstances will field trips be permitted to countries cited in the United States Homeland Security Travel Warning List or during an elevated level of terrorism threat.

c. Approval for a field trip may be withdrawn on the basis of changing political conditions or other emergencies.

8. Volunteers

a. Volunteers who will have unsupervised contact with students are required to successfully complete the criminal history verification process. Refer to Board Policy 7.20.020-P.

b. Volunteers are not permitted to bring their spouses, relatives, children other than participating student(s), friends or pets on field trips.

c. The District has elected to provide volunteers with excess accident insurance coverage. This insurance covers individuals while acting within their duties as volunteers. The maximum benefit payable per accident is in excess of any other insurance. The District does not provide any other health or medical insurance for volunteers.

9. Forms

District field trip forms and documents are necessary for field trips. These forms are

available on the PPS Inside website under Forms.

10. Field Trip Official Record

All field trips will be a matter of official record. Such a record will contain the following information:

a. Educational objectives;

b. Departure and return times / dates;

c. Transportation arrangements specifying carriers by name;

d. Itinerary;

e. Trip activities;

f. Details of supervision; staff, parent / volunteer names and phone numbers;

g. Students' names, addresses and telephone numbers when going on an overnight or international trip;

h. Details about lodging, if applicable;

i. Names, addresses and telephone numbers of out-of-Portland contacts as applicable;

j. Costs, insurance forms, where necessary;

k. Copies of executed contracts, where necessary.

11. School Level Review and Approval

a. All Field Trips

i. Teachers considering any and all field trips must obtain preliminary

approval of the principal prior to undertaking any planning activity and before discussing the trip with parents, students and community groups. Signed approval on appropriate forms within timelines is required before any trip.

ii. Principals must approve all parents / volunteers and confirm that each one with unsupervised student contact has successfully cleared the criminal history verification process.

iii. If volunteers are driving, principals must confirm that each driver has met the appropriate automobile license and insurance requirements. It is highly recommended that each driver carry a cell phone with a hands-free device.

b. Standard and Walking Day Trips Principal approval alone is sufficient for standard day field trips. The approval form must be signed at least five (5) business days before the trip. Less than five days' notice is acceptable with principal's permission. Approved forms must be kept in the school for one year.

c. Overnight, Wilderness, International Trips Principals must approve all overnight, wilderness, and international field trips. In addition, all of these trips require district level approval. For process and required district signatures, see Section 11 below.

12. District Level Review and Approval

Timelines for district review allow Risk Management staff to ensure that all facets of the field trip and personnel involvement are within district policy and risk tolerances. Timelines allow for additional information to be clarified with the trip leader, certificates of insurance to be obtained when applicable, and original plans altered if necessary. In cases of late forms, Risk Management will make reasonable efforts to complete the request.

The Field Trip Request form must be sent to Risk Management

- At least ten (10) business days prior to the trip if transportation is by car or bus.
- At least thirty (30) business days prior to the trip if by airplane, train, or ship, and/or if contracts are to be secured for the field trip.
- At least sixty (60) business days prior to the trip for international field trips.

Following is the process work-flow for district review and approval for overnight,

wilderness, and international field trips.

1. Ensure school level approval is complete. See section 11.
2. Principal e-mails the completed Field Trip Request form to Risk Management.
3. Risk Management staff will review, seek additional information or changes if needed, and approve or deny the field trip request.
4. If international, the form will be routed to the Senior Director for review and approval or denial.
5. Risk Management will return the forms to the principal with approval or denial.
6. Completed Field Trip Request forms will be digitally archived by Risk Management.

13. Parent / Guardian Approval

a. Prior written approval by a parent / guardian is required for student participation on all field trips.

b. Parent / Guardian approval must be on District field trip forms. No other means of approval is acceptable. Please refer to Section III – Forms in this Administrative Directive.

c. The information on the parent approval form must include a complete description of the trip: departure and return times/dates, transportation arrangements, itinerary as applicable, trip activities, details of supervision and cost to the student, if any, and student medical information / medical protocols, if applicable.

d. Details regarding all costs to the students must be communicated to parents in writing in advance of the trip.

e. All transportation arrangements and costs must be clearly specified and included in the total cost of the field trip. If there is a possibility that students may incur additional local transportation costs or other unplanned expenses may be encountered, these possibilities must be described.

f. The information must be in a language the parent / guardian can understand.

g. Documentation of parent / guardian approval for field trips organized for students who are part of Portland Public Schools' DART programs will be overseen and arranged by the programs' administrators or their designees.

14. Supervision on Field Trips

As in conducting regular classes and activities on campus, District personnel must assume primary responsibility for all reasonable and usual supervision of students and activities. The role of parents and other volunteers is to accompany and assist with students on field trips.

a. High school students may not act as sole chaperones for younger-grade students.

15. Adult to Student Ratios on Field Trips

The ratio of adult supervision to students participating will ordinarily not be less than 1:10 for elementary, 1:15 for middle school and 1:20 for high school trips. However, principals may exercise professional judgment in adjusting adult supervision, taking into consideration trip uniqueness, special needs of students and activities planned to occur on the trip.

16. Student Behavioral Expectations

District behavioral expectations as presented in Portland Public Schools Student Rights, Responsibilities, and Discipline materials apply to students on field trips, including international field trips. Students in violation of behavioral expectations as indicated in these materials may be sent home from the field trip at parent / guardian expense and are subject to consequences as set forth in the discipline materials.

17. Property

a. The District does not pay for student property that is lost, stolen or damaged on field trips.

b. Any District property or equipment taken on a field trip by staff must be properly checked out from and returned to the school.

18. Use of a Commercial Travel Organization for Planning and Implementing a Field Trip

The principal may ask an outside organization to provide information and services for a trip for which the superintendent's designee has reviewed and signed the Approval to Plan a Field Trip form. The organization must have a record of responsible performance to include:

a. A history of financial stability and experience in providing travel assistance for field trips for students.

b. References by teachers, parents and / or administrators who have used the program or travel organization.

c. Accessibility to District personnel.

d. Insurance required from the organization must include:

i. Liability insurance naming the District as an additional insured with a $1,000,000 single-limit minimum. The evidence of the insurance must be filed with the school and must become part of the field trip application evaluated by the principal and Risk Management.

ii. Medical and medical evacuation insurance, if appropriate to the trip. The evidence of the insurance must be filed with the school and must become part of the field trip application evaluated by the principal and Risk Management.

iii. A trip cancellation policy, if appropriate. A trip cancellation policy is mandatory for international field trips and optional, but recommended, for domestic overnight field trips. The evidence of the insurance must be filed with the school and must become part of the field trip application evaluated by the principal and Risk Management.

19. Makeup Work

Students are expected to make up work missed during absences due to field trips.

20. Credit

a. Required Field Trips High school credit for required field trips is part of the credit earned for the class through which the trip was taken. If a student cannot participate, an alternative assignment must be provided.

b. Optional Field Trips Optional field trips may qualify for high school credit if the experience meets the criteria established by the state for units of credit.

i. A written plan of goals, activities and hours is submitted to appropriate school staff prior to the trip, and a final report is presented at the conclusion of the trip confirming that the student has achieved those goals; and

ii. Approval of plans according to the provisions of the regulation for off-campus credit is a matter of record.

IV. Funding of Field Trips

The District recognizes that on some field trips there are optional items and activities for which students may bring money from home. At the principal's discretion, the school or other funding partners may assist students with reasonable financial support for the optional items. Students shall not be excluded from participation in any required field trip because of inability to pay.

1. Acceptable Funding Sources for Field Trips

a. Finances may be provided through school budgets, grants, private sponsorship, contributions from school parent groups, by family donations and / or by fund-raising events consistent with District policies and administrative directives.

b. No staff member or member of his or her immediate family shall receive any benefits or compensation from outside agencies in relation to school-sponsored trips.

c. Only with the authorization of the school principal and clear notice to

families may expenses for staff members and volunteers who accompany students on trips be included in the cost of the trip.

2. Funding of Required Field Trips

a. Funding of field trips that are an integral part of an instructional program and in which all students in a given class or course are expected to participate shall be at District expense or through fund-raising.

i. Parents shall be informed of the need for fund-raising efforts.

ii. Parents shall not be asked to pay for the cost of their student's participation in required field trips. No fee may be charged for a required field trip.

iii. The principal shall annually prepare budgets to be locally used in allocating District-provided field trip funds.

b. Local school field trip budgets shall ensure fairness and balance in the use of funds among grade levels, instructional programs and special activities.

c. School offices will make arrangements for buses through the Student Transportation Department.

d. Records of all field trip expenditures, including date, destination, teacher, number of students, transportation costs and admission fees (where relevant) will be maintained by the school principal.

3. Funding of Optional Field Trips

a. Field trips which are optional or otherwise not a part of any required instructional program may be authorized by the principal, with the cost to be borne by students. Special administrative care should be used in making such a determination.

b. When approved, students and their parents are to be informed of the optional nature of the field trip, including per-student cost.

i. Each student shall independently choose whether or not to participate.

ii. School budgets may contribute to the cost of an optional field trip.

4. District Employee Travel Expenses

a. District employee travel expenses, including but not limited to: transportation, lodging and meals, may be paid from funds raised for a trip. Employee expense / cost shall not govern the level of supervision necessary for a trip.

b. District employee travel expenses must be documented on Travel/Training Authorization forms located in the PPS Inside website under Forms.

c. Employee salary is not included in the cost of a trip.

5. Unexpended Funds

When funds raised for a field trip are in excess of expenditures, the excess funds will be allocated in the following ways:

a. If the funds were raised by student assessment, excess funds are to be rebated to the students who were assessed;

b. If the trip was financed by parent or other group contributions, the unexpended funds will be returned to the group or placed in the student body funds as determined by the group;

c. If prior notice is supplied, unexpended funds raised by student fundraisers will be placed in the student body funds for a clearly designated purpose.

6. Reporting of Field Trip Finances

Accurate records of field trip receipts and disbursements must be kept at the school and be available to parents and others upon request.

7. Contracts for Field Trips

a. All contracts with organizations providing travel services for overnight and wilderness trips, even those for amounts under $2,000, must be submitted at least 30 calendar days prior and proceed through the regular contract process to be reviewed for proper terms and conditions. Contracts for international field trips must be submitted at least 60 calendar days prior.

b. Only those contracts with proper terms and conditions will be approved. If assistance is required, contact the District's Purchasing and Contracts department.

c. A copy of the proposed contract must be attached to the Field Trip Approval Request form that is reviewed by the principal, Risk Management, Purchasing and Contracts, and the superintendent's designee.

V. Transportation

1. Commercial Transportation

a. Except as elsewhere authorized, transportation of students shall be by the District, by District-contracted transportation, or by an insured commercial or public carrier.

b. When contracted bus transportation is required, only authorized vendors shall be utilized. Scheduling procedures and the list of authorized vendors can be obtained from the District's Student Transportation Department.

c. Transportation arrangements for international field trips must be on public carrier(s) to assure the safety of the students. (Exception: trips to Canada and Mexico).

2. Private Transportation

Principals may authorize adult volunteers and staff members to use private vehicles to transport students on field trips (not regularly scheduled classes off campus) or on other school activities, provided:

a. The school administrator has approved the activity, and the adult volunteer or staff driver of the private vehicle has knowledge of the automobile's safety equipment. A safety belt and / or a booster seat (if applicable) must be available for and used by each passenger.

b. A permission slip signed by the student's parent / guardian has been received by the principal or his/her designee granting permission for the student to participate in the field trip and to ride in a private vehicle.

c. The adult volunteer or staff member is properly licensed to drive, has the minimum insurance mandated by the State of Oregon, will operate the vehicle according to the Oregon Motor Vehicle Code and is in compliance with other District requirements.

d. The District provides excess automobile liability insurance for adult volunteers and staff members driving private vehicles on field trips. This insurance is for liability coverage only and is in excess of any other insurance.

e. Drivers who are not District staff must have a criminal records check. Drivers must agree to comply with all District policies, including refraining from smoking and use of alcohol and drugs.

f. Students, even those 18 and older, may not participate as field trip drivers. With administrative and written parental permission, students with valid drivers' licenses may drive themselves to and from a field trip location.

g. In no circumstances shall a student who is not the child of the driver be alone in the car with the driver (i.e. there must be at least two students in each car).

VI. Use of School Time for Field Trips

1. Travel During School Time

Upon recommendation of the principal, the principal's supervisor may authorize an absence from school for field trips for up to five (5) school days and, in very exceptional cases, an absence for up to twenty (20) school days.

2. Travel During Non-School Time

Upon recommendation and approval of the principal and principal's supervisor, students may engage in school-sponsored field trips on weekends and during vacation periods when planned and conducted within the provisions of this Administrative Directive.

VII. Lodging / Home Stays

1. Home stays are prohibited as part of an overnight domestic field trip. Commercial lodging accommodations are to be used when an overnight stay is necessary. Male and female students are to sleep in separate rooms.

2. If home stays are part of an international field trip, parents / guardians must be informed of the extent of the information the Portland school has about housing arrangements.

a. The parent / guardian must specifically approve the student's participation in a home stay.

b. Male and female students are to sleep in separate areas.

c. All home stay arrangements, detailed to provide adequate contact information, must be a matter of record in the Portland school principal's office and in the offices of the principal's supervisor and Risk Management.

VIII. Student Travel Documents for International Travel

1. Required Documentation

Schools must verify that students have proper documentation to re-enter the US from abroad. Passports are required for all international travel. An exception is that minors traveling in a school group by ground transportation do NOT need a passport to enter Canada. However, they do need a notarized letter from a parent / guardian as well as the District's permission form. The parent's letter must include the student's complete

name, date of birth, address and offer permission for the trip.

a. In addition to a passport and the District's permission form, when escorting a minor child without his or her parents, a letter from both parents is required, giving permission to travel with the minor.

b. If the child is accompanied by only one parent, the parent must bring a letter of permission from the child's other parent.

c. If a single parent has sole custody, a copy of the court custody document or other legal documentation such as a death certificate can replace a letter from the other parent.

d. All US-citizen students participating in an international field trip must carry passports and a letter from their parents/guardians giving permission for the trip, in addition to the district's permission form. The letter must include the student's complete name and date of birth, current address, and permission for the trip.

e. Students in the US with permanent resident status (green cards) must carry that card with them and present it when crossing any international border. They must also carry written parent / guardian permission for the trip in addition to the district's permission form.

f. Students who are foreign nationals or foreign exchange students must carry with them all the original paper-work they needed to enter the United States initially.

g. The school must contact the US Immigration office and the embassy or consulate of the country of travel to determine if additional documents are needed. Staff may contact the Risk Management Department for assistance.

IX. Off-Campus Presentations

In addition to the regular work in the classroom and performances before school groups, participation by student groups in certain kinds of community events may provide worthwhile educational experiences for students in school choirs, bands, etc. In order to assure that such participation in events outside the school will be both enriching for the students and avoid involvement of the school in inappropriate kinds of activities, the

following guidelines shall be followed:

1. Limitations on Appearances

School performing groups shall not make presentations in events which are considered to be political or commercial in nature.

2. Approval Procedures

Off-campus performances and presentations must be approved at the discretion of the principal within the framework of the above limitations whether during or after school hours.

X. Activities Not Considered Field Trips

1. Outdoor School

Outdoor School is a multi-day environmental education program for sixth-grade students and high school student camp counselors operated by Multnomah Education Service District. Portland Public School students and employees are under the supervision of the MESD and are to follow the procedures and policies of the MESD when participating in Outdoor School.

2. School-to-Work Activities including work experience, job shadowing, mentorships and internships Refer to 6.50.071-AD.

3. School Club Activities

Travel with religious, political or sports clubs is not a District sponsored field trip. Students or staff who choose to travel with these clubs do so at their own risk. Refer to Administrative Directive 4.40.050-AD.

4. Travel Study Programs

Travel Study programs are activities involving student travel which are planned, marketed and conducted by organizations other than Portland Public Schools. They are generally short-term trips, less than one semester, for individuals or groups of students, and planned to occur during non-school time (summer and other school breaks). These

trips do not qualify as field trips.

a. Any information about Travel Study Programs from District staff must include a clear disclaimer (see Administrative Directive 6.50.012-AD) that the program is not sponsored by the District.

b. The District has no responsibility in the planning or conduct of travel study trips. Students, parents and any District staff involved do so at their own risk.

c. Any credit extended for participation in a Travel Study program must meet the criteria noted in Section III of this Administrative Directive.

d. Refer to Administrative Directive 6.50.012-AD Travel Study Programs.

Policy Implemented: 6.50.010-P

History: Adpt. 6/71; Amd. 3/75; Amd. 9/77; Amd. 7/80; Amd. 10/83 ed.; Amd. 1/89; Amd. 11/7/97; Amd. 4/98 ed.; Amd. 9/01/02 (Incorporates material from 6.50.010-AD, 6.50.011-AD, 6.50.012-AD, 6.50.040-AD, 6.50.050-AD, and 6.50.060-AD) Amd. 8-15-05, Amd. 5-18-06, Amd. 10- 4-06 Amd 1-07 Amd 9-13, Amd 10/16