

# Seaside School District 10

Code: **IICAA-AR**  
Adopted: 7/26/07

## Extended Field Trips

### Introduction

An extended field trip is a planned activity related to, but not part of the approved District curriculum, in which school personnel and students leave the community for more than one day in duration. This excludes Oregon School Activities Association approved trips. This trip may take place either when school is in session or not in session.

### Definitions

1. **School-Sponsored Trip** - An extended field trip in which the District has assumed responsibility for the organization and administration of the activity. School funds may be used to support all or a portion of the activity.
2. **School-Approved Trip** - An extended field trip in which the District has allowed school staff and students to use the school name and to recruit and organize the activity. No school funds are used to support the activity.
3. **Independent Trip** - An extended field trip in which the District staff and students may be involved, but no school authority or resources are involved in the activity.

### Rationale

All school-sponsored and school-approved field trips should enhance the curriculum and learning experiences of the students. Activities must be of educational value consistent with the goals and objectives of the District and the age level of the students involved.

### Implementation: Planning and Assurances

Extended field trip requests need to be submitted and approved in advance and before committing funds and/or making preparation for staff, students/parents to engage in fund-raising activities to finance such trips.

### Planning

1. Completion of the Extended Field Trip Application form (to include goal statement, funding, supervision, destination, dates, chaperones, chaperone-to-student ratio, school staff, transportation, funding, anticipated costs, etc.);

2. Building level review and preliminary approval. Designation of school-approved, school-sponsored or nonapproved. If the status is independent, additional application is necessary;
3. Notifying students/parents, fund-raising activities, organizing the trip. Identifying participants;
4. Completion of trip packet. (To include: itinerary, phone numbers daily schedule, chaperone procedures, expectations of student behavior and consequences, medical information, emergency procedures, insurance information for students and nonschool chaperones, parental approval);
5. Final approval. If no District funds are expended, final approval is at the building level. If any District funds are used to assist in the trip, superintendent or designee approval is also necessary.

**Assurance**

1. Extended trip planning should begin in time for final approval by the principal and superintendent;
2. All students shall have purchased student insurance prior to the time of departure;
3. Student fund raising must comply with policy, administrative guidelines, and methods approved by the building principal;
4. All interested parties must be informed of any motive that leads to the promotion of sales and services of private profit-making organizations or individuals. All financial benefits must be disclosed;
5. Trips beyond Oregon require Board approval;
6. All students must be currently enrolled in the District. All students eligible for participation in the extended field trip program will be treated equitably with regard to inclusion in the planned activity.

Note: The following forms are included as part of this procedure:

- |   |   |
|---|---|
| 1. Application for Extended Field Trip        | 6. Insurance Waiver Form                    |
| 2. Extended Field Trip Planning Packet        | 7. Extended Field Trip Student Expectations |
| 3. Extended Field Trip Itinerary              | 8. Extended Field Trip Chaperone Guide      |
| 4. Medical Authorization and Parental Release | 9. Pre-arranged Absences Release            |
| 5. Parent Meeting Agenda                      | 10. Responsibility Disclaimer               |

**SEASIDE SCHOOL DISTRICT**

**Application for Extended Field Trip**

School-Sponsored \_\_\_\_\_ School-Approved \_\_\_\_\_ Independent \_\_\_\_\_

Activity Advisor: \_\_\_\_\_

Activity Group or Class: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Date of Return: \_\_\_\_\_

TRANSPORTATION NEEDS: (Circle One) Bus Van Other: \_\_\_\_\_

Purpose/Goals/Expectations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DISTRICT FUNDS: Yes \_\_\_\_\_ No \_\_\_\_\_ Budget Account: \_\_\_\_\_

Lodging: \_\_\_\_\_ Meals: \_\_\_\_\_ Misc: \_\_\_\_\_

Mileage: \_\_\_\_\_ Registration: \_\_\_\_\_ Total: \_\_\_\_\_

Fund-raising Activities: Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, give description): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUPERVISION: (Staff, Parents, Chaperones) Total Number: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRELIMINARY APPROVAL**

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL APPROVAL WILL RESULT AFTER REVIEW OF COMPLETED DISTRICT PACKET**

Superintendent/School Board: \_\_\_\_\_ Date: \_\_\_\_\_

**SEASIDE SCHOOL DISTRICT**  
**Extended Field Trip Planning Packet**

Staff planning on an extended field trip need to complete the materials enclosed in this packet after preliminary approval has been granted on the application form. Communication regarding planning and organization of the trip needs to be ongoing throughout the planning stages with parents, students, and the principal.

Extended field trip planning should begin in time to allow for final approval - a minimum of 30 days prior to departure date. The material in this packet must be returned for review by the principal by \_\_\_\_\_.  
Date

The following items are included in this packet:

1. Complete Daily Itinerary
2. Medical Authorization and Parental Release
3. Insurance Waiver Form
4. Expectations of Student Behavior
5. Chaperone Guidelines - Date of Meeting: \_\_\_\_\_
6. Pre-arranged Absence Form
7. Parents Meeting Agenda - Date of Meeting: \_\_\_\_\_

The next scheduled meeting for a review of the material in this packet is:

\_\_\_\_\_  
Date



**SEASIDE SCHOOL DISTRICT**

**Medical Authorization and Parental Release**

I/We \_\_\_\_\_

Parent(s) of student \_\_\_\_\_ a minor, have entrusted such minor to the care of the trip leader of \_\_\_\_\_ group for that period of time that such minor is a participant in the extended field trip.

In such connection, I/we authorize said adult to consent to any x-ray examination, medical, dental or surgical examination or treatment that he/she deems necessary at his/her discretion.

As the parent(s) of said minor, on behalf of him/her and his/her heirs, executors or administrators, I/we hereby release and agree to waive all rights, claims or actions which said minor, or we as his/her parent(s), may have as a result of the exercise by the trip guide of the authorization granted herein.

Dated: \_\_\_\_\_

Parental Signature(s): \_\_\_\_\_

Address: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Participant's Birth Date: \_\_\_\_\_

**NOTE: THIS FORM MUST BE SIGNED BY PARENT(S) IN ORDER FOR THE STUDENT TO PARTICIPATE.**

**SEASIDE SCHOOL DISTRICT**

**Parent Meeting Agenda**

Date of Meeting: \_\_\_\_\_

Location: \_\_\_\_\_

1. Overview of Trip
2. Objective of Trip
3. Budget/Cost
4. Tentative Itinerary
5. Responsibilities of Supervisors
6. Emergency Information
7. Student Expectations/Guidelines
8. Other

**SEASIDE SCHOOL DISTRICT**

**Insurance Waiver Form**

Date: \_\_\_\_\_

We, the undersigned, hereby certify that we have family insurance that will cover injuries which may be sustained by: \_\_\_\_\_

Name of Student

We further certify that we hereby absolve Seaside School District, and its authorized representatives, from any claim arising out of any injury that may occur; and we further warrant that said insurance coverage shall be kept in continuous force and effect during our student's trip participation.

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Parent(s)

\_\_\_\_\_  
Date Received by Advisor

\_\_\_\_\_  
Signature of Advisor

**SEASIDE SCHOOL DISTRICT**

**Extended Field Trip Student Expectations**

Dear: \_\_\_\_\_

Student trips are an important aspect of our educational opportunities. New environments and cultures will be shared with peers that cannot be matched in a classroom. However, we must have a clear idea of the expectations of the students and the committed purpose in the trip.

Seaside School District will not permit the use of alcohol, tobacco, and/or nonprescribed drugs. Students who violate this rule will be sent home at their parents' expense, at the earliest opportunity. Further, all District and building rules and policies apply to student behaviors. Violation of these rules will result in appropriate discipline measures.

In general, you should strive to set an example of behavior that reflects pride in your group and its purpose.

You are expected to be polite, gracious, and respectful toward your host(s).

Any person whose actions seriously threaten the welfare, safety and/or objective of the trip may be sent home at parents' expense.

If you find yourself in a situation where you feel your priorities, values or rules of conduct are being challenged, it is your obligation to communicate with one of the chaperones.

Prior to the trip, there will be a required parents' meeting that will cover specifically all guidelines of the trip. That meeting will be scheduled on \_\_\_\_\_.

Any additional rules specific to your trip have been attached.

\*\*\*\*\*

I have read and agree to these terms and conditions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## SEASIDE SCHOOL DISTRICT

### Extended Field Trip Chaperone Guide

Adequate chaperones are important to the success of any trip. They are extensions of the director and provide shared supervision.

The following guidelines will help ensure successful chaperone experiences:

1. Chaperones will be expected to complete a Criminal History Verification Form;
2. Chaperones will be chosen from staff, parents of students on trip or outside adults. It is recommended that staff members be included as chaperones, although adults who have a prior relation with the group are advisable;
3. There will be a chaperone meeting prior to departure to review expectations, responsibilities, trip goals, and emergency procedures/policies;
4. Chaperones are expected to have thoroughly read all information regarding the trip;
5. Chaperones are not expected to make policies, but to enforce them. Students, disobeying the reasonable request of a chaperone should be referred to the director;
6. Chaperones are expected to report all major rules infringements to the director, IMMEDIATELY. Chaperones are not expected to discipline students in these situations and will support the director's decisions;
7. Chaperones are expected to attend all events or performances of the group, unless otherwise excused by the director;
8. Chaperones are expected to integrate themselves with the students as much as possible. The director will make an effort to facilitate group interaction;
9. Other expectations of chaperones as they pertain to the trip, listed below:

\_\_\_\_\_  
Chaperone Signature

\_\_\_\_\_  
Date

**SEASIDE SCHOOL DISTRICT**

**Pre-Arranged Absences Release**

Date: \_\_\_\_\_

Please excuse my son/daughter \_\_\_\_\_ from  
school on the following day(s): \_\_\_\_\_  
due to \_\_\_\_\_

I understand that my child will obtain homework assignments from his/her teachers for the day(s) that he/she will not be in attendance.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\*\*\*\*\*

Staff Signature	Comments	Current Grade
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Denial

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

**SEASIDE SCHOOL DISTRICT**

**Responsibility Disclaimer**

Seaside School District expressly disclaims and shall be held free of all responsibility of liability for any act, error, omission, injury, loss, accident, delay or damage to person or property caused by any failure of facilities, delay or the neglect or default of any company or person providing any service of this tour/trip or due to epidemic, social or political or military disturbances or due to any causes whatsoever occurring during this tour/trip.

Seaside School District reserves the right to withdraw or cancel the tour/trip at any time before its commencement. The Seaside School District will make no refund for any unused portion of any tour/trip.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date