



Staff Analysis and Report to the Board

Board Meeting: March 19, 2019
Senior Lead: Liz Large, Interim General Counsel
Department Lead: Joe Crelier, Director of Risk Management

SUBJECT: Policy Revision and Update: 6.50.010-P Off-Campus Activities

Rescinds
6.50.020-P Foreign Study Programs

Following Policy Adoptions, review of the related Administrative Directives

I. BACKGROUND

- a) This policy was created in 2002 and has not been updated since that time. Ongoing policy updates by the Board implementing several of the Whitehurst report recommendations. The current language in this policy is not direct enough in addressing professional boundaries and conduct between staff and students.
- b) Current policy language is not direct enough in addressing issues around non-district sponsored off-campus activities.
- c) The existing policy can allow for inequitable impacts from school-sponsored events.
- d) The current policy requires the board to approve out-of-state travel. Some local off-campus activities are "out of state" due to Portland's proximity to southwest Washington. Board review of longer-distance trips provides an additional opportunity for oversight and assessment of equity in off-campus activities.
- e) The proposed revised policy sets expectations relating to approvals and restricts off-campus activities that result in reduced student participation due to financial burden or travel to destinations with discriminatory policies or practices.
- f) Updating this policy provides an opportunity to rescind one Policy and review related Administrative Directives to address redundancy or unnecessary content.
- g) The proposed revised policy makes a number of substantive modifications from the January 8 proposed policy, including communicating district expectations that the continuity of curriculum be assured for students remaining on campus, outlines an approval process, requires accommodations for students; deletes the five-day limit on trips in the previous proposed amendment.

II. RELATED POLICIES/BEST PRACTICES

- a) References pending Professional Conduct Policy
- b) References Civic Use of Buildings 3.30.010-P and 3.30.11-AD

- c) References 3.30.035-P Distribution of Materials and Information to Students
3.30.038-AD
- d) Corresponding Administrative Directives

III. ANALYSIS OF SITUATION

- a) Revision of the Off-Campus Activities policy is timely and appropriate. The District is committed to changes that improve the safety of students and guidance to schools, increase equitable access to and impacts of school-sponsored off-campus activities, and incorporate recommendations of the Whitehurst report.

IV. FISCAL IMPACT

- a) No direct fiscal impacts are expected.

V. COMMUNITY ENGAGEMENT

- a) Draft policy has been posted on PPS website and discussed at six public meetings of the Policy and Governance Committee, and two regular Board meetings. Significant public input was received.
- b) Internal stakeholder input has been received from Risk Management, General Counsel, Chief of Schools, and attendees of the Board Policy and Governance Committee.
- c) Two communications about the policy changes have been sent to administrators to be shared with school communities.
- d) A First Reading/Introduction of this policy was completed on December 11; during the 21 day Public Comment period an amendment had a First Reading/Introduction on January 8. On February 11, the Policy & Governance Committee Chair proposed revisions to the proposed and amended policy, and on February 21, the Policy & Governance Committee recommended that the Board replace the December 11 policy and the January 10 amendment with the newly revised February 11 policy.

VI. TIMELINE FOR IMPLEMENTATION/EVALUATION

- a) Policy effective upon passage by the Board unless otherwise noted
- b) Immediate messaging the school administrators and communication to school communities
- c) Updates to corresponding Administrative Directives within 90 days

VII. BOARD OPTIONS WITH ANALYSIS

1. Approve the policy in its current iteration.
2. Approve the policy after changes are made based on public, Board, and staff comment.
3. Reject the policy and require further revision with stakeholder engagement.
4. Reject the policy.

VIII. STAFF RECOMMENDATION

The General Counsel's Office, Chief of Schools, and the Risk Management Department recommend approval of this policy.

I have reviewed this staff report and concur with the recommendation to the Board.



Guadalupe Guerrero
Superintendent
Portland Public Schools

3/14/19

Date

ATTACHMENTS

- A. Current, 2002 version of 6.50.010-P Off-Campus Activities
- B. Proposed Feb. 11 version, with mark-ups
- C. Proposed version, clean copy

PPS District Priorities FY 2018-19

1. *Set a clear Vision and Strategic Plan*
 2. *Create equitable opportunities and outcomes for all students*
 3. *Build management and accountability systems and structures*
 4. *Allocate budget, funding and resources focused on improving outcomes for students*
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Proposed package of modifications – for Board consideration, including February 11, 2019 amendments to 6.50.010-P, Field Trips, Foreign Travel, and Other Off-Campus Activities

1. Remove references to the rescission of the Administrative Directives (AD) in the staff report. The Board does not create or rescind ADs. When a policy is changed, the Superintendent and staff update the Administrative Directives to align with the policy changes and may consolidate or reorganize ADs to improve clarity and access to related information.
2. In the Board resolution adopting the final policy modifications, add the following:
Create an 8th Grade Capstone Advisory Group to catalogue current capstone programs and share information and explore ways to expand experiential learning opportunities across PPS for all students in middle grades, and to assist with the identification of barriers and logistical considerations that will inform PPS staff as they develop a long-term plan a consider this component as part of ongoing work related to Middle School Redesign.
3. Strike current language in (2) and replace with the following:
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 must be communicated to the school community and observed so that no disruption in curriculum or programming will occur for students remaining on campus.
4. Makes additional modifications to the policy, including an exemption for Board approval for travel more than 150 miles from PPS headquarters. See redline for additional changes.

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 X.XX.XXX□P **Professional Conduct between Staff and Students** [LINK](#).

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) The Superintendent will require schools and staff to submit field trip requests for review, and approval or denial, prior to any planned activities; Principals may endorse regular off-campus field trips, subject to Risk Management approval, occurring during the course of one school day; all off-campus trips comprising more than one school day will be reviewed by both Risk Management and the supervising Area Assistant Superintendent. 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 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 [\[LINK\]](#) and Administrative Directive 3.30.038□AD [\[LINK\]](#). 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 [\[LINK\]](#) 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

Amended 9/2002, [__/2019]