Portland Public School District 1st Reading

DATE: December 11, 2018

Public Comment for:
Policy 6.50.010-P:
Field Trips, Foreign Travel, and Other Off-Campus Activities

The Portland Public School District is providing Notice of Proposed Revised Policy and Public Comment to offer interested parties reasonable opportunity to submit data or comments on the proposed policies noted below.

Public comment may be submitted in writing directly to the district or through the district website noted below. Written comments must be submitted by 5:00pm on the Last Date for Comment listed below.

1st Reading by: Julie Esparza Brown, Vice-Chair,
Portland Public School Board
Summary: Field Trips, Foreign Travel, and Other Off-Campus Activities

Draft Policy Web Site: **https://www.pps.net/Page/11911**

Recommended for 1st Reading by: Board of Education
Policy Contact: Rosanne Powell, Board Office Manager
Last Date for Comment: January 2, 2019
Address: P.O. Box 3107, Portland, OR 97208-3107
Telephone: 503-916-3741
E-mail: schoolboard@pps.net

Last Date for Comment: January 2, 2019

Staff Analysis and Report to the Board

Board Meeting: December 11, 2018
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
6.50.012-AD Travel Study Programs
6.50.020-P Foreign Study Programs
6.50.021-AD Foreign Travel - Study Programs
6.50.022-AD Travel-Study Committee - Sister City and Council of Great City Schools Programs

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.
b) Policy language is not direct enough in addressing issues around non-district sponsored off-campus activities.
c) 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 assessment of equity in off-campus activities.
d) Updating this policy provides an opportunity to rescind one Policy and three Administrative Directives through consolidation or deletion of redundant or unnecessary content.
e) The existing policy can allow for inequitable impacts from school-sponsored events.

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) Updates 6.50.011-AD Field Trips
e) Updates 6.50.030-AD Foreign Exchange Programs

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 two public committee meetings
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) Community engagement is encouraged and anticipated during the public comment period.

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
    a. 6.50.011-AD Field Trips
    b. 6.50.030-AD Foreign Exchange Programs

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 following consideration of further community input.

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

December 4, 2018

Guadalupe Guerrero
Superintendent
Portland Public Schools

Date

ATTACHMENTS

A. Current, 2002 version of 6.50.010-P Off-Campus Activities
B. Proposed version, with mark-ups

C. Proposed version, clean copy
D. Board Resolution

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*

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

I. ~~General~~ School Sponsored

~~The district recognizes the value of~~ Sspecial activities outside the classroom are an important part of an educational experience. ~~to the total school program.~~ Students need to be allowed to participate in ~~and profit from~~ carefully planned learning experiences or cocurricular activities, which fall outside the normal school program, ~~/~~day, and/or ~~sometimes~~ are off ~~of~~ campus. Off-campus activities shall 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, ~~including those for students,~~ unless otherwise noted.

1) As authorized through this policy and ~~A~~administrative ~~D~~directives, t~~T~~he ~~S~~superintendent's ~~or~~ designees may authorize field trips~~,~~ ~~foreign travel,~~ and other extra-curricular~~/co-curricular~~ activities involving travel off-campus when such ~~trips or~~ activities contribute to ~~the achievement of desirable~~ educational~~/social/cultural~~ goals.

2) All out~~-~~of~~-~~state, including ~~and~~ foreign, off-campus activities shall require prior Board approval (except for off-campus activities ~~in southwest Washington State~~ within 100 miles of Portland).

3) No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds.

~~1)~~

In planning and authorizing ~~such trips~~off-campus activities, primary consideration shall be given to the educational outcomes~~al values~~ derived~~,~~ the safety and welfare of students involved~~,~~ ~~community~~ D~~d~~istrict ~~standards~~ expectation 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**.~~either from within the school staff or from the parent and community volunteer pool.~~

4)

~~Written parental permission shall be obtained for each trip. The signed form showing parental approval and acknowledgment of student conduct guidelines shall be maintained on file for a period of no less than one year.~~

5) The ~~s~~Superintendent shall develop and provide materials as needed to ensure both students and adult supervisors are acquainted with relevant District policies,

administrative directives, and other guidance (District Standards of Conduct) ~~the standards for conduct and with district policy~~ while representing the ~~d~~District~~t~~[JC1]. Every student, staff member, and volunteer participating in Field Trips, Foreign Travel, and Other Off-Campus Activities is expected to comply with the District ~~s~~Standards of ~~c~~Conduct.

~~Such material will reinforce district policy in areas such as alcohol and tobacco use, procedure to be used in cases of illness or accident, and methods for communicating with administrators/parents in discipline situations[JC2].~~

~~All out-of-state travel shall have prior Board approval. Such approval is predicated on an acceptable plan for travel arrangements, including a budget, parental involvement, orientation of students and supervisors and support of the appropriate administrator(s).~~

~~The dDistrict may charge a fee for an off-campus trip when the trip is considered optional to the dDistrictÌs regular school program[JC3].~~

~~Senior Trips[JC4]~~

~~The district further recognizes senior trips as an extension of the school experience. District-sponsored senior trips may be authorized.~~

~~In-state senior trips require approval by the building principal. Requests for out-of state or foreign travel shall be submitted to the Board for approval.~~

~~Students participating in senior trips are subject to all applicable policies and directives that they are otherwise be subject to while on campus. Violations will result in appropriate disciplinary action and may include referral to law enforcement.~~

~~Private groups and organizations may be permitted to use district facilities and equipment during non-school time to promote senior trips on the same basis as facilities and equipment are provided to others, and in accordance with district policy on community use of school buildings[JC5].~~

II. ~~Prohibition of~~ Non-~~s~~S~~s~~chool~~-~~-Sponsored Off-Campus Activities Must Clearly Indicate They Are Not Affiliated with the District ~~Trips[JC6]~~

The unique professional status of District staff members makes it difficult for students and families to distinguish between school-sponsored off-campus activities from non-school-sponsored off-campus activities. District staff may not develop, plan, and/or supervise off-campus activities represented as "school, class, club, etc." other than what~~is allowed and~~ has been ~~district~~ approved under this policy and the implementing administrative directives. In addition, District staff or other persons may not use District email, social media, hard-copy 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 non-school sponsored off-campus activities.

~~The district recognizes the possibility that teachers may wish to guide students on social excursions unrelated to the instructional program. It further recognizes that such events have potential for being developmentally and educationally desirable and useful.~~

~~TheThe unique professional status of school district staff members makes it impossible~~

~~difficult to separate school-sponsored from informal non-school- sponsored tripsoff-campus activities.~~

~~1) This occurs when staff members plan, organize and implement such events for students enrolled in their classes or school of assignment.~~

~~2) For this reason, the district **prohibits** staff involvement in developing, planning and supervising trips represented as "school, class, club or other," other than what is allowed under this policy and the implementing administrative directives.~~

~~III. Ski Programs[JC7]~~

~~1) Administrative directive 4.40.051-AD Types of Clubs Authorized points out that ski clubs which go beyond the study of the sport and actually involve mountain trips are not approved because of problems of supervision and safety. Nevertheless, booster clubs and other parent organizations may assume primary responsibility for insurance and other arrangements or schools may arrange to provide credit for off-campus ski programs.~~

~~2) Notwithstanding the regulation regarding ski clubs, organizations, which are experienced in conducting supervised ski programs, may cooperate with schools in providing such programs. With principals' approval, they may cooperate with booster clubs or other parent groups in each school to arrange and conduct ski programs as an adjunct to school programs.~~

1) Travel Study Programs

Travel Study Programs are activities involving student travel ~~which~~ 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.

[EL8]

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 ~~Portland Public Schools~~ 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 ~~Portland Public School~~ District or any Portland Public school.

c) Distribution of information by travel study organizations must follow distribution guidelines ~~as stated~~ 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.

d) Travel study organizations must use the Civic Use of Buildings (CUB) procedures for informational/planning meetings after the school day. ~~Reference~~ 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~~

Legal References: ORS 332.107; ORS 336.183; ORS 339.155[JC9]

~~History: Proposed new policy; Amd 9/9/02; BA 2421~~
Rescinds
6.50.012-AD Travel Study Programs
6.50.020-P Foreign Study Programs

~~Proposed new policy. This policy incorporates 6.50.015-AD Non-School Sponsored Trips as Section III, and 6.50.072-AD Ski Programs as Section IV. Directives 6.50.015-AD and 6.50.072-AD are recommended to be rescinded because they are incorporated here. Directive 6.50.014 School Sponsored Activity Trips Specific Conditions is recommended to be rescinded by OSBA[JC10].~~6.50.021-AD Foreign Travel - Study Programs
6.50.022-AD Travel-Study Committee - Sister City and Council of Great City Schools Programs

Revises
6.50.011-AD Field Trips
6.50.030-AD Foreign Exchange Programs

Amended 9/2002, [1/2019]

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

I. School Sponsored

Special activities outside the classroom are an important part of an educational experience. Students need to be allowed to participate in carefully planned learning experiences or cocurricular activities, which fall outside the normal school program, day, and/or are off-campus. Off-campus activities shall 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) All out-of-state, including foreign, off-campus activities shall require prior Board approval (except for off-campus activities within 100 miles of Portland).

3) No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds.

4) 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 expectation 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.**

5) The Superintendent shall develop and provide materials as needed to ensure both students and adult supervisors are acquainted with relevant District policies, administrative directives, and other guidance (District Standards of Conduct) while representing the District. Every student, staff member, and volunteer participating in Field Trips, Foreign Travel, and Other Off-Campus Activities is expected to comply with the District Standards of Conduct.

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 makes it difficult for students and families to distinguish between school-sponsored off-campus activities from non-school-sponsored off-campus activities. 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, hard-

copy 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 non-school sponsored off-campus activities.

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BOARD POLICY

6.50.010-P Off-Campus Activities

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The district recognizes the value of special activities to the total school program. Students need to be allowed to participate in and profit from carefully planned learning experiences, which fall outside the normal school program/day and sometimes off of campus.

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(1) The superintendent or designee may authorize field trips and other curricular/co-curricular activities involving travel when such trips or activities contribute to the achievement of desirable educational/social/cultural goals.

(2) In planning and authorizing such trips, primary consideration shall be given to educational values derived, the safety and welfare of students involved, community standards of conduct and behavior on the part of all participants and the selection of appropriate adult supervision, either from within the school staff or from the parent and community volunteer pool.

(3) Written parental permission shall be obtained for each trip. The signed form showing parental approval and acknowledgment of student conduct guidelines shall be maintained on file for a period of no less than one year.

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6.50.010-P Off-Campus Activities

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History: *Proposed new policy*; Amd 9/9/02; BA 2421

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