

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 strives to make these opportunities available to all. As in all other aspects of school life, PPS is committed to 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 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](#).

I. District-Sponsored Activities

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 co-curricular activities, which fall outside the normal school program, school 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) Off-campus activities of more than five consecutive days when students are otherwise scheduled to be in class, will not be authorized. Despite planning for continuity of curriculum, off-campus activities that create excessive student and/or teacher absences do not fully meet Board-approved educational objectives and planned instructional days.
- 3) All out-of-state and foreign travel shall require prior Board approval.
- 4) In planning for off-campus activities, staff members must avoid factors that might prohibit student participation, including financial burden, as well as any potential hazards 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.
- 5) It is the expectation of the District for both students and adult supervisors to be acquainted with and comply with relevant District policies, administrative directives,

and other guidance, including the Student Responsibilities, Rights, and Discipline Handbook, while representing the District.

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.

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.
- 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

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

Revises

6.50.011-AD Field Trips

6.50.030-AD Foreign Exchange Programs

Amended 9/2002, [11/2018]