

***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 ~~strives 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 ~~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 when they serve a legitimate educational purpose. Off-campus activities should ~~serve to promote~~ and ~~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.~~

- ~~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.

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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.

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45) 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.

56) 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 or barriers for students arising from discriminatory policies or practices in the destination or during transit based on disability 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 Program (IEP) or Section 504 plans.

76) 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 makes 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]