



Field Trips

Performance Standard

§ 1302.102(a)(4) Achieving program goals

(a) *Establishing program goals.* A program, in collaboration with the governing body and policy council, must establish goals and measurable objectives that include:

- (4) Effective health and safety practices to ensure children are safe at all times, per the requirements in §§1302.47, 1302.90(b) and (c), 1302.92(c)(1), and 1302.94 and 1303 subpart F, of this chapter.

§ 1302.47(b)(7)(iii) Safety Practices

(b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety.

§ 1302.74(a) Safety Procedures

(a) A program must ensure children who receive transportation services are taught safe riding practices, safety procedures for boarding and leaving the vehicle and for crossing the street to and from the vehicle at stops, recognition of the danger zones around the vehicle, and emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.

Policy

Portland Public Schools Head Start follows the policies and protocol set by Portland Public Schools for all walking or day field trips.

- [Administrative Directive 6.50.011-AD, Field Trips](#)
- [Board Policy 6.50.010-P, Field Trips, Foreign Travel and Other Off-Campus Activities](#)
- [Professional Conduct 5.10.064-P, Professional Conduct Between Adults and Students](#)
- [Field Trip Process Flow Chart](#)
- [Photo/ Video Best Practices](#)
- [Transportation of Students](#)
- [Volunteer Chaperones](#)
- [Administrative Directive 5.10.141-AD, Fingerprinting and Criminal History Verification Procedures](#)

Student and staff safety is the most important consideration when planning, conducting and supervising field trips. In order to promote safety, all volunteers are presumed to have the potential to have direct, unsupervised contact with students and MUST undergo criminal history verification every three years, which will be conducted by Portland Public Schools Security Services or an approved agency designated by Security Services. Individuals who have not had their criminal history verified by Security Services are not allowed to volunteer.

In accordance with PPS Administrative Directives, Risk Management may require a written safety plan and procedures for your field trip.

- Discussion of safety procedures: Prior to each field trip, the trip leader(s) must discuss safety procedures specific to the trip with students and accompanying adults.
- Permission and responsibility to terminate field trip: District staff leading the field trip have permission and responsibility to terminate any field trip in which proper safety measures are not in place. If, for any reason, a teacher experiences serious problems or difficulties on a field trip, these must be communicated immediately to the Education Supervisor or another building administrator.
- Approval for a field trip may be withdrawn on the basis of changing political conditions or other emergencies.
- Emergency contact information must be recorded at the school. Contact information must include the cellphone numbers of those persons, including all drivers, who will know the location of the group and how the group may be reached.
- Adult to Student Ratios: The minimum number of adults per student group for PreK/HeadStart schools: 1 adult for every 9 students.

Procedure

Standard Day Field Trips

Reference: [Portland Public Schools Field Trip Checklist – 6.50.011 – AD Field Trips](#)

A school-sponsored academic activity in which school personnel and students leave and return to the school grounds by walking, or commercial or private transportation during the same day. Examples of day field trips include, but are not limited to: educational resources such as museums, concerts, parks, temporarily available exhibits and displays, films, plays and city/ county/ state governmental enterprises.

It is expected that all field trips will be an outgrowth of a planned study and will be evaluated after they are completed. The philosophy of the program does not support excessively long trips for three/four year olds. Requests must be approved for curriculum and educational appropriateness.

This list is provided as a guide to assist teachers in planning a field trip that complies with district requirements and touches on common practices found to be helpful for providing a safe, “uneventful” experience.

- Identify the kind of trip (may cover several):
 - Walking
 - Day
- Check the Head Start Master Calendar for conflicts.
- For a Walking or Standard Day Field Trip, discuss the field trip idea with the Education Supervisor and receive tentative oral approval. Do not discuss the trip with students and parents/guardians until given this approval to continue with the formal process.

Walking or Standard Day Field Trips

Each Education Supervisor will determine whether prior parent notification is required by teachers before proceeding with a walking field trip.

- Confirm approval of all volunteer chaperones including favorable Criminal History verification. Contact clerical staff to check volunteer status through the Raptor system and communicate the approved volunteers with the teacher or Education Supervisor.
- Determine accommodations for students with disabilities.
- Complete the [FIELD TRIP APPROVAL REQUEST FORM](#). Turn it into the Education Supervisor. Approval needed a minimum of 5 days prior to the trip. Once approved, continue down this list.

- Distribute and collect district parent permission forms from students.
In accordance with the Field Trip Administrative Directive ([6.50.011-AD](#)), under the General Requirements, section 13: Prior written approval by a parent/guardian is required for student participation on all field trips. Parent/Guardian approval must be on District field trip forms. No other means of approval is acceptable. Please refer to Section III – Forms in this Administrative Directive.
Parent/ Guardian Permission for Student Travel Within the U.S. - Standard Day Field Trips
[English](#) | [Chinese](#) | [Russian](#) | [Spanish](#) | [Vietnamese](#) | [Somali](#)
Walking Field Trip - Covering entire school year
[English](#) | [Chinese](#) | [Russian](#) | [Spanish](#) | [Vietnamese](#) | [Somali](#)
- Provide lists of students approved to attend the field trip to the Education Supervisor or designee, attendance office, school nurse, and other staff members as appropriate.
- Notify the administrator about arrangements for an alternative learning experience for students opting not to attend or lacking parent/guardian permission.
- Review student medication protocols with Health Coordinators.
- Provide the head secretary with destination, contact names, phone numbers, departure time, return time, and confirmed participants (front page of Field Trip Request Forms).
- Inform the cafeteria of dates for the field trip. Fill out [Sack Lunch Request form](#), if needed, at least 10 days prior to the field trip. Approved volunteers can be included in the meal count.
- If different from the original request form, complete a chaperone list with names and phone numbers; indicate licensed personnel and those qualified for First Aid/CPR.
- Make certain that booster seats are available.
- Provide instruction, orientation, safety information, and behavioral expectations to students and chaperones.
- Teacher Takes on Trip: Medical information forms; emergency contact telephone numbers; first aid kit, medications (if needed), authorization for dispensing medication, cell phones

Volunteers are not permitted to bring their spouses (unless they are also approved chaperones for the trip), children (other than participating students), relatives, friends or pets on field trips.

If a parent is traveling with other students, a background check is required. However, if they are only driving their own child/student and will not be responsible for any other students, a background check may not be mandatory.

Transportation Requests for Field Trips

A PPS HS Field Experience/Transportation Request form must be sent to the Field Trip Coordinator at Kelly Center for approval and submission to PPS Transportation **a minimum of three (3) weeks** prior to requested date of your trip (the PPS online system will not accept trips under a two week timeframe). Make sure to avoid health screening dates when planning. Refer to the Head Start calendar for dates.

ORDER EARLY FOR BEST RESULTS!

The Program-wide field trip schedule/calendar is in ChildPlus and is accessible to teachers. You may also call/email to verify availability of dates (x65774).

Steps

- 1) Fill out the [Field Experience / Transportation Request form](#) and **submit it to the Field Trip Coordinator at Kelly Center** for approval/submission and ordering of the bus.
- 2) Notification of your trip will be through email. Confirmation of your submitted/scheduled trip can be found on the HS Field Trip Calendar located in ChildPlus. The color coding shows IVORY for SUBMITTED TRIPS and GREEN for SCHEDULED TRIPS.

- 3) Field trip confirmation will be forwarded to you after Transportation has confirmed bus availability. Contact the Field Trip Coordinator at Kelly Center (#65774) with questions/concerns.
- 4) If you don't have access to the Field Trip Calendar in ChildPlus, these are the steps to access it: ChildPlus - Status Center – Organizer then click "Change this view". There you will see a list of calendars to view. Make sure the Field Trip Calendar check box is marked, then click "Save".
- 5) Field Trip Buses
 - Head Start only has the 44 seat capacity buses.
 - When filling out the form, the Number of Adults are only those going **on the bus**, not the total participating in your trip. Remember this when ordering your buses. Delays in reserving your bus may occur otherwise.
 - People may only sit in designated seats. It is illegal for the buses to carry more than the capacity number so no one should be sitting on the edges of the seats.
 - Remember that staff do not coordinate carpools between parents. We cannot take on that liability.
 - If you are going to be off-site during lunch, you must fill out a Field Trip Sack Lunch Request Form.

We hope this will give you options to have a safe and successful trip. If you have any further questions about the buses contact Yelena at ywanner@pps.net or #65774. Any other questions, please contact your Supervisor.

STOPPS Training

Within the first six weeks of school, students and teachers participate in S.T.O.P.P.S. training, provided by the PPS Transportation Department. All students practice loading and unloading procedures. Bus drivers and staff review bus safety rules with students.