

Instruction

School-Sanctioned Trips

School-sanctioned trips that have been carefully planned are very worthwhile and will be encouraged by the administration. The following procedures shall be followed when planning and conducting school-sanctioned trips. Policy 6153 must be reviewed and followed prior to any student-sanctioned trips, which include field trips, educational tours, athletic and academic competitions, and other school-approved extracurricular activities.

1. Approval Process

- a. All proposed trips shall first receive initial approval at the appropriate level before being announced to students and/or parents and accepting any monies from participants or entering into contracts for services in support of the trip.
- b. The approval of the Building Administrator is required for all student trips resulting in missed classroom time.
- c. All trips to athletic competitions require the prior approval of the Athletic Director.
- d. All proposed trips that involve travel outside the state or include an overnight stay require the approval of the Superintendent.
- e. All proposed trips that result in students missing two or more days of school or involve travel outside the Continental United States require the approval of the Board of Education.
- f. Requests for student trips shall be submitted early enough before the planned trip date to allow for thorough review of the itinerary and supporting accommodations.
- g. Field trip sponsors shall complete the Request for School-Sanctioned Field Trip form attached to this regulation and submit it along with any supporting documentation.

2. Student Participation

- a. The prior written approval of the student's parent/guardian is required for each student participating in a school-sanctioned trip.
- b. Facsimile of signed permission slips and/or oral permission from the student's parent/guardian is permitted only under extraordinary circumstances at the Building Administrator's discretion.
- c. Students shall be reminded that all school rules are in effect during the trip.
- d. No student shall be prevented from attending a field trip because of the need to administer routine or emergency medications that have been properly authorized per Board policy. A parent/guardian may be asked to accompany the student on the field trip to facilitate administering medication; however, the student's participation shall not be contingent upon the parent/guardian's attendance.

e. No special education student shall be denied participation in a school-sanctioned trip because of his/her disability, unless a PPT determines otherwise.

f. The District shall make funds available for those students that cannot afford to pay for a field trip but wish to go.

g. Student behavior and/or academic record may be considered in determining a student's eligibility to participate. The Superintendent shall be informed whenever a student is denied the opportunity to participate in a field trip. The Building Administrator shall also directly inform the student's parents or guardians of the decision.

3. Staff and Parent/Guardian Participation

a. All school-sanctioned trips shall provide for proper supervision by Board employees so that student and staff safety will be assured. A parent or guardian, with approval from the administration, may assist with participation/supervision. The administration shall ensure an appropriate student/to/chaperone ratio taking into account the age of the students, specifics of the trip, and potential hazards.

b. All school-sanctioned trips shall normally require participation of at least two staff members (who are not married or otherwise related to each other); the Building Administrator may authorize one staff member to lead a small group with additional adult supervision (i.e., parent/guardian). Whenever possible, at least one male staff member or chaperone shall participate in each trip involving male students, and at least one female staff member or chaperone shall participate in each trip involving female students.

c. Use of alcoholic beverages, tobacco products, or any illicit substance by Board employees or other adult chaperones is prohibited during school-sanctioned trips.

4. Trip Sponsor

a. One Board employee shall be designated as the trip's sponsor (i.e., point of contact) and be responsible for communicating all information and requirements to the participants and the administration.

b. The sponsor's responsibilities shall include informing teachers that students will be missing their classes for a trip and informing cafeteria staff/lunch volunteers when several students will be absent during the normal lunch time.

5. Insurance

a. Approved chaperones will be covered for liability purposes by the District's insurance policies.

b. Parents are responsible for obtaining trip cancellation insurance. The Board is not responsible to refund students for cancelled trips.

c. Since school-sanctioned trips may involve significant risk of financial loss to the District and students, the District may require the purchase of additional insurance. Any cost attached to additional insurance coverage or risk transfers may be assessed against the participants in the proposed trip.

6. Transportation

a. School buses shall normally be used for student transportation on school-sanctioned trips. If commercial carriers are contracted for a trip, the appropriate approval authority shall verify that the carrier has the proper insurance coverage.

7. Trips Outside the Continental United States

a. Initial proposals shall be submitted to the Board via the Superintendent at least six months prior to the proposed date of departure. All travel-related costs, including those for insurance, will be paid in full by the participants.

b. The trip proposal shall include a copy of applicable travel warnings from the U. S. State Department for all countries the students plan to visit.

c. As of December 31, 2005, a passport or other accepted travel document will be required for travel to or from the Caribbean, Bermuda, Central and South America. As of December 31, 2006, this requirement will be extended to travel to or from Mexico and Canada.

8. Non-School Sanctioned Trips

a. The Board recognizes that staff members in their individual capacities may conduct on their own initiative educational trips involving the participation of students. The Board neither sanctions nor prohibits such activities and does not assume any responsibility for non-school sanctioned trips.

b. The Board encourages staff members acting as private agents to follow the same guidelines delineated in Policy 6153.

c. School facilities and school time shall not be used by staff members to promote or solicit such trips, and staff members shall not imply, directly or otherwise, that the District is a sponsor for any trip that has not been formally approved at the appropriate level by the administration.

9. Post-Trip Responsibilities

a. The designated trip sponsor shall provide a written report following the completion of the trip that shall include an evaluation of the educational value derived, any unexpected difficulties encountered, recommendations for changes in future trips, and a complete financial accounting of all monies collected and expended.

b. At the end of the school year, each building shall submit to the Board via the Superintendent, a list of all field trips taken by students. The list includes information required in Policy 6153.

Attachment:

Form 6153 – School-Sanctioned Trip Request