



Book	Policy Manual
Section	100 Programs
Title	Overnight/Out-of-State Educational Trips, Extracurricular Activities and Sports
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### **Authority**

In accordance with Board policy, the Board will consider requests for trips for educational purposes with a duration longer than one (1) school day. Requests for such trips will be considered in relation to the unique educational value and the needs of the administration, faculty and staff in planning such trips with a minimum of interruption of the larger goals and programs of the school's educational process. The Board shall consider requests for overnight trips in light of the following criteria.

### **Guidelines**

#### **District-Sponsored Trips**

All guidelines shall apply to overnight trips within or outside the continental United States. The proposed trip must have an educational value and be a natural or logical extension of the school program and/or specific curriculum including extracurricular activities and sports.

All student participants must be directly involved in the school activity for which the trip is being conducted.

The trip advisor shall complete the district application form which must first be approved by the building principal and the Superintendent before it is submitted to the Board. Final approval or rejection of the request will be determined by the Board.

The trip advisor may conduct an interest survey among potential participants but the advisor shall receive tentative approval of the application from the building principal, Superintendent, and Board before detailed plans are presented to students and parents/guardians.

The safety and security of the participating students, faculty and chaperones must be considered and the risk to the school district must be minimized.

All requests must be submitted to the building principal no later than ninety (90) days and to the Board no later than sixty (60) days prior to the beginning of the trip.

Overnight trips will be limited to students in grades five (5) through twelve (12).

The trip advisor is responsible for all arrangements. Planning activities shall be conducted before or after the school day.

Prior to the beginning of the trip, the advisor shall provide the principal with a signed copy of the district permission form from the parents/guardians of each participant.

Based on a record of unsatisfactory academic achievement, discipline, or attendance, the building principal may declare any student ineligible to participate.

Transportation to and from terminals becomes the responsibility of the participating group.

Students must be accompanied by a minimum of one (1) district employee. There shall be a minimum of one (1) adult age twenty-one (21) or older, for every ten (10) students. The names of all adult chaperones must be submitted to and approved by the building principal. All adult chaperones will be required to obtain current clearances.

Liability insurance will be provided by the district. Medical insurance is the responsibility of each participant.

Participants are required to make-up all school work at the convenience of the teachers. Participants shall initiate the make-up process by contacting this appropriate teachers.

Other than as provided elsewhere in this policy, the trip shall be of no cost to the district.

A schedule of any fundraising activities required to finance the trip must be included in the application. Any fundraising activity should be in compliance with district policy.

There must be equal opportunity to participate in the proposed trip; that is, no one can be prohibited from participation unless a school policy prohibits such participation.

The Board, at its discretion, may choose to limit the number of such trips schedules during any one (1) school year.

The use of alcohol and/or drugs in any form shall be absolutely forbidden by faculty, advisors, chaperones, coaches, and students at any time or in any location during the duration of the trip.

All participating students shall adhere to all rules of the student handbook, signed by the students at the beginning of the school year.

The head coach, trip advisor, or head faculty person will be in charge and responsible for the safety and security of all participating students and shall be responsible for the enforcement of the conditions contained in the policy. When the above leaders are not available, they must appoint a designee to take charge.

The above rules shall be strictly adhered to and violators will be properly disciplined.

### **Safety Plan**

Before such a trip is approved, a safety plan must be prepared and approved by the building principal and must include the following:

A basic first aid kit will be provided for use by the chaperones.

The administration of medications to students by employees shall be permitted only upon the proper authorization by a physician and the student's parent/guardian as indicated in policy. The actual administration will be by the nurse's designee.

The names, addresses, and telephone numbers of hospitals in the location the students will be visiting shall be obtained and made part of the plan. A list of any participating students with special medical problems, along with the names and telephone numbers of the local physicians who treat those special medical problems, shall also be part of the plan. This will be made available to hospital personnel in the event consultation is deemed necessary.

Emergency telephone numbers for each child participating in the trip shall be obtained and be kept readily available with chaperones on the trip and at the school office.

Last Modified by Judith Means on February 13, 2017