

**EXTENDED TRIPS FOR STUDENTS****B. Extended Trips****I. Prior To Preliminary Board Approval**

Any requests for trips which are to extend for a period of time in excess of one day must be approved by the building principal, normally at least one month prior to the trip. Upon preliminary approval of the principal, the request shall be submitted to the superintendent. Upon conceptual approval of the superintendent, the request shall be submitted to the board of education. No planning, discussion or announcements except those required in the approval process concerning a proposed extended trip, shall occur within the school or during the normal school day prior to conceptual approval of the trip by the board of education.

To receive permission to proceed with trip planning, a group's request for approval shall include:

1. Educational purpose and relationship of the trip to the educational program
2. Beginning and ending dates of the trip (trips not to conflict with important scheduled activities of students)
3. General itinerary-please note that there is to be no unsupervised time for students on a field trip. Teachers and chaperones are required to supervise students at all times during the trip.
4. Number of students
5. Nature of school group (district students only, except in unusual circumstances); age/grade level
6. Cost to students (transportation, living accommodations, food, tours, tuition, etc.) and affordability of the trip to all students eligible to participate
7. Teachers in charge. The teacher in charge takes overall responsibility for the field trip including supervising all chaperones and students.
8. Travel agency and nature of trip discount which teachers in charge have received (if any).
9. Number of adult chaperones-the ratio of students to adults should be:  
5:1 for Elementary trips  
8:1 for Middle School trips  
12-15:1 for High School trips  
No child will be left alone with only one (1) adult chaperone.
10. Provisions and costs for student/chaperone liability coverage (If the school must have liability insurance coverage extended for the trip, the cost of the excess insurance shall be paid by parents)
11. Provisions made for student/chaperone health insurance
12. Fundraising plans to defray the costs of the trip for students
13. Availability of scholarship aid to families in need
14. Fund disbursement plan in the event of trip cancellation
15. Estimated use of school equipment and facilities
16. Estimated costs to the school (phone, postage, paper, substitutes, etc.)
17. Information concerning world conditions, such as impending terrorist activities, which might affect student safety. (Note: The Board of Education will not approve field trips to foreign countries except Canada. If travel safety conditions change after approval of the trip, the board reserves the right to cancel the trip.)

**II. After Preliminary Board Approval**

- a. After conceptual approval has been granted by the board of education to a group to proceed with trip preparations, the school principal shall monitor the group's fulfillment of the 17 elements of the trip plan.
- b. All funds raised or collected by the group which are to be used in support of the planned trip, shall be entered into a dedicated bank account under the direction of the school's extracurricular funds treasurer.
- c. Groups requesting use of school's facilities and/or equipment in order to raise funds for a trip, shall be charged "at cost" rates for school transportation, custodial services, postage, telephone, paper, etc. (Groups receiving Board of Education approval for student trips shall be exempt from the provisions of the district policy requiring groups to maintain separate liability insurance coverage when using school facilities.)
- d. All written communications regarding the planned trip shall receive the approval of the school principal prior to their dissemination.
- e. The school principal, as agent to the board, shall sign all contracts related to the trip or to fundraising in support of the trip.
- f. Prior to the trip, teachers in charge shall alert the principal and affected parents about any significant change in world conditions which might affect student safety. (See I-17)
- g. Prior to the trip, the group shall leave with the school the following data on each trip participant:
  1. Signed permission slip
  2. Home and emergency phone numbers
  3. Emergency medical information (prescriptions, etc.)
  4. Health insurance information
- h. Prior to the trip, the teacher in charge is required to review the school's code of conduct and emergency procedures with students and chaperones. In the event of an emergency on the field trip, the teacher in charge will immediately notify the building principal.
- i. Students are expected to travel to and from the field trip with the teacher leading the trip. Students are not permitted to leave the field trip on their own. Teachers must never send a student home alone – even for disciplinary reasons. Parents/guardians desiring to take their children home before a field trip ends must submit a note to the teacher about such arrangements in advance of the trip. The Board assumes no liability for students who are, for any reason, transported by parents in private cars.
- j. No staff member or student will be required to participate or pressured into participating in a field trip if he/she believes that his/her safety will be jeopardized. Such staff members and students will not be penalized for not participating in a field trip.
- k. In the event that the trip procedures outlined in this policy have not been satisfactorily addressed, the principal shall recommend to the superintendent that the trip be cancelled. Upon examination and upon concurrence with this recommendation, the superintendent shall recommend to the board of education that it rescind its earlier approval for the trip. Revocation of the approval by the board shall mean that school support for the planned trip has been withdrawn.

Adopted: August 27, 2002