

SCHOOL-SPONSORED AND NON-SCHOOL-SPONSORED STUDENT TRIPS

The Board recognizes that the educational program for students can be enhanced through the wise use of off-campus experiences. The objectives for all student trips must be clearly defined and consistent with the educational objectives of the class or activity. While student trips may occasionally include activities that are not directly related to the approved curriculum or school activities, it is understood that the general purpose of student trips is to supplement and enhance the educational program.

A. School-Sponsored Educational Trips

School-sanctioned trips are categorized as follows:

- In-state day trips
- In-state overnight trips
- Out-of-state trips (day or overnight)
- Foreign trips
- Athletic trips outside the MPA game schedule

1. Trip Requests

All requests for educational trips must be submitted to the appropriate building principal and include the following information:

- a. Educational objectives and expected learning outcomes.
- b. Learning activities to be undertaken in connection with the trip.
- c. Trip itinerary. No foreign trip will be approved that includes travel to a country that appears on the U.S. Department of State Travel Warning or Public Announcement list. The list will be checked regularly up to the day of departure for the trip.
- d. Confirmation of insurance coverage for the trip in or out of the country.
- e. Date(s) of trip.
- f. Number and grade level(s) of students.
- g. Total trip cost and cost per student.
- h. Sources of trip funding (including expected student and/or chaperone contributions, expected district contribution, fundraising activities and availability of funding for needy students).
- i. Mode(s) of transportation.
- j. Arrangement for lodging and meals, if applicable.
- k. Number of and information about chaperones.
- l. Plans for providing trip information to parents and chaperones.

- m. Plans for medical and other emergencies (including travel delays, weather, terrorist activity as appropriate).
- n. Any accommodations needed for students with disabilities.
- o. Student behavior expectations/consequences (all Board policies and school rules are in effect for the duration of any trip) and plans for supervision during the trip.
- p. Chaperone training and behavior expectations (all Board policies and school rules are in effect for the duration of any trip).

2. Trip Request Deadlines and Approval Process

- a. The building principal is authorized to approve or deny all in-state day trip requests.
- b. All requests for in-state overnight trips, out-of-state trips, foreign trips and applicable athletic trips must be submitted first to the building principal for an initial recommendation as to whether the trip should be approved or denied. The request and the principal's recommendation will be forwarded to the Superintendent for review.
- c. If the Superintendent concurs with the principal's denial of a trip request, the trip organizer will be informed and the request will not be submitted to the Board.
- d. If the Superintendent recommends a trip for approval, he/she will submit the request to the Board for final action. The Board may approve, deny or table request

3. Other Trip Conditions

- a. No binding commitments for travel, lodging or other expenses shall be made by trip organizers until a trip has been approved by the building principal or the Board, as required by this policy.
- b. No fundraising may be done for a trip until the trip has been approved by the Superintendent and/or Board, as required by this policy. All fundraising activities must be approved in accordance with applicable Board policies and school rules.
- c. In general, overnight trips are discouraged for elementary and middle school students. Exceptions may be made by the Board with the recommendation of the Superintendent.
- d. Overnight trips should only be requested when there is no comparable experience available through a day trip.
- e. Foreign trips are limited to high school students.
- f. All trip chaperones must be approved by the principal and clear criminal background check.
- g. A parent/guardian information meeting is required for any foreign trip and any trip involving an overnight stay.
- h. Parents/guardians must sign a permission and release form in order for their child to participate in any trip.
- i. Students must be in good academic and disciplinary standing in order to participate in trips.
- j. Only drivers and vehicles authorized by the Superintendent may be used on trips.

- k. Competing groups may fill out one request for all competitions they may qualify for, pending funding and approval of Superintendent.

B. Non-School-Sponsored Trips

Any trip that has not been approved by the Board and/or administration is considered a non-school-sponsored trip. Non-school-sponsored trips operate independent of the schools, even if school employees are involved in the trip. All responsibilities for non-sponsored trips lie with the individual(s) or group(s) sponsoring and organizing the activity. Non-sponsored trips are subject to the following rules:

1. Individuals (including school employees) and groups who wish to use the schools for the purpose of publicizing trips, distributing information, recruiting participants, and/or organizing trips must comply with all applicable Board policies and rules concerning use of school facilities.
2. To minimize the impact on the educational program and school operations, organizers and sponsors are strongly encouraged to schedule non-sponsored trips during weekends and vacation periods whenever possible. If travel arrangements result in missed school days, normal attendance procedures for students and school employees will be followed.
3. Recruiting and organizing for trips are prohibited during instructional time and during employees' workday.
4. Use of school equipment, including but not limited to computers, fax machines, photocopiers, telephones, letterhead and other supplies is prohibited.
5. Non-sponsored trips may not be represented as a school function or as related to, or an extension of the schools' instructional or extracurricular activities. To minimize any risk of misunderstanding, the following statement must be made in any informational meetings or literature concerning the trip:

“This trip is not sponsored or approved by the RSU9 Board. Authorized school administrators have not reviewed or approved this trip.”

C. Administrative Procedures

The Superintendent is authorized to develop any administrative procedures necessary to implement this policy. Any such procedure shall be consistent with this policy.

Adopted: May 9, 2017