

guidelines

**OFFICE OF THE SUPERINTENDENT
SCHOOL DISTRICT OF MARSHFIELD**

PROGRAM
2340C/page 1 of 3

OVERNIGHT TRIPS (District-Sponsored)

In compliance with Board of Education Policy 2340, Field and Other District-Sponsored Trips, the following guidelines are to be followed whenever a staff member seeks Board approval for a trip on which the students will be away from home for one (1) or more nights.

Form 2340 F5 must be prepared and approved by the principal(s) of the school(s) which the students attend. In addition, if the trip involves the use of a travel company to arrange for transportation, rooms, or any other aspect of the trip, the staff member submitting the proposal must confirm that the company is:

- * licensed to operate in this State;
- * registered and bonded;
- * properly insured for the proposed trip and the policy covers the District, the staff members and chaperones involved in the trip, and all phases of the trip from the point at which the trip begins to the point at which it ends;
- * in compliance with Federal laws regarding accessibility for and rights of those with disabilities.

This information must be confirmed, in writing, and attached to the trip proposal. No trip involving a travel company will be approved without this confirmation. It is essential that no discussion of a trip with students is to occur until the trip proposal has been submitted and a determination made as to whether it will be sponsored by the District.

All such requests are to be submitted to the Superintendent or his/her designee at least two (2) months prior to the Board meeting at which approval will be sought. The professional staff member who will be in charge of the trip is responsible for preparing the proposal, reviewing it with the relevant principals, and obtaining written approval from each.

guidelines

**OFFICE OF THE SUPERINTENDENT
SCHOOL DISTRICT OF MARSHFIELD**

PROGRAM
2340C/page 2 of 3

The proposal will be reviewed by the Superintendent and submitted to the Board with his/her recommendation for or against approval. The proposal shall include at least the following information:

- A. All requests for extended field trips shall be made to the Superintendent through the building principal. Contracts involving reduction of fees or complimentary services shall be approved by the Director of Business Services.
- B. Any individual or group requesting an extended field trip shall submit a detailed plan at least two (2) months in advance of the trip to the building principal, who shall review it with the requestor. The plan shall include at least the following information:
 1. An explanation of all financial arrangements, including any financial aid information that may be available to students with financial need.
 2. The cost of the trip per participant and what is NOT included in the price.
 3. The length of time for travel including departure and return times, dates, distances and methods of travel.
 - a. Every attempt should be made to schedule trips during weekends and/or vacation periods. If travel arrangements necessitate that school days are missed, the Superintendent may approve faculty and student absences provided that, in his/her judgment, the school time missed is within acceptable limits. An accurate count of the time to be lost should be given. Students must submit an approved absence form to the building principal's office for an excused absence.
 - b. Transportation arrangements – All transportation must be by bonded carrier and assurances shall be required.
 4. Lodging arrangements giving names of hotels, motels, etc. and numbers of students per room.

guidelines

**OFFICE OF THE SUPERINTENDENT
SCHOOL DISTRICT OF MARSHFIELD**

PROGRAM
2340C/page 3 of 3

5. A list of the names and numbers of chaperons who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the District.
- C. Students and their parents will be asked to sign a waiver of liability and indemnification agreement for extended field trips.
- D. Parents will be encouraged to provide medical insurance coverage information for the student that covers the dates of the extended field trip.

Once approved, the professional staff member in charge will be responsible for conducting the trip as planned. If changes in the plan are necessary, such changes are to be submitted to the principal(s) for approval and/or for subsequent approval by the Superintendent or Board.

Prior to the start of an approved overnight trip, the staff member in charge must comply with the procedures for any District-sponsored trip (AG 2340B). In addition, each participating student and his/her parent must sign the Responsibility Contract and submit it to the trip leader(s) prior to the trip.

Form 2340 F2

Form 2340 F5

Form 2340 F6