

EXTENDED AND DAY/FIELD TRIPS

A. Extended Field Trips:

Extended field trips are those trips out-of-the-district that necessitate students being away from home overnight. Trips must be approved by the Board of Education as an extension of the curriculum i.e., participation in athletic tournaments, student vocational and academic contests, and performing groups representing the school system.

The superintendent may approve extended field trips within the constraints of Board policy and the following guidelines:

1. All requests for extended field trips shall be made to the superintendent's office through the building principal. Contracts involving reduction of fees or complimentary services shall be negotiated through the Director of Business Services.
2. Any individual or group requesting an extended field trip shall submit a detailed plan at least two months in advance of the trip to the building principal, who shall review it. The plan shall include at least the following information:
 - a. An explanation of all financial arrangements, including any financial aid information that may be available to students with financial need.
 - b. The cost of the trip per participant and what is NOT included in the price.
 - c. The length of time for travel including departure and return times, dates, distances and methods of travel.
 - (1) 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.
 - (2) Transportation arrangements. All transportation must be by bonded carrier and assurances shall be required.

- d. Lodging arrangements giving names of hotels, motels, etc. and numbers of students per room.
- e. A list of the names and numbers of chaperones who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the district.
- f. Students and their parents will be asked to sign a waiver of liability and indemnification agreement for extended field trips.
- g. Parents will be encouraged to provide medical insurance coverage information for the student that covers the dates of the extended field trip.

B. Day/Field Trips:

Day trips are those trips within or outside the district when students do not stay overnight.

Day Field trips are approved through the building principal based upon:

- a. A written plan submitted to the Director of Teaching & Learning by the Principal.
 - Details of how the trip is integrated with curriculum and what follow up activities will be provided to enhance its usefulness;
 - Maintaining student needs for safety;
 - Parental permissions and notifications are in place;
 - Emergency Medical Authorization Forms are accessible for each student participating in the trip;
 - Fees/costs/admissions and the plan to cover costs for those in financial need;
 - The budget that supports the trip.

C. Footnotes:

1. Non-School-Sponsored trips are trips that are organized by faculty members or other community members acting as independent agents on a volunteer or self-supporting basis and are not school-sponsored events. While these trips may have educational value, they are not approved by the Board and are not considered a part of the curriculum. Full responsibility for privately planned tours lies with the individual or agency sponsoring them.

2. State law section 118.12 (2) (a) prohibits district employees from receiving for their personal benefit anything of value from any person other than the employing district to sell, promote the sale of, or act as an agent or solicitor for the sale of any service to any public student while on school property or at school-sponsored events.