

## **School Sponsored and Non-School Sponsored Student Trips**

The Board recognizes the educational value of RSU 40 sponsored trips as a means of supplementing the curriculum and as a vehicle for encouraging and supporting student participation in academic, artistic, and athletic activities, performances and competitions. In addition, some RSU 40 sponsored trips may provide social experiences and contribute to the development of a positive school culture.

### **School Sponsored Trips**

School sponsored trips are categorized as follows:

1. In state day trips
2. In state overnight trips
3. Out of state trips (day or overnight)
4. Foreign trips

#### **A. Trip Requests**

Prior to any fundraising activities and/or committing to any travel, lodging, or other expenses, a request for approval of all trips must be submitted to the appropriate building administrator.

#### **B. Trip Approval Process**

1. The building administrator is authorized to approve or deny all in state day trip requests. The building administrator will inform the Superintendent of all approved trips.

In the event that an approved day trip becomes an overnight trip due to circumstances not known at the time of initial approval, the Superintendent will be notified and will have the authority to approve or disapprove.

2. Sufficient time for review and approval must be allowed when submitting requests for overnight trips, out of state trips and foreign trips.
  - a. All requests for in state overnight trips, out of state trips and foreign trips must be submitted first to a building administrator for an initial recommendation. The request and the principal's recommendation will then be forwarded to the Superintendent for review.
  - b. If the Superintendent recommends the trip for approval, the Superintendent will submit the request to the Board for final action. The Board may approve or deny

the request, or table action on a request to a subsequent meeting if more information is needed.

- 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.

### C. Other Trip Conditions

1. No school sponsored trip will be approved if any student is prohibited from participating due solely to lack of funds.
2. No school sponsored foreign trip will be approved that includes travel to a country that appears on the U.S. Department of State Travel Warning or regularly up to the day of departure for the trip.
3. No student may be denied participation in a school sponsored trip as a punitive action. A student may only be excluded from a school sponsored trip if the date or dates of the student's suspension or expulsion from school for a violation of school-based rules or the codes of conduct coincides with the scheduled date or dates of the field trip or school sponsored trip, or if, in the judgment of the building principal, a student's previous or current behavior poses a substantial risk to the health, safety and welfare of the student, other students and/or staff participating in the field trip and/or school sponsored event.
4. 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.

### **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-school sponsored trips lie with the individual(s) or group(s) sponsoring and organizing the activity. Non-school 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 non-school sponsored trips, distributing information, recruiting participants, and/or organizing non-school sponsored 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 of non-school sponsored trips 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 any trips are prohibited during instructional time.
4. Non-school 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 RSU 40 Board of Directors. Authorized school administrators have not reviewed or approved this trip. RSU 40 disavows all responsibility for this trip.”**

**Administrative Procedures**

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