

## **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.

### **School-Sponsored 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 on the MPA game schedule. For those athletic trips that may occur outside the MPA schedule, see B(3) below.

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

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

1. Educational objectives and expected learning outcomes.
2. Learning activities to be undertaken in connection with the trip.
3. Trip itinerary.
4. Confirmation of insurance coverage for the trip.
5. Date(s) of trip
6. Number and grade level(s) of students.
7. Total trip cost and cost per student.
8. Sources of trip funding (including expected student and/or chaperone contributions, expected district contribution, fundraising activities and availability of funding for needy students).

9. Mode(s) of transportation.
10. Arrangement for lodging and meals, if applicable.
11. Number of chaperones (1:10 chaperone to student ratio is recommended).
12. Plans for providing trip information to parents and chaperones.
13. Plans for medical and other emergencies (including travel delays, weather, and terrorist activity as appropriate).
14. Any accommodations needed for students with disabilities.
15. 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.
16. Chaperone training and behavior expectations (all Board policies and school rules are in effect for the duration of any trip).

**B. Trip Request Deadlines and Approval Process**

1. The building principal is authorized to approve or deny all in-state day trip requests. The building principal shall inform the Superintendent of all approved trips.
2. All requests for in-state overnight trips, out-of-state trips and foreign trips must be submitted first to the building principal for an initial recommendation . The request and the principal's recommendation will then be forwarded to the Superintendent for review.
  - a. All requests for in-state overnight trips, out-of-state trips and foreign trips must be submitted at least one month prior to the trip to allow time for review and approval.
  - 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.
  3. Co-curricular trips, which occur outside the regular MPA schedule, will be subject to approval by the Superintendent.
  4. 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 shall be notified and shall have the authority to approve or disapprove.
- C. Other Trip Conditions
1. No school trip will be approved if any student is prohibited from participating due solely to lack of funds.
  2. 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.
  3. No student may be denied participation in a school trip as a punitive action. A student may only be excluded from a school 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. No binding commitments for travel, lodging or other expenses shall be made by trip organizers until a trip has been approved as required by this policy.
  5. 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.
  6. 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.

7. Overnight trips should only be requested when there is no comparable experience available through a day trip.
8. Foreign trips are limited to high school students.
9. All trip chaperones must be approved by the principal.
10. A parent information meeting is required for any foreign trip and any trip involving an overnight stay.
11. Parents must sign permission and release form in order for their child to participate in any trip.
12. Only drivers and vehicles authorized by the Superintendent may be used on trips.

### **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 trips are prohibited during instructional time.

4. 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 RSU 40/MSAD 40 Board of Directors. Authorized school administrators have not reviewed or approved this trip.”**

**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: April 16, 2015

Revised: