SUBJECT: STUDENT TRIPS

Student trips are those trips by students away from the facilities normally used for instruction. Properly planned, such trips will have instructional benefits. For any student trip sponsored by the School District as a part of its program, the following must be obtained in advance:

a) Written approval of the appropriate school administrators.

b) Written permission of the parent or guardian of each child participating in the trip.

c) A list by bus of the students and chaperones on each bus.

d) When School District funds are used in whole or in part, the Building Principal must budget such funds according to approved practices of the District. Further, the Building Principal must insure that travel funds are still available (i.e., have not been depleted by other trips) when such requests are made.

There are several categories of trips involving students. These include:

a) Instructional Field Trips

Instructional field trips are those trips which are an integral part of a teacher's class instruction or lesson plans. They are directly associated with lessons or a unit being presented in a particular subject. Preparation in prior lessons is normally associated with an instructional field trip. Follow-up experiences or lessons are generally carried out after such trips have been completed.

Usually instructional field trips are carried out during the school day with advance permission. Occasionally instructional field trips may extend beyond the normal working day. Monies may be budgeted for instructional field trips in individual school buildings. In some cases, all or part of the cost for transportation is incurred by the District; in other cases costs are incurred by assessing students on a per pupil basis. Advance Principal approval and parent permission slips are required for each instructional field trip.

b) Trips Associated with Athletic Contests

Such trips are covered in a separate School Board Policy (Transportation for Athletic Contests and Athletic Connected Activities).

c) Trips Sponsored by Recognized School Clubs

Recognized school clubs may plan trips for their members. These trips mayor may not be during regular school hours. Prior administrative permission and parent permission slips are required.

(Continued)

SUBJECT: STUDENT TRIPS (Cont'd.)

In the case of trips sponsored by recognized school clubs, the School District will normally not pay transportation costs or other costs related to the trip. However, in most cases and with advance permission, the School District would defend a teacher supervisor should the supervisor and/or School District be sued as a result of an injury being incurred by a student during a recognized school club sponsored trip.

For teacher advisors of school trips where a portion of such trip is carried out during school hours, school business time or a School business Day may be granted for such service. Advance permission is required.

d) Trips Sponsored by Organizations or Individuals Other than the School District

The School District recognizes that trips may be offered to students which are sponsored by organizations or individuals other than the School District. While such trips may be of educational value to students, the District cannot undertake to become a sponsor or incur responsibility for supervising or financing these activities. Examples: Boy Scout camping or educational trips, a trip to a foreign country by a group of students with a teacher as tour sponsor, a trip for a group of children sponsored by a unit of the Parent Teachers Association, a trip for a group of students sponsored by an athletic club, and other such trips.

School District personnel may participate in such trips as individuals but would not be covered by the School District should a question as to legal coverage occur. Further, time used by School District employees in taking part in trips sponsored by organizations or individuals other than the School District will not be compensated for by the District.

The Superintendent of School will prepare appropriate internal forms and regulations to carry out this policy on student trips.

Adopted: 6/15/11