

EXTENDED FIELD TRIP OR FOREIGN STUDY TOUR GUIDELINES

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Approval by the School Board is required for extended field trips and foreign study tours using the following guidelines:

1. All requests for extended field trips or foreign study tours shall be made to the superintendent through the building principal. The request must contain a concise statement of the educational purpose and value of said trip.
2. Any individual or group requesting an extended field trip or foreign study tour shall submit a detailed plan to the building principal, who shall review it with the superintendent. 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 modes of travel.
 1. Every attempt should be made to schedule trips during vacation periods. If travel arrangements necessitate that school days are missed, the board may approve faculty and student absences provided that the school time missed is within acceptable limits. An accurate estimate of lost school time as a result of the trip shall be provided at the time of the request.
 2. All transportation must be by bonded carrier. Assurances shall be required.
 3. All accommodations shall be obtained through an approved travel service or agent.
- d. A count of the number of free transports, if they are furnished, and to whom they will be granted.
- e. A list of names and numbers of chaperons who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the district. A request for the use of additional non-district employees to chaperone such trips requires board approval.
- f. The instructional purposes of each trip or tour.
- g. Evidence of insurance coverage.

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3. The plan then moves to the school board for approval. The School Board shall use discretion when considering details for a specific trip. However, it is expected that:
 - a. There will be no cost incurred by the District for such trips beyond that of hiring qualified substitute teachers.
 - b. The number of students per chaperone on the extended field trip or foreign study tour shall not, without board approval, exceed 10 to 1.
4. A preliminary list of participants should be provided to the building principal and district office 30 days before departure, along with any changes, which may have occurred in the information above. All later changes must be reported as they are received.
5. Parents/guardians must submit signed permission to the building principal's office in order for a student to be excused from school to participate in an extended field trip or foreign study tour.
6. All students participating in extended field trips or foreign study tours shall be expected to abide by trip conduct rules and regulations as outlined by the trip supervisors, and the rules of the school as outlined in the student handbook, activity handbook, and district policies. Any student violating such rules shall be subject to disciplinary action.
7. The District shall not permit use of facilities, time or staff involvement in advertising or promotion of unauthorized trips or tours.

Legal References:

Cross References:

Adoption Date: 6/19/2006

Revised/Reviewed Date: 5/21/2018, 1/24/2022, 10/28/2024