

**SCHOOL SPONSORED EXTENDED FIELD TRIPS AND FOREIGN STUDY TOURS –
GUIDELINES FOR STAFF**

The Board of Education may approve extended field trips and foreign study tours, on an every other year basis beginning in 2010-2011, within the following guidelines:

1. All proposals for school-sponsored extended field trips/foreign study tours shall be presented to the administration prior to any preliminary discussion with students or any public announcements.
2. Participation in school-sponsored extended trips/foreign study tours shall be voluntary. No student will be subjected to real or implied retribution if he/she chooses not to participate in any extended field trip/foreign study tour.
3. All requests for extended field trips/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.
4. Any individual or group requesting an extended field trip/foreign study tour shall submit a detailed plan to the building principal at least three months prior to departure. Staff is encouraged to plan cross-curricular trips. The building principal will review the request and plan 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. A detailed cost of the trip per participant and what is NOT included in the price. Travel, lodging, meal expenses, and stipends, if any, of district employees shall be considered part of the total cost of the trip and shared by participants. School sponsored extended trips cannot make a profit.
 - c. The length of time for travel including departure and return times, dates, distances and modes of travel.
 - i. Every attempt should be made to schedule trips during vacation periods and/or weekends. If travel arrangements necessitate that school days are missed, the Board may approve faculty and student absences provided that school time missed is no more than three school days. An accurate count of the time to be lost should be given.
 - ii. All transportation must be by bonded carrier. Assurances shall be required.
 - iii. 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.
 - f. The instructional purposes of each trip or tour.
 - g. Evidences of insurance coverage.
3. The 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 approval exceed 10 to 1.
4. A preliminary list of participants should be provided to the building principal 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/foreign study tour.
6. All students participating in extended field trips/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 and activity handbook. 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.