

### **School-Sponsored Trips for Students**

1. The duties of an employee proposing a study or performance trip requiring Board or superintendent approval shall be as follows:
  - a. Confers initially with the principal to seek suggestions.
  - b. Surveys parents of students involved to determine approval or disapproval of the proposed trip.
  - c. Makes application on extended-travel form to the superintendent through the principal.
  - d. Upon approval by the superintendent or Board, fulfills the following duties:
    - (1) Accompanies the group.
    - (2) Has primary responsibility for the selection of students.
    - (3) Keeps administration informed of arrangements for the trip.
    - (4) Coordinates arrangements between the administration and any agency involved.
    - (5) Determines the itinerary and major facets of the educational program of the travel with the assistance of any agency, if needed, and ensures that students have time for a variety of educational experiences.
    - (6) In cooperation with any agency involved, plans performance locations, if the travel is for purposes of performance. No more than four weekly performances should be scheduled.
    - (7) Plans lodging, including home stays where appropriate. If students will be staying in hotels, motels, bed and breakfasts, university dorms, or other similar type lodging, explicit details guiding student behavior will be given in writing to parents. If home stays are used, criteria for selecting home stays will be given to parents.

Criteria should include:

      - (a) How host family was selected. Example: By hosting school, by an agency, etc.
      - (b) Supervision of students in home stays including expectations for appropriate behavior.
      - (c) Actions students should take if the home stay is not appropriate.
    - (8) Initiates the formation of a parents' group.
    - (9) Determines those students who will need financial assistance.
2. The duties of the parents' group shall be to raise funds to provide financial assistance to students, if necessary, and to cover expenses for adult advisers and chaperones. Any excess funds should be used to lower the cost of the travel for all students. Fund-raising activities involving students must be approved in advance by the principal or designee and shall not conflict with fund-raising activities for the support of other local activities. The parents' group will also provide traveling and performing attire for each student, if approved by the principal.

3. Students and their parents shall provide the full cost of the program unless financial assistance has been extended. Parents shall ensure that students participate in all fund-raising activities and all orientation sessions. Parents and students shall provide luggage, clothing, personal items, and spending money.
4. An agency, if used, will provide an itemized cost statement to the parents' group, school officials, and students; will make arrangements for housing, transportation, meals, performances, and all required phases of the educational program; and will provide orientation for parents, students, and staff.

As a general rule, field trips are scheduled during school hours during the regular school week. Requests for field trips to take place on weekends, holidays, vacations, or overnight, may be approved at the discretion of the superintendent or designee.