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District 77 Policy 462

## **462 EXTENDED LEAVES FOR SCHOOL RELATED TRIPS**

### **I. PURPOSE**

The purpose of this policy is to establish criteria for approving extended leaves for school related trips.

### **II. GENERAL STATEMENT OF POLICY**

The school district may approve extended leaves for school related trips which meet the criteria established in this policy.

### **III. CRITERIA**

Opportunities exist for teachers to travel as participants, coordinators, or chaperones with various educationally-related groups. The school district recognizes the educational value for teachers and consequently their students as a result of involvement in such trips. It also recognizes that if such trips occur during the regular school year, students not participating in the trip are deprived of the services of their regular instructor. Criteria for use in approving leaves for this purpose will include:

- 1) No more than one teacher per building will be excused for this purpose at one time;
- 2) A teacher would normally not be excused for this purpose for two consecutive years;
- 3) The number of days the teacher will be absent for this purpose shall not normally exceed ten school days;
- 4) A satisfactory substitute teacher must be available;
- 5) The number of school district students participating in the trip should be no less than ten; and
- 6) No cost to the District other than substitute teachers.

The trip must be organized by a government agency, a reputable travel organization, or a recognized educational organization which provides liability insurance protection to the school district and the instructor.

A written proposal containing objectives, activities, proposed dates of the tour, and all pertinent support materials must be submitted to the building principal at least 90 days in advance of the proposed trip. All arrangements must be completed between the teacher and the District, and approval must be received in writing by the teacher before any contact with students may be made. Leaves for teachers and excused absences for students will be granted only for organized travel programs which are acceptable to the District.

#### **IV. STUDENTS FROM OTHER SCHOOL DISTRICTS**

Other school districts that send students under the chaperoning services of District 77 personnel will be expected to share in the cost of substitutes and any other District expenses on a proportional basis of students participating.

#### **V. RESPONSIBILITY**

It shall be the responsibility of the building principal to evaluate and approve or disapprove each request.

*Legal References:* None

*Cross References:* None