

Requests for extended trips will be made to the building principal and should have the principal's support before being presented to the superintendent. The building principal will confer with the superintendent prior to presenting the request to the board. The board will render the final decision on extended trips.

Regularly scheduled contests and events directly related to the Idaho High School Activities Association will be scheduled by the administration.

Extended trips by students attending this district must be consistent with and reflect district curriculum guide. Trips should provide a valuable educational learning experience.

Extended trips should be scheduled after regular school hours, on weekends, or during vacations whenever possible.

#### **GUIDELINES FOR TOURS, EXCURSIONS AND OVERNIGHT TRIPS**

1. The proposal must have strong support from the building principal, teachers, parent/guardian, and students.
2. The proposal must include a statement of assurance regarding adequate liability insurance to protect the school district, board members, chaperones, teachers, and students.
3. The total number of school days missed must be included in the written proposal. Advanced makeup of school work will be required when the trip exceeds one (1) school day.
4. Proposals for extended trips will include financial information, including the cost to the class, club, department or organization, and the projected cost to the school district and the individual student. Fundraising drives to defray costs must be pre-approved by the principal. Request for monetary assistance from the board of trustees must be made one month prior to the board's annual budget hearing held each June.
5. The specific proposal will include the names and numbers of students, names of chaperons, the itineraries, and a breakdown of the estimated cost.
6. Following an extended trip the instructor will prepare and present a summary and evaluation of the trip to the board.

#### **Student Responsibilities**

Students are expected to be knowledgeable about the rules governing student conduct. Extended trips are considered an extension of the classroom and all rules pertaining to a school-sponsored activity must be followed. Proposals will include student recognition and affirmative support of all district policy and rules contained in the school handbook.

Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

**Chaperones**

The proposal must include the names and numbers of chaperons, including both male and female chaperons if the proposal is for a mixed group of students.

District employees serving as chaperones and developing the proposal for the extended trip will perform the following duties:

1. Hold a pre-trip meeting with students and parents/guardians.
2. Provide detailed written information about the activities of the trip.
3. Provide information on the responsibility and rules for the students.
4. Discuss district policy regarding student conduct while on a school-sponsored activity.
5. Establish a reasonable curfew and enforce strict compliance to this curfew. Periodic checks must be made to ascertain that the students are following the curfew requirements.
6. Make periodic checks to insure strict compliance with all school rules.
7. Organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the tour.
8. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

At the discretion of the superintendent, non-employee chaperones may be required to undergo a criminal history check.



**LEGAL REFERENCE:**

Idaho Code Section 33-512(2)

**ADOPTED:** February 9, 2004

**AMENDED:** March 8, 2021

**ATTACHMENT:** Overnight Field Trip Request Form



OVERNIGHT FIELD TRIP REQUEST FORM

Requests for extended trips will be made to the building principal and should have the principal's support before being presented to the Superintendent.

Overnight field trips require the Board of Trustees' approval. All overnight requests must be submitted in time for the Superintendent to ask for the Board of Trustees' approval. The Board of Trustee meetings are normally held on the second Monday of each month.

**Field Trip Overview**

Date of Request \_\_\_\_\_ SCHOOL \_\_\_\_\_

Teacher(s)/Chaperone(s) \_\_\_\_\_

Group/Grade Level \_\_\_\_\_ Estimated Number of Student Participants \_\_\_\_\_

(Attach a list of student participants and contact information)

Day(s) & Date(s) of Trip \_\_\_\_\_ TO \_\_\_\_\_ Total Number of School Days to Be Missed \_\_\_\_\_

(Advanced makeup of schoolwork will be required when the trip exceeds one (1) school day)

Destination of Field Trip \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Other Destination(s) \_\_\_\_\_

Instructional objectives to be accomplished by students (attach itinerary and/or lesson plans) \_\_\_\_\_

**Transportation**

Time of Departure from School \_\_\_\_\_ Approximate Time of Arrival Back on the School Campus \_\_\_\_\_

(Check all that apply)

<input type="checkbox"/> District Bus	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One Way Take	<input type="checkbox"/> One Way Return
<input type="checkbox"/> Bus Request has been submitted to the Transportation Supervisor		Date Submitted _____	
<input type="checkbox"/> Airplane	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One Way Take	<input type="checkbox"/> One Way Return
<input type="checkbox"/> Private Vehicle (Specify):	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One Way Take	<input type="checkbox"/> One Way Return
Driver Name(s): _____			
<input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One Way Take	<input type="checkbox"/> One Way Return

**Overnight Accomodations**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Phone Number \_\_\_\_\_

**Expenses**

Transportation \_\_\_\_\_ Other \_\_\_\_\_ Total Expense \_\_\_\_\_ Cost Per Student \_\_\_\_\_

Funding:  ASB \_\_\_\_\_  Fundraising \_\_\_\_\_  Donations \_\_\_\_\_ Budget Code \_\_\_\_\_

**Meals**

Breakfast - Total Days \_\_\_\_\_  Lunch - Total Days \_\_\_\_\_  Dinner - Total Days \_\_\_\_\_

**Assurances (review and check all)**

- Each participating student will submit a signed Field Trip Permission Slip
- Submitted list of participating chaperones (name and contact information)
- Chaperones will be screened (completed background check if needed)
- Statement of adequate liability insurance to protect the school district, board members, chaperones, teachers and students per Policy 577
- If Private Vehicle is being used; proper insurance requirements have been met and approved per Policy 724
- If a Substitute Teacher is needed, the requested days have been submitted

**Approval**

School Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Board of Trustees (date of meeting) \_\_\_\_\_