EXTENDED SCHOOL TRIPS

Definition: Educational experiences abroad or to areas more than 100 miles from Somers.

Guidelines: The District believes that school trips have instructional value and will consider supporting extended school trips provided they meet the following guidelines:

- Prior to initiating any discussion of proposed school travel or exchange programs with students, a preliminary written proposal must be thoroughly discussed with the department coordinator and approved by the Building Principal and the Superintendent of Schools. No fund raising shall take place prior to preliminary approval.
- School-sponsored overnight trips will be limited to middle school and high school groups, except for the outdoor education program at nearby camping facilities for elementary students. Requests for overnight trips must be made at least four months in advance of the planned event.
- Planning of all trips must begin far enough in advance of the proposed trip date(s) so that students who cannot pay the proposed cost have the opportunity to conduct approved fundraising activities.
- To the extent possible, it is expected that school trips will be scheduled within vacation periods to minimize the loss of instructional time. An additional day immediately preceding or following a vacation period may be granted by the Superintendent.
- If the trip extends beyond a vacation period, the number of students participating will be a factor in granting approval.
- The trip must directly relate to the sponsoring teacher's curriculum or coaches' program.
- While on the trip, student activities must reinforce, refine and/or extend school-based learning.
- The overall expense of the trip will be a factor in granting approval.
- The number of trips applied for within a given school year will be a factor in granting approval for any given request.
- Participating students must submit written parental approval and complete medical information. In addition, parents must submit a waiver of liability.
- The overall safety of the proposed trip location and of travel conditions will be a key factor in granting approval for extended trips. Should conditions change during the time between the approval of a trip and the actual date of departure, it may become necessary to cancel the trip and deposited monies may be forfeited.
- The teacher/coach must not profit financially from this trip.
Process: The teacher/coach/advisor must:

- Submit a written proposal to the Superintendent that addresses all of the required information at least four months prior to the proposed departure date.
- Provide a copy of all paperwork [flyers, packets, information, required forms] distributed to parents and students.
- Be available to meet personally with the Superintendent to answer questions and administration may have, if requested. The Superintendent's decision will be given to applicant within 30 days of submission. Final approval from the Superintendent will be rendered after details of student participation, confirmed itinerary and costs, chaperones and general parent support are finalized.

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