

## Student Travel

---

The Mead School District recognizes the value of travel experiences in the educational experience of students. While valuing these experiences, the District also recognizes its responsibility to ensure safety, equity and responsible planning for all school district sponsored trips.

For the purpose of this policy and its related procedures, student travel is divided into the following categories:

**School Sponsored Trip Definitions** – Trips that have gone through the appropriate approval process and are financed with budgeted or student raised school funds and are planned, promoted and conducted by school staff using school supplies, services or facilities. All school district policies, procedures, and rules apply during all phases of the trip.

1. **Regular Co-Curricular and Extra-Curricular Trips** – Trips that are included in a reoccurring annual schedule and are part of sanctioned activities (e.g., regular season and post-season athletic trips; sanctioned fine arts festivals and competitions).
2. **Regular Field Trips** – Trips related to club, leadership, or academic activities that involve no overnight stay.
3. **Extended Field Trips** – Trips related to club, leadership, or academic activities that involve overnight stays in Washington, Montana, Idaho, Oregon or British Columbia.
4. **Special Event Trips** – Co-curricular or extra-curricular trips that are not part of sanctioned regular or post-season schedules and involve overnight stays, substantial cost to the student and significant transportation and supervision issues. (e.g., band trip to a bowl parade, trips to national or regional student leadership conferences, or a wrestling team trip to a tournament in the mid-west). All trips to destinations outside of Washington, Montana, Idaho or Oregon all into this category.
5. **Academic Study Trips** – School sponsored academic trips that are supervised by school staff and result in educational credit for the student (e.g., government class trip to Washington, D.C.).

### **School Sponsored Trip Approval**

1. All trips must be well planned according to outlined procedures and must be appropriately budgeted, including a description of the funding source.
2. All school sponsored trips must be adequately supervised by school staff.
3. The planning for course related trips (i.e., required field trips) should include arrangements to provide financial help to qualified students.
4. Trips in Category 1 (Regular Co-Curricular and Extra-Curricular Trips) and Category 2 (Regular Field Trips) must be reviewed and approved by the building principal and/or activities/athletic director(s) for adequate planning, adherence to policies and procedures and identification of funding sources.

5. Trips in Category 3 (Extended Fields Trips) must be reviewed and approved by the building principal, activities/athletic director(s) and Director of Secondary Education or Director of Elementary Education (depending on grade level) for adequate planning, adherence to policies and procedures and identification of funding sources.
6. Trips in Category 4 (Special Event Trips) and Category 5 (Academic Study Trips) must be presented to the Board of Directors for approval. Prior to presentation to the Board the trip must be reviewed by the building principal and/or activities/athletic director(s) and Director of Secondary Education or Director of Elementary Education for adequate planning, adherence to policies/procedures and identification of funding sources.

**School Sponsored Trip Planning Considerations** - The evaluation of all school sponsored trips should include, but not be limited to, the following considerations:

1. Educational, co-curricular or extra-curricular value.
2. Safety, liability and political issues.
3. Supervision issues and plans.
4. Transportation issues and plans.
5. School attendance time lost.
6. Cost to the student and family of the student.
7. Cost to the school district.
8. Cost to the community due to fund raising efforts.
9. Waivers and health/medical information.
10. Communication Issues.

**Non-School Sponsored (Private) Trips** – Independent trips that are not approved, required or funded by Mead School District. These trips are often independently organized by school staff and/or involve school district students. Organizers of such trips must follow specific procedures to ensure that students and parents understand that the trip is not school sponsored, that the school district is in no way responsible for any cost or legal liability as a result of the trip and that school district policies, procedures and rules do not apply to the trip. There is no approval process since these are not school sponsored trips, but the building principal must be notified, prior to any trip promotion by a staff member, of any independent private trip organized by a staff member and involving school district students. School communication systems, supplies or equipment may not be used for the planning, promotion or conduct of such trips.

**Adoption Date: November 10, 2003**

**Revised: August 21, 2019**

**Revised: August 30, 2021**

**Revised: July 29, 2024**