No. 6160
SECTION: INSTRUCTION
TITLE: STUDENT TRIPS

ADOPTED: 7/22/97
READOPTED: 4/28/08;6/19/12;11/15/16;
10/15/19;2/21/23
REVISED: 5/25/04

OXFORD AREA SCHOOL DISTRICT

It shall be the policy of the Oxford Area School District to permit staff and students to participate in travel experiences which must be related to their educational program and provide other learning opportunities not normally associated with the school curriculum. Participation in these trips is voluntary and totally at the discretion and expense of the student and his or her parents.

For purposes of this policy, the trips defined herein are not considered field or school-sponsored trips and guidelines for field trips do not apply. By this policy the Board of Directors for the Oxford Area School District does establish that staff and students will be permitted to be absent from their responsibilities in the school district to participate in such trips without penalty or consequence. Guidelines for the scheduling and approval of such trips are as follows:

A. All requests for student or staff absences to participate in student trips must be approved by the Board of School Directors.

B. Requests for absences consistent with this policy must be made to the Board of School Directors no less than ninety (90) days prior to the date of the trip.

C. No commitments, financial or otherwise, shall be made prior to requesting approval from the Board of School Directors.

D. Staff members requesting absence from their responsibilities to conduct trips consistent with this policy shall use the following guidelines when planning such trips:

1. The frequency of scheduling trips shall be guided by the following:

   a. Trips which are a direct extension of classroom activity and integral to classroom learning may be conducted annually.
   b. Trips which are related to a curricular area and offer opportunities for enrichment in that area but are not integral to the classroom learning process may be conducted only on alternate years.
   c. Trips which are unrelated to a curricular area and are intended only to provide travel opportunities of an educational nature may be conducted once every four years.

2. Staff member absence consistent with this policy to conduct such trips shall be limited to a maximum of three (3) days.

3. For each trip planned and requested, only one (1) member of the professional staff will be excused to participate.

4. A staff member requesting approval of a trip and his or her absence under subsection D,1,c of this policy must use annually allocated personal leave time before any days of absence consistent with this policy shall be approved. If the annual allocation of personal leave time is not available, an equivalent number of days with pay loss must be taken before any days of absence consistent with this policy shall apply.

5. Staff absences for the purpose of conducting a trip as outlined in this policy will not be approved if a date of absence falls on a conference day, in-service day or during the first or last week of the school year.

6. A maximum total of four (4) such trips will be approved annually.

7. Trips conducted within the scope of this policy will be approved so long as a minimum of ten (10) Oxford Area School District students participate in the trip.

8. Requests approved by the Board of School Directors shall not be amended except that any change in plans requiring additional days of absence will require the use of personal leave or pay loss for those additional days.

9. Students participating in trips as defined in this policy are responsible for all school work missed while on the trip and must pursue with their teachers the process for completing the missed work.

10. The Superintendent of Schools shall develop procedures to implement this policy.