

**OUT OF STATE AND OVERNIGHT EDUCATION TRIPS**

The following shall serve as a guide for groups seeking permission for out-of-state and overnight education trips. Evidence of, or a short, concise comment on the requirements and content items is necessary for any request/proposal to be given full consideration.

1. Procedure

- a. The program (TRIP) proposal shall be submitted by the Principal to the Assistant Superintendent, Educational Services, who shall submit it to the Superintendent's Cabinet for review.
- b. Approval for out-of-country trips requires six months notice, or in situations where information is not available in that time frame, no less than 10 days after receipt of such information.
- c. Out-of-state trips require eight weeks notice, or no less than 10 days after receipt of information announcing the opportunity.
- d. The proposal, meeting the requirements and contents set forth below, shall be submitted to the Board no later than one month following notification to the Assistant Superintendent, Educational Services.

2. Requirements

- a. Prior to any fund-raising activities, and because fund-raising activities imply approval of the trip by the district, such preliminary approval shall be requested from the Board prior to beginning fundraising efforts. Final Board approval shall be requested prior to submission of irrevocable deposits/commitments related to the activity.
- b. The cost of the trip shall be borne by the participants. In cases of demonstrated need and "prior sustained interest\*," the group shall provide means for students needing financial assistance, such as fund-raising activities, or assistance in gaining employment.

\* "Prior sustained interest" is defined as attendance at 75% of the organizational meetings and written parental statement of interest. All copies are to be submitted with the application.

3. Proposal Contents

- a. An itinerary.
- b. Educational objectives.

**OUT OF STATE AND OVERNIGHT EDUCATION TRIPS** (continued)

- c. Statement of age appropriateness.
- d. Estimated cost (per participant and total for the group).
- e. Name of sponsoring agent and evidence that all local travel agencies were given the opportunity to bid on the trip. Proposed contracts with vendors shall be processed in accordance with applicable Board Policies and Administrative Regulation.
- f. Evidence of insurance.
- g. Specific dates of trip.
- h. Provision for substitute teachers if needed.
- i. Procedures for dealing with accident or injury.
- j. Examples of parent permission and release forms.
- k. Provisions for an appropriate number of chaperones.
- l. Transportation arrangements/cost.
- m. Participant group(s).
- n. Parent permission (form to be used), including behavior expectations for participants.

In advance of an education trip, teachers shall determine educational objectives that relate directly to the curriculum. Principals shall ensure that teachers develop plans that provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.