

1. General Guidelines - Extended Field Trips

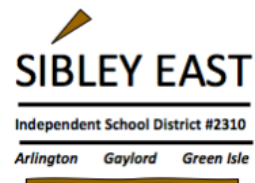
- A. All extended field trips are optional for students. Student participation or lack thereof shall not be subject to, or affect, the classroom grade.
- B. All costs will be assumed by participants. Donations and approved fundraisers will be accepted.
- C. The school board acknowledges and appreciates financial contributions of booster clubs and similar organizations in providing extended trip opportunities for students.

2. Preliminary Approval

- A. Preliminary approval must be granted prior to announcement of the trip to students or parents. It must include the education/activity objectives for the proposed extended field trip.
- B. Preliminary approval requires the principal and superintendent signature.
- C. Preliminary approval authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

3. Formal Approval

- A. After securing preliminary approval, an extended trip request form must be completed and approved at each level: teacher/advisor, principal, superintendent, and school board.
- B. It must be approved before any contracted arrangements are made or any trip-specific fundraising occurs.
- C. The contract(s) with providers and agents must be approved by the Business Manager in consultation with the teacher/advisor.
- D. Parents, guardians, students 18 years and older, and adult participants will be required to sign a district permission form authorizing participation and accepting the conditions under which the trip was approved.
- E. A detailed itinerary and complete roster of participants and chaperones, including the home addresses, phone number and emergency contacts, shall be filed with the Business Manager 14 days before departure. Any changes prior to departure must be reported to the Business Office.



4. Regulations

- A. Rules of conduct and student discipline shall apply to all student trip activity.
- B. The school administration shall be responsible for providing to trip organizers detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.
- D. An appropriate number of adult chaperones shall be provided for the activity. Chaperones shall be selected by and are under the supervision of the teacher/advisor.
- E. Academic Eligibility standards for participation apply to field trips requiring student absence during school days. Student/Parent contributions for trip expenses will only be refunded if the district does not experience a financial loss.
- F. Persons who have made payments and do not go on the trip will receive refunds only to the extent that the district does not experience financial loss.
- G. Reasonable accommodations for students with disabilities shall be provided.
- H. Participants who violate trip regulations may be sent home from the extended field trip at the parent's expense.

5. Trips not sponsored by the school district

- A. Booster organizations or individuals may organize and fund trips that the school district does not sponsor. The school district encourages such trips for the purpose of enhancing the educational opportunities of students, subject to the following:
- B. Since such trips are not sponsored by the school district, the school district will not be involved in funding for the trip, nor will it assume any liability or responsibility for the participants.
- C. Organizers of such trips shall clearly inform students and parents that the trip is not sponsored by the school district.
- D. Other than incidental time and supplies, the organizers shall not use school time or resources for preparation, communications, or organization of fund-raising.
- E. If any school time is to be missed by student participants, parents must arrange to have their child excused according to normal building procedures.
- F. If any work time is to be missed by staff, it shall be unpaid; however, personal leave days may be used, if available, in accordance with the applicable labor agreement.
- G. As a courtesy to the district, it is requested that the organizers inform the principal and superintendent of the planned trip, including destination, purpose, dates of trip, and nature of fundraising efforts, if any.