

CODIFICATION REFERENCE NUMBER: 2340

DATE: May 3, 2004

DISTRICT SPONSORED TRAVEL-STUDY TRIPS

RESPONSIBILITY:

Plans for district-sponsored overnight trips are cooperatively developed by the administration and staff and approved by the Superintendent and Board of Education. School sponsored groups shall accept no invitation to participate in an overnight trips activity without the prior approval of the Superintendent and the Board of Education. Proposals for school or district sponsored trips should be submitted to the Board of Education by the Superintendent approximately two months prior to the date of the trip.

PROCEDURES:

Staff members initiating requests for travel-study trips are required to adhere to the following time frames:

Step One: Submission of Proposal for Overnight Trip

The staff member shall submit to the building principal a proposal for the trip which will include the following:

- a. A statement of the objectives of the trip and an outline of anticipated educational experiences and/or the course of study to be followed;
- b. An itemized statement of basic costs to students, usually including transportation, meals and accommodations, with evidence that the fees charged are competitive for the services provided (Other anticipated expenses not included in the basic costs should be listed.);
- c. An itemized statement of all costs to be paid by each chaperone.
- d. A statement of expenses (if any) not included in the basic costs as appropriate to the trip, such as required inoculations, passport and visa expenses, costs of a personal nature, and optional trip insurance;
- e. Procedures for maintaining financial records for the purpose of auditing;
- f. Description of transportation arrangements with the following assurances:
 1. All students are transported as a group and individual students are not

- permitted to drive or ride with a fellow student in a privately owned vehicle;
2. When public transportation is required, only a government-approved carrier with a certificate of insurance will be employed.
- g. Identification of accommodations to be used with assurance that they satisfy the following criteria:
1. Are nondiscriminatory;
 2. Have adequate health and safety standards;
 3. Are adapted and suitable for the handicapped.
- h. The detailed itinerary including departure, travel schedule, and return. (Unanticipated absences from school related to the trip will be subject to review by the Superintendent).
- i. The names of professionally and personally qualified individuals who will serve as chaperones.
- j. Identification of a travel agency, if appropriate, and evidence that the agency satisfies the following criteria:
1. Has experience in handling school groups;
 2. Can provide proof of satisfactory service;
 3. Can provide customer references;
 4. Has well-defined procedures for handling personal emergencies of the participants;
 5. Can provide a surety bond guaranteeing all arrangements, such as transportation, meals and accommodations at the contracted cost;
 6. Can provide documentation of insurance.
- k. Orientation plans for parent/guardians and pupils, including written information concerning the program such as that listed below:
1. The aims and objectives of the program of travel;
 2. The standards of conduct established for the program, including a statement of "Zero Tolerance;"
 3. The responsibilities pupils assume by participating in the program;
 4. The basic cost of travel, meals, accommodations, and other expenses not included in the basic fee;
 5. Travel arrangements, overnight accommodations, if appropriate, and the itinerary;
 6. Arrangements for coping with illness, accidents, and other emergencies;
 7. Need for special equipment and clothing;
 8. Parental disclosure/consent forms have been distributed.
- l. Information Regarding Chaperones: Only certificated teaching staff members shall assume direct responsibility for student supervision. Teaching staff members may be

assisted in their supervisory functions by properly approved teacher aides and by parents/guardians and other adult, non-certificated chaperones approved by the principal. The principal will determine the ratio of total chaperones to students based on the nature of the students and type of trip proposed. As a general guideline, a maximum ratio of 10 students per adult is preferable. At no time throughout the full duration of the trip may alcohol be consumed by chaperones, whether staff members, parents or other adults.

- m. Selection criteria is developed by the teacher and principal to include, but not be limited to, the following:
1. Student achievement;
 2. Student behavior;
 3. Student attendance.

Step Two: The principal will review and approve or disapprove all school-sponsored trips and assure that every effort has been made to provide stimulating learning experiences, and assure that all reasonable provisions are made for the safety of the pupils. The principal will forward the approved proposal to the Superintendent.

Step Three: The Superintendent will review the proposal. If approved by the Superintendent, the proposal will be submitted to the Board of Education for action. The staff member initiating the request will be notified of the decision by the Board of Education.

Step Four: Upon return, the staff member shall complete the Report of District Sponsored Travel-Study Trips form and submit one copy to the Principal and one copy to the Superintendent within two weeks.