

## **ATHLETIC TRIPS, FIELD TRIPS, EXTRA CURRICULAR AND OFF CAMPUS TRAVEL**

The field trip is an organized and integral part of the instructional program that takes place outside the regular classroom and requires leaving the school grounds. Field trips are accepted as important resources that contribute to a strong program of instruction in many areas of the curriculum.

The athletic trip is an organized team activity that will enhance the performance of the athletes and the team.

Extra-curricular trips may require significant fund raising or out of pocket expenses and may not include all students. Extra-curricular trips must also go through the local/in-state trip process.

There are two classes of field trips: (1) local, in-state trips and (2) longer trips, which include out-of state, overnight and out-of-country field trips. In addition there are non-sanctioned trips and excursions. Any trips that have not been approved by the Superintendent or the Board will be considered non-sanctioned trips or excursions.

All trip incentives will be used to defray the cost of the individual organizing the trip, chaperones and/or students participating.

### **Local/In-State Trips**

- A. Must:
1. Be approved by the Superintendent or designee
  2. Have written parental notice for student's participation in trips that are within the school day.
  3. Demonstrate relevance to curriculum objectives (not required for athletic trips)
  4. Have a minimum one-to-ten ratio of adult chaperones to students (unless otherwise authorized by the Superintendent)
  5. Have written parental consent for the student's participation if the trip extends beyond the regular school day.
  6. Consult with school nurse regarding medications, special needs.
  7. Inform cafeteria staff of meal plans.

### **Overnight, Out of State and Out of Country Field Trips**

- A. Require Board approval for each trip, including recurring trips, and organizers must furnish the following information:
1. Objectives of the proposed trip and the anticipated learning outcomes

2. Specific learning activities to be experienced during the trip
3. Number and grade(s) of students
4. What are the criteria for selecting students (not applicable to curriculum based field trips)
5. If the trip is fully enrolled, maximum number of students who can go
6. Formula, if any, for financial assistance, including how much will be fund-raising
7. Cost per pupil
8. How much fund-raised and how much contributed by pupil
9. How will funds be raised
10. Transportation to be used
11. Itinerary
12. Dates of trip
13. Times of departure and return
14. Arrangements for meals and lodging
15. Names of proposed adult chaperones (minimum one-to-ten ratio required)
16. Plans for providing parents and chaperones with information
17. Plans for emergencies
18. Plans for inclement weather
19. Plans for parental approval
20. Plans for student's accountability for behavior

### **Non-Sanctioned Trips and Excursions**

Travel that is not an integral part of the instructional program and has not been approved (sanctioned) by the Superintendent or Board in compliance with this policy will be considered a non-sanctioned trip or excursion.

Non-sanctioned trips are any trips or excursions organized by District employees, parents, non-school groups, community members or others, acting independently of the schools. These trips involve students on a voluntary and self-supporting basis, are not approved by the Board, and are not part of or associated with the curriculum, co-curricular, or extracurricular activities. All responsibility for non-sanctioned trips and excursions lies with the individual(s) or group(s) sponsoring and organizing them.

To minimize the impact of these trips on the instructional program and operation of the schools, the Board strongly encourages organizers/sponsors to schedule non-sanctioned trips during weekends and/or vacation periods. If travel arrangements result in missed school days, normal procedures for staff and student absences will be followed.

Individuals or groups who wish to use the schools for the purpose of publicizing trips or recruiting participants must submit a request following the same procedures required of other individuals or non-school groups requesting use of school facilities or wishing to distribute

literature. Recruitment is prohibited during instructional time and during the employee's workday.

RSU #2 is not responsible or liable for non sanctioned trips.

Non-sanctioned trips must not represent themselves as school functions or as related to, or an extension of, instructional, co-curricular or extracurricular programs.

While private activities of staff cannot be regulated by the school, it is the responsibility of any staff engaging in such trips or activities to notify the parents of the participating students this outside event is not a school activity but a private volunteer excursion undertaken by that teacher or staff member.

First Reading: January 6, 2010

Adoption: February 3, 2010

Revisions Approved: 11/7/13; 7/10/18