

## INSTRUCTION

Series 300

Policy Title ... SCHOOL SPONSORED EXTENDED TRIPS Code No. 352.1

The Superintendent shall establish administrative guidelines for school sponsored extended trips.

Proposals for extended trips shall be made to the School Board upon recommendation of the Superintendent. Extended trips include any one of the following characteristics; trips of more than 150 mile radius, tours to a foreign country, overnight trips, trips that involve fund raising.

All proposals for school-sponsored extended trips shall be presented to the building principal and the Superintendent prior to any formal discussion with students or any public announcements.

No fund raising activities for an extended trip may occur before trip approval is granted.

First Reading: August 12, 1996  
Second Reading: September 9, 1996  
Adopted: September 9, 1996  
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ADMINISTRATIVE REGULATIONS  
SCHOOL SPONSORED EXTENDED TRIPS

Code No. R-352.1

Supervision shall be provided in the ratio deemed appropriate for the nature of the trip and the age and maturity of the students.

A request for a school-sponsored extended trip should be submitted a minimum of 90 days prior to the trip, [exceptions to the 90 day rule may be granted by the Superintendent] and include the following information as appropriate to the activity:

- a.) An explanation of the instructional purposes of the trip and how it complements district curriculum objectives.
  - b.) The length of time for travel including departure and return times and dates. Every attempt should be made to schedule trips during vacation periods.
  - c.) Approximate number of students.
  - d.) An explanation of all financial arrangements.
  - e.) The cost of the trip per participant and what is and what is not included in the price.
  - f.) A count of the number of free transports, if any are furnished, and to whom they will be granted.
  - g.) A list of the names of chaperons who will accompany the students. The trip organizer is to be an employee of the Burlington Area School District. Additional supervisors are to be adults approved by the Superintendent.
  - h.) Evidence of insurance coverage and transportation by a bonded carrier.
  - i.) Deadlines for forfeiture of deposit if a student signs up for a trip and then decides not to participate.
  - j.) A list of fund raising activities and/or organizations that will be solicited for support.
  - k.) List of references of the contract company.
  - l.) Specific rules governing the trip.
6. All students participating in extended trips are expected to abide by trip conduct rules and school regulations. Any student violating such rules will be subject to disciplinary action. Severe infractions during the trip may result in the student being sent home at parents' expense. A parent meeting shall be held to explain the nature of the trip and appropriate conduct. A letter explaining the rules shall accompany the parent permission form. The letter shall include a-k listed above and the consequences for severe infractions listed in this paragraph.
7. Student participants will furnish written parent permission and medical emergency information, along with authorization for medical care and private insurance carrier information prior to the extended school trip.

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