

## EDUCATIONAL PROGRAM

### Series 600

#### ADMINISTRATIVE REGULATION STUDENT TRIPS AND EXCURSIONS      No. 606.5R1

**Definitions of Trips and Excursions:** (also see Exhibit 606.5E1 JCSD Decision Making Matrix for Trips)

- A. School Sponsored Trips:** A building principal or the Activities Director or Assistant Activities Director may authorize in-state trips and excursions. The school district will provide bus transportation and a substitute teacher if one is needed.

In authorizing field trips and excursions, the building principal or the Activities Director or the Assistant Activities Director will consider the financial condition of the school district, including their site-based building budget, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant to the activity. Written parental permission will be required prior to the student's participation in field trips and excursions.

Field trips and excursions are to be arranged with the building principal or activities director well in advance. A detailed schedule and budget must be submitted by the employee to the principal or the Activities Director or the Assistant Activities Director, along with the request for authorization of the field trip or excursion. Following field trips and excursions, the employee may be required to submit a written summary of the event or make a presentation.

For school supported trips where participation is required, all costs will be paid by the school district. Transportation costs paid by the school district are equivalent to school busing costs. Any transportation costs in excess of school busing costs will be paid by the organization or student activity.

Trip supervision shall consist of Johnston Community School District staff and may include chaperones approved by the principal. Only individuals with satisfactory background checks will be permitted to be chaperones. Preferred practice is students should be in presence of Johnston Community School District staff.

- B. District Sponsored Trips:** The Board may authorize principal or Activities Director/Assistant Activities Director requested out-of-state overnight trips and excursions when such events require students to miss school and contribute to the achievement of education goals of the school district. In certain instances the school district may provide for a substitute teacher if one is needed and information in regard to planning and fundraising efforts will be allowed using family email along with staff time and school facilities – see Exhibit 606.5E1 JCSD Decision Making Matrix for Field Trips and Excursions.

1. **National Trip:** Any out-of-state school trip which requires missing multiple school

days and is initiated as an extension of the educational program or school sponsored activity. Cost of substitutes may be incurred by the school district. Only students in grades 6-12 are eligible to participate in national trips.

If an academic individual or team, as a result of in-state competition, qualifies for national competition, the District will support this competition, as stated in Board Policy 604.11.

For school district supported national trips where participation is required, all costs will be paid by the school district. Transportation costs paid by the school district are equivalent to school busing costs. Any transportation costs in excess of school busing costs will be paid by the organization or student activity.

Trip supervision shall consist of Johnston Community School District staff and may include chaperones approved by the principal or the Activities Director or the Assistant Activities Director. Only individuals with satisfactory background checks will be permitted to be chaperones. (See Decision Making Matrix for Volunteer Background Checks.) Preferred practice is students should be in presence of Johnston Community School District staff.

2. **International Trip:** Any school trip that includes travel outside of the United States which requires missing multiple school days and is initiated as an extension of the educational program or school sponsored activity. No costs, other than substitute costs connected to foreign language trips during the school year, might be incurred by the school and/or school district. Only students in grades 9-12 are eligible to participate in international trips. The Board may elect not to sponsor international trips, even when related to the educational program. If no sponsorship or approval is provided, the trip will be treated as a non-district sponsored trip.

Trip supervision may consist of both Johnston Community School District staff and chaperones approved by the principal or the Activities Director or the Assistant Activities Director. Only individuals with satisfactory background checks will be permitted to be chaperones. (See Decision Making Matrix for Volunteer Background Checks.) Preferred practice is students should be in presence of Johnston Community School District staff.

- C. **District Affiliated Trips:** The Board may support, without authorization, trips and excursions that take place outside of the school calendar (non student days, students are not allowed to miss school) when such events contribute to the achievement of education goals of the school district. School and district family email information along with staff time and school facilities will not be allowed. No costs may be incurred by the school district.

Information in regard to planning and fundraising efforts will be allowed - see Exhibit 606.5E1 JCS D Decision Making Matrix for Field Trips and Excursions – and may include only the following information:

1. Overview of the trip, including dates, locations, estimated costs, and purpose;

2. Request for private email address to receive additional information;
3. Notice that the trip is a non-district sponsored trip;
4. Name of the commercial agency coordinating the trip.

Employees engaging in a private venture, cooperating with, receiving benefit from, or serving as agents for a commercial agency, will not use school work time, classrooms/school facilities, materials or other district resources to promote, plan, organize or recruit students for the non-district sponsored trip.

If an employee cooperates with a commercial agency in organizing such a trip during a school vacation period, the employee will provide participating students and their parents/guardian(s) with a disclaimer that states the trip is a non-district sponsored event and not endorsed by the district.

Expenses for necessary substitute teachers cannot be paid for by district funds. Compensatory time will not be granted to individual employees engaging in non-district sponsored trips. There are no district paid expenses.

- D. Non-District Sponsored Trips:** The Board cannot accept responsibility for non-school sponsored trips. Non-school district supported trips may not occur during school time, and; therefore, shall not be planned during school time. No school resources including but not limited to school equipment, staff time and/or school facilities will be used to communicate information regarding these trips.
- E. Exceptions:** The Superintendent is empowered to make recommendations to the Board for trips and use of resources not covered in rules stated above. This will be done only in unusual situations, particularly trips that combine education and social experiences or trips of long distances.

## **Required Planning and Procedures for School Supported, District Supported and District Affiliated Trips**

### **A. Required Pre-Travel Planning:**

- 1. Approvals and Sharing:** Any approvals or sharing required by the school principal, Activities Director, Assistant Activities Director, and/or Board are to be completed before sharing with students and families by trip sponsors and school staff. For national, international trips or out-of-state school district affiliated trips, The Trip Request Form should be submitted at least 6 months prior to the extended trip date or at the District Administrator's discretion. When this is not possible, such as a trip based on competition during the year, the request should be submitted at least 4 weeks prior to the proposed trip. The principal will forward the form to the Associate Superintendent's office to submit to the Board for sharing/approval. Trip Requests should specify how the trip will benefit students in a way not possible in the classroom, how the trip fits into the curriculum, and how the teacher will follow up on the trip afterwards.

The following information shall be included in the Trip Request forms for “regional”, “national”, “international” and “out-of-state school affiliated” trips:

- a) The date, destination and purpose of the trip, as well as how it enhances educational objectives;
- b) The number of students participating and the names of the staff and chaperones involved; (information for any required background checks will be provided to the Human Resources department before the trip occurs);
- c) The cost per child of the trip and the means by which the requirements are to be met (i.e. fundraising);
- d) Copies of contracts with carriers and travel agency and evidence of insurance for the carrier (if one is used);
- e) Provide to the Board of Education copies of the written itinerary including locations, phone numbers, and estimated time of arrival at each location;
- f) Provide proof of attendance for all students, guardians and attending staff at one orientation meeting (minimum) where the information regarding the trip will be covered. These meetings should highlight the following; role and guidelines of chaperones, travel and packing trips, medical and health concerns, modes of transportation, hours of departure and return. Also, review background information pertaining to upcoming cultural differences that a student and/or faculty may experience while visiting a foreign country. Remind participants to carry sufficient personal medication supplies and physician documentation for medication to last the length of travel or to replace medication lost during the trip;
- g) Parental permissions and travel waivers;
- h) Upon completion of the trip, the leader will file a written report with the Associate Superintendent and building principal, Activities Director, Assistant Activities Director, or supervisor for any unusual incidents during the trip.

**2. Safety Assurances:** The staff member in charge shall assure:

- a) the safety and well-being of students are protected at all times;
- b) parental permission is sought and obtained;
- c) event is properly planned, and it integrated with the district approved curriculum and/or other established learning goals;
- d) each event is properly monitored;

- e) student behavior is monitored and complies with the Student Code of Conduct, sharing any issues immediately with the school principal or the Activities Director or the Assistant Activities Director;
- f) a copy of each participating student's emergency medical information is provided by the school nurse and accessible during the event;
- g) the trip coordinator, prior to leaving, must check with the US Department of State to ensure the travel destination is a safe place to visit;
- h) District emergency preparedness processes and crises response plans are reviewed and understood.

- 3. Supervision:** Adequate adult supervision (recommended minimum 15:1, 10:1 for international trips with final supervision ratio determined by the building principal or the Activities Director or the Assistant Activities Director to ensure adequate supervision based on the nature of the trip and the age of the students.) For overnight trips supervisors shall consist of the teacher/supervisor, other staff members and/or parents, unless waived by the Associate Superintendent. Preferably supervisors should represent all genders attending the trip. Only individuals with satisfactory background checks will be permitted to be chaperones.

All chaperones must have current background checks on file at the district office and be approved by the Director of Human Resources.

All chaperones must travel to and from the sites with students. Chaperones must refrain from using alcohol and controlled substances at all times. Chaperones must refrain from using tobacco products in the presence of students on school property and other smoke free facilities. Chaperones must follow emergency procedures as outlined by the staff supervisor.

- 4. Fundraising:** Fundraising activities may be used to defray the cost of a trip. A list of fundraising activities and/or organizations that will be solicited for support must be submitted with the Trip Request Form. Students involved in fundraising activities must fully realize that optional trips for which they are raising funds are tentative until approved by the Board.

All trip costs must be budgeted in advance of trip approval. Travel, lodging, meal expenses, and substitute teacher cost, if any, shall be considered part of the total cost of the trip. Costs and resources to be used must be outlined as part of the Trip Request Form. School supported extended trips cannot make a profit. Money collected for trips must meet the expenditure of the trip.

Money deposited will be forfeited if a student signs up for an extended trip, then decides not to participate in the trip after deadlines for dropping have passed.

Also, see Policy 504.5 and Administrative Regulation 504.5R1 Student Fundraising.

- 5. Participation:** Student participation in non-local school supported extended trips shall be voluntary. No student will be subjected to retribution if he/she chooses not to participate. The sponsor of the trip should make every effort to aid children who would find such an expense a hardship. This should be done unobtrusively so as not to embarrass the child involved.
- 6. Scheduling:** Every attempt must be made to schedule trips during vacation or non-school periods. If travel arrangements necessitate that school days are missed, the administration may approve staff and student absences. Extended trips which take place while school is in session will be limited to a maximum of three regular school days. The Board directs the school administration to make every effort to limit extended/international trips to those times when school is not in session. An anticipated amount of the school time lost must be included on the Trip Request Form.
- 7. Parent Permission and Medical Information:** Student participants will furnish written parent/guardian permission and medical emergency information, along with authorization for medical care, prior to the extended trip.
- 8. Student Conduct:** All students participating in any trip or excursion are expected to abide by trip conduct rules, regulations and the rules of the school district. The signed Rules and Expectations of Student Conduct Forms must be on file. Any student violating such rules will be subject to disciplinary action up to and including being sent home at the expense of the parent/guardian. A designated adult must accompany the student home at parent/guardian expense.
- 9. Participant List:** A list of trip participants will be on file in the principal or the Activities Director or the Assistant Activities Director's office 30 days before departure. The list will be distributed to the staff and attendance office at this time (dates of trip to be included) if there will be school days involved.

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