

SECTION 523 STUDENT TRAVEL PROGRAMS

The School Board may approve travel study programs, out of state trips, (trips involving an overnight stay) within the constraints of Board policy and the following guidelines:

1. Any initial request for travel study programs shall be made to the School Board through the building principal prior to any formal plans being made.
2. Any individual or group requesting a travel study program shall subsequently submit a detailed plan to the principal, who shall review it with the district administrator. The plan shall include at least the following information:
 - a. An explanation of all financial arrangements.
 - b. Financial assistance through fund raising, government grants, or other sources used to offset costs and to provide assistance to students who demonstrate financial need.
 - c. The cost of the trip per participant and what is NOT included in the price.
 - d. The length of time for travel including departure and return times, dates, distances, and modes of travel.

Every attempt should be made to schedule travel study programs during vacation periods. If travel arrangements necessitate that school days are missed, the district administrator may approve faculty and student absences provided that, in his/her judgment, the school time missed is within acceptable limits.

- e. A list of the names and number of chaperones who will accompany the students. The travel study program organizer and traveling supervisor(s) are to be employees of the district.
 - f. Evidence of insurance coverage.
3. The district administrator shall use discretion when considering details for a specific travel study program. However, it is expected that:
 - a. The ratio of students per chaperone on the travel study program shall not exceed 15 to 1 without approval.
4. The School Board approves travel study programs.
5. Following School Board approval, the district administrator shall inform the building principal and travel study program supervisor(s) of the Board's action.

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6. A preliminary list of participants should be provided to the building principal 30 days before departure, along with any changes which may have occurred in the information above. All later changes must be reported.
7. Parents/guardians must submit signed permission to the principal's office in order for a student to be excused from school to participate in a travel study program.
8. All students participating in travel study programs shall be expected to abide by program conduct rules and regulations, as outlined by the supervisors, and the rules of the school, as outlined in the student code of conduct handbook and activity handbook. Any student violating these rules shall be subject to disciplinary action.
9. Teachers have the right to set minimal competency levels for participation if they deem them appropriate.
10. The travel study program organizer will set a minimum level of competency to be maintained by the participating student. Prior to the trip, parents/guardians, along with the individual student, will sign a consent form agreeing to the terms as established by the specific travel study program organizer. It is the individual student's responsibility to maintain this level of competency prior to an up to the date of trip departure. If this level of competency is not maintained, the individual student's participation in the travel study program may be terminated.
11. If unusual circumstances occur during the travel study program, the district administrator shall be notified by phone as soon as possible. The district administrator and travel supervisor(s) shall determine if parents or others need to be notified of the unusual circumstances.

1st Reading - March 31, 1997
2nd Reading - April 7, 1997
Approved - April 7, 1997