

Policy IJOA - TRIPS

The West Bath School Administrative Unit (WBSAU) Board of Directors recognizes the importance of school-sponsored trips as a means of reinforcing and enhancing the curriculum and as a vehicle for encouraging and supporting student participation in academic and athletic competitions. Trips in and beyond the community give a direct learning experience and may provide practical application to the student.

Types of Trips

A field trip is a planned educational activity in which a class or group of students leaves the school grounds for the purpose of continuing, extending or enriching the instructional program as an integral part of the curriculum. The trip should be designed to stimulate student interest and inquiry and provide opportunities for social growth and development. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the students, and opportunities for the students to assimilate the experience during and at the conclusion of the trip.

Any activity that involves an overnight stay and/or out-of-state travel must have Board approval.

Extracurricular or co-curricular trips are trips that do not replace regular classroom instruction, are taken by a district recognized group or organization, and may not include all students (i.e. community volunteer activities).

An international trip is an organized activity that is directly related to the curriculum (i.e., language and culture studies, exchange programs, etc.).

International trips may be special in nature and may include group language study in a recognized foreign institution.

Overnight/Out-of-State/International Travel

All overnight trips and out-of-state or international trips must have the approval of the Principal/Superintendent, and the Board of Directors. All students who participate in an overnight trip must provide proof of health insurance. In addition, students who participate in international trips must provide proof of proper travel documents, proof of international health coverage and proof of emergency evacuation insurance.

Trips not specifically approved as a WBSAU field trip, competition trip, co-curricular or extra-curricular trip and/or international trip will not be covered by the District's liability insurance or District Legal Counsel.

Non-sanctioned Trips

Non-sanctioned trips are trips that are not an integral part of the instructional program and have not been authorized by the Board. 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. Non-sanctioned trips may not represent the school and/or WBSAU in any manner.

Recruitment and planning of non-sanctioned trips is prohibited during instructional time and during the employee's regularly scheduled workday. Non-sanctioned trips must not represent themselves as school functions or as related to or an extension of instructional, co-curricular or extracurricular programs including, but not limited to, any use of school logo. 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 that this outside event is not a school activity and that it is a private volunteer excursion undertaken by that teacher or staff member. Trips not specifically approved as a WBSAU field trip, co-curricular or extra-curricular trip, or international trip will not be covered by the District's liability insurance and the District Legal Counsel.

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.

Application for Authorization for Sanctioned Trips

All trips will have specific information forms filled out and returned to the appropriate administrators within the deadlines required.

A specific budget will be developed for such trips; funds needed beyond those budgeted may be raised through approved fundraising activities. In addition, a reasonable fee may be collected from each student. Provisions for covering such fees shall be made for those students unable to pay for a WBSAU sanctioned trip. All money must be collected prior to departure

Parental Permission

Any trip requires parental/guardian-signed permission form with emergency contact, and medical information forms that will be confidential.

Parents/guardians and students will also receive written expectations that the Code of Conduct and all disciplinary action available to school officials will be in force during the trip. In the case of major infractions of school rules, parents may be notified during the trip and, depending on the

seriousness of the infraction, may be required to pick students up at the trip location.

Principals: Responsibilities for Academic Activities and Field Trips

Principals shall make every effort to assure that pupils are not removed from academic subjects for non-academic activities unless in the judgment of the Principal the activity is in the best interest of the students.

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Second Reading: 08/17/16

Adoption: 08/17/16