

352 - CO-CURRICULAR/CURRICULAR TRIP

The School District of Auburndale recognizes the importance of co-curricular/curricular trips as part of the learning process for students. All student trips shall follow district guidelines and require district approval. Approved educational student field trips shall be school district supported in accordance with this policy.

Criteria Used For Approval of Trips

Prior to District approval, school trip proposals will be examined for educational value, appropriateness, student safety, and proper organization. The District shall consider the following factors in determining whether the trip shall receive approval.

Educational Value

1. Will the trip provide students with a learning opportunity which could not be accomplished in the regular school setting?
2. Will the trip provide the students with firsthand knowledge that will contribute to the District's established curriculum? (Provide examples)
3. Are there educational goals and objectives established for the trip?
4. How will the educational value of the trip be measured?
5. Is the class make up plan acceptable in accordance with the educational value in cases where the trip will take participants away from regular class time?

Appropriateness of Trip

1. Is the trip appropriate for the age and experience of the participants?
2. Are the number of students and their behavior history worthy of such an experience?
3. Are the number of chaperones accompanying the participants sufficient?
4. Is the quality and experience of the chaperones satisfactory?
5. Has there been any previous problems with this type of trip or is there any possible problems that would cause the trip to be viewed negatively?
6. Is the trip acceptable to community standards?

Student Safety

1. Will the trip place students in any unreasonable danger?
2. Will students and parents/guardians be instructed of possible dangers and precautions to be taken?
3. Will supervisors and chaperones exercise an acceptable degree of care in watching over the participants?
4. Is there an organized plan in place to deal with any possible anticipated or potential dangerous problems or situations?
5. Is there adequate school insurance to cover the participants?
6. Are the transportation plans and transportation vehicles considered safe?

7. If overnight trip, is lodging safe and acceptable?
8. Are good healthy meals in the plan?
9. What is the plan to meet any medical or special medical needs of individual participants?
10. Is individual student medical emergency information readily available?
11. If trip is over 300 miles or requires an overnight stay, have arrangements been made to carry along student individual medical records containing any health concerns, emergency numbers, name of personal doctor, and a permission slip to treat?

Organization

1. Is the trip well planned?
2. Are there any conduct rules or prerequisite for participants acceptance to participate in the trip?
3. Is the selection of participants fair?
4. Does the scheduling of the trip conflict with any other more important scheduled student activity?
5. Is the individual cost to students reasonable?
6. Are parent/guardian permission slips going to be used?

Financial Plan

1. How will the trip be financed?
2. Is there a prepared budget listing costs to the school district (transportation, substitute staff, meals, lodging, staff chaperones/advisors, etc.), students, and parents/guardians?
3. If fund raisers are being planned, are the fund raisers considered at an acceptable level or too demanding on the community?
4. Have any funds to cover the cost of the trip previously been placed in the school budget?
5. Are costs of the trip reasonable and do they logically fall in line with the actual educational value of the trip?

Guidelines For School District Student Trips

Approval of Student Trips

1. All student trips require board approval or administration approval.
2. The school board must be informed of all administration approved student trips.
3. Student field trips already approved in the budget may be approved by the administration and shall not require additional board approval. These trips will be reported in administrative reports by administrator approving the trip.
4. Student field trips not in the annual budget with no overnight student stay that are not being supported with school district budget funds may be approved by the administration. These trips will be reported in administrative reports by administrator approving the trip.

5. If the proposed trip is not in the school budget or will require district funds not covered in the school budget, the trip and unbudgeted financial support requires board approval. If the trip is not in the budget and requires no school district financing, the school administration may approve the trip with all information being communicated to the school board.
6. All student trips involving WIAA athletic teams advancing in tournament competition will require only administration approval.
7. Student trips involving non athletic competitors advancing in competition will require only administration approval. In these specific cases, any additional funding exceeding \$500.00 from the school district budget will require school board approval. Additionally in these cases, only the actual competitors or students officers and advisors will receive district financial support.
8. Trips exceeding three hundred miles in distance one way **and/or have an overnight stay** will require school board approval.
9. Trips requiring substantial school budget funds not previously approved in the school budget will require school board approval.
10. In the case of trips over 300 hundred miles or requiring an overnight stay, the student participants are encouraged to write a thank you note and/or present a report to the school board.

Parent/Guardian and Student Information

Parents/guardians and students must be informed of the necessary information concerning the trip.

1. Place to be visited.
2. Means of transportation.
3. Date or dates of trip.
4. Departure and return time.
5. Educational purpose of trip.
6. Any fixed cost per student.
7. If a permission slip is required and the date the permission slip is due.
8. Need for a communication of any medical problems that the school personnel should be aware of or understand.
9. Any special clothing needed.
10. Any special telephone numbers where the parent/guardian can call with any concerns.
11. The size of the group of students and chaperones participating on trip.
12. The amount of spending money that the student may wish to bring.
13. Plan of the trip. (transportation, lodging, meals, etc.)
14. Expected conduct and possible discipline consequences.

Adopted: January 31, 2001

Revised: July 20, 2016