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Revised
First Reading

Joint School District No. 2, Meridian

STUDENT PERSONNEL

Series 500

Policy Title Student Tours, Excursions and Overnight Trips Code No. 503.70

The following educational goals and objectives are an integral part of the "Statement of Philosophy" of the board of trustees and administration.

1. Strive to meet individual needs of students.
2. Prepare students mentally, emotionally and physically to meet the challenges for their world.
3. Give each student the tools he/she needs to succeed in future vocational and academic endeavors.
4. Develop in each student good citizenship, patriotism, respect for others and their beliefs, temperance and good health habits.

Field trips, competitive events and cultural excursions should be consistent with the educational goals and objectives of the district.

The financial impact of the total school community should be considered before starting any fund raising activities. All fund raising activities must be in compliance with Policy Code No. 1002.20 (Fund Raising Activities).

These same activities should be scheduled as much as possible during after-school hours and on non-school hours such as weekends and spring break so that absence from other instructional programs is kept to a minimum.

Staff members shall not accompany commercially sponsored tours if their absence requires the school district to place the instructional programs in the hands of a substitute teacher.

GUIDELINES:

1. The maximum number of school days missed shall be two (2) consecutive days, up to a maximum of five (5) days per semester.
2. Every effort must be made to insure that no student is excluded because of inability to meet financial requirements. The cost to the student/parent/school shall not exceed \$400 per student per trip including fund raising. The \$400 can be out-of-pocket or can be defrayed through approved fund raising activities.
3. All groups must be adequately supervised with a minimum of one (1) adult per 10 (ten) students. Groups with both male and female participants must have supervision of at least one (1) male and one (1) female adult.
4. The activity and daily itinerary shall be approved by the building principal.

- 55 5. If approved at the building level, a copy of the approval form and itinerary shall
56 be given to the appropriate district director.
- 57
- 58 6. The initial request for the activity must be made to the building principal for
59 review a minimum of two (2) months prior to expected departure.
- 60
- 61 7. Assurance of adequate liability insurance to protect students, parents, school
62 personnel and board members must be given and approved by a school
63 attorney.
- 64
- 65 8. If required, the activity must have district and state sanctioning.
- 66
- 67 9. Elementary and middle school students are not authorized, without board
68 approval, to participate in overnight trips.
- 69

70 EXCEPTIONS to the above guidelines will be considered:

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- 72 1. When a student or an activity group qualifies for national competition by:
73 Progressing through a series of competitions that culminate in the national
74 competition (i.e. State to Regional to National)
75
76 or
77
- 78 2. When a trip exceeds two (2) school days or \$400 of student out-of pocket and
79 fund raising expenses, approval must be obtained from the board of trustees at
80 least three (3) months in advance of the expected departure.
- 81
- 82 3. Non-school related national competitions will follow under the Attendance
83 Policies No. 501.20, No. 501.21 and No. 501.22.
- 84
- 85
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- 87

88 Date of Revision:
89 7/12/05

Legal Reference: Code of Idaho

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