

Instruction

Instructional Arrangements

Extended Field Trips, Overnight Trips, or Foreign Study Tours

The Board authorizes the Superintendent to review extended field trips or foreign study tours for students. An extended field trip is any field trip involving an overnight stay. A foreign study tour is travel to any country outside of the United States.

Before any extended field trip or foreign study tour is approved, the Superintendent or designee shall review the instructional purposes of the trip or tour, transportation and/or lodging arrangements, financial responsibilities and district legal responsibilities and liabilities.

The group or trip coordinator of a Foreign Study Tour prior to leaving, must check with the State Department to ensure the travel destination is a safe place to visit.

The Superintendent or designee may approve extended field trips or overnight trips that do not leave the country.

The Board of Education will approve in advance all foreign study tours/trips submitted by Superintendent.

The Board of Education may approve extended field trips or foreign study tours within the constraints of Board policy and the following guidelines:

1. All requests for extended field trips or foreign study tours shall be made to the Superintendent through the building principal who will review it with their staff.
2. Any individual or group requesting an extended field trip or foreign study tour shall submit a detailed plan to the building principal or designee. The plan shall include the following information:
 - A. The instructional purposes of each trip or tour.
 - B. An explanation of all financial arrangements, including any financial aid information that may be available to students.
 - 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, modes of travel and daily itinerary.
 1. Every attempt should be made to schedule trips during vacation periods. If travel arrangements necessitate that school days are missed, the Superintendent may approve faculty and student absences provided that, in his/her judgment, the school time missed is within acceptable limits.
 2. All transportation must be by bonded carrier. Assurances shall be required.
 - E. A count of the number of free transports, if they are furnished and to whom they will be granted.
 - F. A list of the names and numbers of chaperones who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the district.
 - G. Evidences of insurance coverage.

3. The Superintendent shall use discretion when considering details for a specific trip. However, it is expected that:
 - A. There will be no cost incurred by the District for such trips beyond that of hiring qualified substitute teachers.
 - B. The number of students per chaperone on the extended field trip or foreign study tour shall not, without approval, exceed 15 to 1.
 - C. All chaperones must be age 21 or older and must agree to follow all District policies/procedures as well as guidelines assigned. Background checks must be completed on all chaperones attending if they are not employed by WUSD. The Superintendent will have final approval of all chaperones and may choose to eliminate a chaperone from attendance at his/her reasonable discretion.
4. A 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 other changes must be reported as they are received.
5. Parents/guardians must submit signed permission form to the building principal's office in order for a student to participate in an extended field trip or foreign study tour.
6. A parent letter detailing liability, costs, permission for medical treatment, etc. must be presented to the building principal before distribution to parents/guardians. A sign-up sheet for the activity must be returned to the District with the parent's signature and date of receipt, and will be kept on file for the particular trip.
7. All students participating in extended field trips or foreign study tours will be expected to abide by trip conduct rules and regulations as outlined by the trip supervisors, and the rules of the school as outlined in the student handbook. Students who violate rules will be subject to disciplinary action.
8. The District shall not permit use of facilities, time or staff in advertising or promotion of unauthorized trips or tours.
9. The building principal or designee will set deadline date(s) for all expenses to be paid. Nothing is to be charged to anyone's personal credit cards. All money needed for entire payment of trip for students and chaperones is to be deposited in the business office by the deadline date or trip will be canceled. Money should be budgeted for contingencies.
10. Trips will be canceled if 2/3 of the funds haven't been collected two weeks prior to deadline date. Evidence must be provided that sufficient funds will be collected to cover the balance of the trip.
11. Trip coordinator is responsible to provide information on appropriate conduct and expectations relating to the host country.

Policy Approved: August 21, 1985

Policy Revised:

April 27, 2006

January 31, 2008

August 25, 2014

April 24, 2017