

# OVERNIGHT AND FOREIGN TRIPS

## Policy 352.1

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The Board authorizes the District Administrator to review and approve overnight field trips. Trips outside the mid-west or foreign trips require board approval.

Before any overnight field trip or foreign trip is approved, the District Administrator shall review the instructional purposes of the trip, transportation and/or lodging arrangements, financial responsibilities and district legal responsibilities and liabilities. It is expected that:

- There will be no cost incurred by the District for such trips beyond that of hiring qualified substitute teachers.
- The number of students per chaperone on the extended field trip or foreign study tour shall not, without approval exceed 10 to 1.
- A list of participants should be provided to the building principal before departure.
- Parents/guardians must submit signed permission to the building principal's office in order for a student to be excused from school to participate in an overnight field trip/foreign study tour.

Adopted: April 2013