

*Requests for extended trips (overnight or over 150 miles) will be made to the building principal and should have the principal's support before being presented to the superintendent. The building principal will confer with the superintendent prior to presenting the request to the board. The board will render the final decision on extended trips.*

*Regularly scheduled contests and events directly related to the Idaho High School Activities Association will be scheduled by the administration.*

*Extended trips by students attending this district must be consistent with and reflect district curriculum guide. Trips should provide a valuable educational learning experience.*

*Extended trips should be scheduled after regular school hours, on weekends, or during vacations whenever possible.*

### ***GUIDELINES FOR TOURS, EXCURSIONS AND OVERNIGHT TRIPS***

- 1. The proposal must have strong support from the building principal, teachers, parent/guardian, and students.*
- 2. The proposal must include a statement of assurance regarding adequate liability insurance to protect the school district, board members, chaperons, teachers, and students.*
- 3. The total number of school days missed must be included in the written proposal. Advanced makeup of school work will be required when the trip exceeds one (1) school day.*
- 4. Proposals for extended trips will include financial information, including the cost to the class, club, department, or organization, and the projected cost to the school district and the individual student. Fundraising drives to defray costs must be pre-approved by the principal.*
- 5. The specific proposal will include the names and numbers of students, names of chaperons, the itineraries, and a breakdown of the estimated cost.*
- 6. Following an extended trip the instructor will prepare and present a summary and evaluation of the trip to the board.*

### ***Student Responsibilities***

*Students are expected to be knowledgeable about the rules governing student conduct. Extended trips are considered an extension of the classroom and all rules pertaining to a school-sponsored activity must be followed.*

1. *Proposals will include student recognition and affirmative support of all district policy and rules contained in the school handbook.*
2. *Students and their parent/guardian will read and sign the standard code of conduct to be reviewed during the pre-trip meetings.*

*Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.*

### ***Chaperons***

*The proposal must include the names and numbers of chaperons, including both male and female chaperons, if the proposal is for a mixed group of students.*

*District employees serving as chaperons and developing the proposal for the extended trip will perform the following duties:*

1. *Hold a pre-trip meeting with students and parent/guardian.*
2. *Provide detailed written information about the activities of the trip.*
3. *Provide information on the responsibility and rules for the students.*
4. *Discuss district policy regarding student conduct while on a school-sponsored activity.*
5. *Establish a reasonable curfew and enforce strict compliance to this curfew. Periodic checks must be made to ascertain that the students are following the curfew requirements.*
6. *Make periodic checks to ensure strict compliance with all school rules.*
7. *Organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the tour.*
8. *Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.*

*At the discretion of the superintendent, non-employee chaperons may be required to undergo a criminal history check.*



**LEGAL REFERENCE:**

Idaho Code Section 33-512(2)

**ADOPTED: August 10, 2005**

**AMENDED:**

*\*Language in text set forth in italics is optional.*