

**DISTRICT-SPONSORED TRIPS / ACTIVITIES INVOLVING  
LONG-DISTANCED STAYS**

**R 352.1**

The following guidelines will be used when planning school-sponsored overnight trips for students:

1. Complete trip details must be outlined and approved by the principal prior to fundraising and soliciting participation in the trip.
2. Fundraising that will be promoted as school-sponsored must be approved as part of the trip approval process.
3. The trip plan details that are to be presented to the principal for approval will include:
  - a. The learning objectives that are the focus of the trip
  - b. The target group of students who will likely be participating (e.g. a specific group, club, class, or grade)
  - c. A statement of how the trip will accomplish the learning objectives
  - d. Trip dates, including departure and arrival times;
  - e. A list of chaperones; for every eight- (8) students, or fraction thereof, one chaperone will be assigned and never less than two chaperones, preferably one male and one female, will be scheduled on a trip unless the building principal determines otherwise.
  - f. Housing arrangements including the rules and plans for ensuring student safety and room security.
  - g. Financial implications for the student and the District.
4. Transportation will be secured as consistent with District policy.
5. All pertinent information will be distributed to parent(s) / guardian(s) in writing at a required meeting prior to the trip. The written information provided to the parent(s) / guardian(s) will minimally include:
  - a. Name and phone number of the trip sponsor
  - b. Name of event/activity and destination
  - c. Departure, arrival and return dates including estimated time
  - d. Name, address and phone number of hotel or lodging
  - e. Student financial obligations for participation, include clearly-stated refund rules and procedures
  - f. Behavior expectations for participants
  - g. Emergency information including day and evening phone numbers

- h. Student dress expectations
  - i. Student send-home policy
6. Parent(s) / guardian(s) will provide written permission for their child's participation prior to the student's spot on the trip being secured.
  7. Luggage checks, prior to each departure, may be conducted. In those cases, students will be present for their luggage check and will provide the chaperone with access to the luggage. After checking, luggage will be placed in a secure location until loading.
  8. It is required that each student provides a completed medical information form including parent liability information, medical conditions, prescribed medications, allergies, and a self photo for use in an emergency.
  9. An alphabetized list of students and other individuals participating in the trip must be submitted to the School Nurse for review one week before departure. The School Nurse will advise the trip sponsor of students with specific health care needs.
  10. An alphabetized list of students and other individuals participating in the trip must be submitted to the building administrative assistant one week prior to departure and will be maintained in the school office for the duration of the trip. Any changes in student or staff participation during the trip (due to an unplanned departure) will be called into the building administrative assistant.

**Approved: 04/07/99**  
**Amended: 07/01/22**