

## **IJOAA – EXTENDED STUDENT TRIPS**

**DEFINITION** – An extended student trip is defined as any overnight trip whether it be in-state, out-of-state, or out-of-country. Please note that extended student trips are held to the rules and regulations outlined in Policy IJOA Student Field Trips. This policy includes rules and regulations above and beyond that required for day field trips.

**STUDENT RESTRICTIONS** – Extended student trips are restricted to middle and high school age students. No mixing of school age groups is permitted. Exceptions may only be granted by the School Board. Students must have evidence of medical/accident insurance.

**PRE-APPROVAL INFORMATION** - All extended trips must be presented to the School Principal. At least twelve (12) weeks before the proposed day of any extended student trip, the field trip advisor shall supply the following information plus that outlined in Policy IJOA Student Field Trips to the Principal. The Principal shall submit this request to the Superintendent at least ten (10) weeks before the proposed day of the extended trip.

1. A detailed trip itinerary
2. Student criteria for eligibility
3. Federal security status if an out-of-country trip
4. General security measures
5. Total cost of the trip to student/parent and district
6. Costs and policy around cancellation and deposits
7. Total cost to field trip advisor and chaperones
8. Fund-raising activities
9. Tour guide information and contact information
10. Transportation schedule and contact information
11. Lodging arrangements including room assignments and contact information
12. Emergency management plans for various “what if” situations
13. Other such information to school administration for approval.

**APPROVAL PROCESS** - The School Principal shall review the requirements outlined in this policy as well as that outlined in Policy IJOA Student Field Trips. Upon receipt of this information the Principal shall approve (disapprove) the trip for educational purpose and safety. Special attention shall be paid to adequate student supervision and safety protocols based on the age and number of the students, and the number of school days missed. If approving, the School Principal shall submit the extended trip information to the Superintendent for School Board approval. Board approval requires the submission of all information to the Principal.

All extended student trips must have the approval of the School Board to be designated a school-sponsored event. Approval is required eight (8) weeks prior to the actual event. Trips not approved by the Board are to be designated as non-school sponsored trips and are not covered by school district liability insurance.

Immediately after School Board approval, the trip advisor shall see that all chaperones complete the fingerprinting/background investigation process.

NON-SCHOOL SPONSORED TRIPS – Teachers and other school staff sometimes privately conduct educational tours or trips involving the participation of Epping students. The district neither sanctions nor prohibits such activities, nor assumes any responsibility for them. Distribution of promotional materials is subject to approval from the Superintendent. Promotional materials must clearly state in writing that such trips are not school-sponsored and that the Epping School District and Epping Schools do not sanction the trip or assume any responsibility.

EMERGENCY INFORMATION – The trip advisor shall provide the School Principal with a phone tree of contact information for all participants. The trip advisor shall also make a photocopy of all passports when necessary for travel.

PARENT NOTIFICATION - Written information including the final details shall be provided to parents as soon as possible following approval by the School Board. This information shall be based on the information approved by the School Principal and the School Board.

MANDATORY CHAPERONE TRAINING – The trip advisor shall conduct chaperone training encompassing school board policy, code of conduct, expectations, responsibilities, supervisory requirements, and other necessary information.

MANDATORY PRE-TRIP MEETING – Parent and student attendance at a pre-trip information meeting is mandatory for all extended student trips. This meeting shall address code of conduct including, but not limited to, ramifications for drug/alcohol/smoking violations, curfew violations, and room violations. The trip itinerary including accommodations and transportation arrangements shall be reviewed in detail. Parents are to be informed of the health/accident insurance requirement as well as required district forms. Medication needs and special needs shall also be addressed. Financial considerations will be reviewed in detail. The trip advisor is required to cover all rules and regulations outlined in student field trip and extended field trip policy.

It shall also be clearly communicated that the school district is not responsible to defend students whose actions create bodily injury or property damage to others, and there is not coverage for student accidents. All students participating in an extended trip will be required to purchase student accident insurance and/or submit proof of health insurance covering the student.

TRIP INSURANCE CONSIDERATIONS - It is advised that the cost of an extended trip include the purchase of insurance to cover the cost of the trip due to unforeseen circumstances. The school district will not be responsible for such financial loss.

LODGING REQUIREMENTS – At no time should male and female students be in the same overnight room at the same time. All lodging arrangements shall require separate quarters for adults and students. In cases where this is not possible or advised, at least two adults will be present at all times in a shared student-adult lodging arrangement.

Chaperones may not allow non-school approved personnel to stay overnight in their rooms.

**STUDENT RESPONSIBILITIES** – Students will be responsible for the cleanliness of their room and will be held responsible for any damages. Students will abide by curfews and room check-in procedures set by the trip advisor and will notify the advisor of any problems.

Students are to report any illness immediately to the trip advisor.

**MEDICATION CONSIDERATIONS** – The handling of prescription medication and the administration of such will be handled in a manner consistent with school protocols. Prescriptions will be held by the trip advisor or chaperone. Prescriptions shall be taken in the presence of the trip advisor or chaperone.

**ALCOHOLIC BEVERAGES** – Chaperones may not consume alcoholic beverages at any time during school-sponsored trips. Certain situations involving overseas trips when consumption of alcoholic beverages is customary will be handled by the Principal on a case-by-case basis.

**OTHER** – Please reference Policy IJOA Student Field Trips for information pertaining to student supervision, participation, financial considerations, contracts, trip advisor responsibilities, chaperone responsibilities, student responsibilities, and student transportation.

Statutory/Regulatory/Policy/Handbook Cross References

Reference School Board Policy IJOA Student Field Trips  
Handbook (Staff Handbook)

APPROVED/REVISED: March 22, 2007, December 17, 2009