

SCHOOL DISTRICT OF BAYFIELD

GUIDELINES FOR SCHOOL SPONSORED EXTENDED TRIPS

1. A request for school sponsored extended trips should be submitted in writing to the building administration for approval. It should be submitted a minimum of 90 days prior to the trip, and include the following information:
 - A. An explanation of all financial arrangements.
 - B. The cost of the trip per participant, what is included in the price, and what is not included in the price.
 - C. The length of time for travel including departure and return times, dates, distances and modes of travel.
 1. Every attempt should be made to schedule trips during vacation periods. If travel arrangements necessitate that school days are missed, the administration may approve faculty and students absences. An anticipated amount of the school time lost must be included.
 2. All transportation must be by bonded carrier. Assurances shall be required. (A certificate of insurance must be attached to the request.)
 - D. A count of the number of free transports, if any are furnished, and to whom they will be granted.
 - E. Approximate number of students.
 - F. A list of chaperones who will accompany the students. The trip organizer is to be an employee of the Bayfield School District. Additional supervisors are to be adults approved by the administration.
 1. At least one of the supervisors must be a District employee.
 2. Supervision shall be provided in the ratio of no more than 10 students per adult.
 3. A female chaperone must accompany female students and a male chaperone must accompany male students.
 - G. The instructional purposes of each trip or tour.
 - H. Evidence of insurance coverage. The financial manager should be contacted in writing regarding insurance coverage.
 - I. A list of fund raising activities and/or organizations that will be solicited for support.
 - J. The rules of the extended trip governing eligibility for participation due to conduct and academics.

2. Any cost beyond hiring substitutes, (e.g. Travel, lodging, meal expenses and stipends, if any, of the District's employees) shall be considered part of the total cost of the trip and shared by participants.
3. School sponsored extended trips cannot make a profit.
4. Student participants will furnish written parent permission and medical emergency information, along with authorization for medical care, prescription medication consent and over-the-counter consent, prior to the extended trip.
5. All students participating in extended trips are expected to abide by the trip conduct rules and regulations and the rules of the school. Any student violating such rules will be subject to disciplinary action up to and including being sent home at parents'/guardians' expense. A parent meeting will be held or a letter sent home, along with the parent permission form, explaining the rules.
6. An alphabetized list of students and other individuals participating in the trip will be on file in the principal's office one week before departure. The list of students will be distributed to the faculty and attendance office at this time, (dates of trip to be included), if there will be school days involved.
7. Money deposits will be forfeited if a student signs up for an extended trip, but does not participate in the trip after deadlines for dropping have been given.
8. The principal shall review all requests for school sponsored extended trips.
9. Each school sponsored trip experience must be evaluated by the trip organizer. The evaluation must be returned in writing to the principal, within two weeks after the trip.
10. Students that do not accompany their teacher on the trip must be given alternative instruction.

CROSS REF:	435	School Sponsored Extended Trips
	433	Student Conduct/Discipline
	443-Rule (1)	Kindergarten Behavior/Discipline Guidelines
	443-Rule (2)	Grade 1-5 Behavior/Discipline Guidelines
	443-Rule (3)	Grade 6-12 Behavior/Discipline Guidelines
	435-Rule (2)	Guidelines for Chaperones
	453.4	Administering Medications to Students
	453.4 Rule	Medication Administration Procedures

APPROVED: July 12, 1999
 REVISED: May 14, 2007
 REVISED: July 27, 2009