

The Board of Trustees of Minidoka County Joint School District No. 331 is committed to the concept of participating in activities that will positively impact students. As such, activities, field trips and other excursions, which are designed to leave the state, should be carefully reviewed to determine that the educational value justifies the trip and its expenses. The building principal will confer with the superintendent prior to presenting the request to the board. Any trip, which is designed to leave the State of Idaho, must receive prior approval of the Board of Trustees.

Regularly scheduled contests and events directly related to the Idaho High School Activities Association will be scheduled by the building activities director.

The following provisions are established to assist in the administration of the policy:

All student overnight trips require prior trustee approval.

1. School-sponsored field trips are generally understood to mean those trips which are part of the educational program of the school classroom, in which a credit is given and attendance is required. These trips are understood to be part of the class activity, and all students in the class should participate.
2. Expenses for trips which are scheduled by clubs or groups not directly credit-oriented or required become the responsibility of the club or group, and expenses for such trips should come from the club or group requesting to travel.
3. Vocational programs (and others, as determined by the building principal) will cover all advisor costs from Vocational appropriations and/or club/organization funds.
4. There will be no transporting of students by coaches, advisors or other staff in private vehicles.
5. District buses will be used for student travel unless other arrangements are approved by the Superintendent or District Travel Coordinator.
6. The total number of school days missed must be included in the written proposal. Students are responsible for make-up work according to the school's make-up policy.
7. The proposal will include the names and numbers of students, names of chaperones, the itineraries, and details about travel and lodging.
8. Appropriate adult supervision will be fully addressed as per filing of a travel request. Factors such as the age of the students, activity type, and destination will dictate what constitutes adequate supervision. All volunteers, including parents, must have a background check completed before supervising students. It is expected that at least two adults should accompany every field trip and travel request. Any exceptions must be approved by the Superintendent or District Travel Coordinator.
9. Student requests for out-of- radius travel will be limited to one such approved trip per school year per organization, regardless of the funding source.
10. The Board reserves the right to make the final decision, approval or denial, of all out-of-radius travel requests.

11. When a field trip is scheduled, one of the following must occur:
 - a. A field trip permission form (378.00F) will be filled out and signed by the parent for each student participating on the field trip. These forms will accompany the teacher/advisor in case of medical emergencies or any incident requiring parent contact.
 - b. If parents have given field trip approval at registration, parent contact and medical condition information must accompany the students on the field trip.

Out of Radius Trips

Out of Radius trips are those trips to destinations more than 300 miles from Rupert, Idaho.

1. Out of radius trips should be scheduled to minimize student days out of school whenever possible.
- 1.2. Out of radius **day** trips, including out of state, do not need to be approved by the Board, only the building administrator.
- 2.3. All out of radius trip requests will include financial information including the cost to the club, department, or organization, and the projected cost to the school district and individual student. Fundraising drives to defray costs must be pre-approved by the building principal or activities director.
- 3.4. Athletic competitions which require competitive teams to travel Out of Radius must not only include the standard information, but must establish appropriate rationale justifying such expenditure of time, energy, and monies.
- 4.5. It is the responsibility of the Principal to see that all arrangements have been made **before** submitting a request for Out-of-Radius travel. His/her signature attests that the Principal is fully satisfied the field trip is educationally sound, adequately planned and reasonably safe.
- 5.6. Out of Radius student travel should generally be done with air travel. Exceptions must be approved by the Superintendent or District Travel Coordinator and will only be considered if travel is on a commercial bus or to a destination within the State of Idaho.

Student Responsibilities

Students are expected to be knowledgeable about the rules governing student conduct. Student travel is 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 policies and rules contained in the student handbook.
2. Students and their parent/guardian will read and sign the standard code of conduct to be reviewed during the pre-trip meetings.
3. Students who violate any school policy during a school-sponsored trip are subject to disciplinary action including, but not limited to, being sent home at the parent/guardian's expense.
4. Students not meeting grade requirements will not be able to participate in activity trips.

Chaperone Responsibilities

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

Chaperones must have an approved volunteer application on file before the planned event.

Chaperones (including staff) may not bring children not participating in the field trip.

District employees serving as chaperones and developing the proposal for student travel 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 responsibilities of 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 of the established curfew. Periodic checks must be made to ascertain that the students are following the curfew requirements.
6. Make periodic checks to insure strict compliance with all school/district rules and policies.
7. Organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the trip.
8. Refrain from using tobacco products of any kind, consuming alcoholic beverages, or using illegal drugs while on the trip.
9. At the discretion of the superintendent, non-employee chaperones may be required to undergo a criminal history check.



LEGAL REFERENCE: Idaho Code 33-512(2); 33-1279

ADOPTED: August 16, 1995

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