

OUT-OF-STATE ACTIVITIES INVOLVING STUDENT OVERNIGHT TRAVEL

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised May, 1977 Revised June, 1978 Revised September, 1981 Revised July, 1994 Revised February, 1996 Revised March 2005	Activities Organizations Out-Of-State Over Night Travel

The Board of Trustees of School District No. 25 recognizes that carefully planned and well-coordinated student trips can enrich and enhance the instructional program. It shall be the policy of the District to approve only those out-of-state student trips which are of value in meeting educational objectives and which do not seriously interfere with the educational routine of students who must remain in school.

All regular programs of the district require prior approval whenever out-of-state, overnight travel is considered. Regular programs of the district are those that may typically be funded through activity funds. These include: athletics, IHSAA activities, field trips, performances or competitions that represent the school. Other organizations and clubs are required to obtain prior permission to travel out-of-state when their membership is made exclusively from the student body of the school, they have a school approved constitution, meet regularly during the school year and are not organized exclusively to promote travel and raise funds for travel.

Out-of-state activities, involving any student or student group, which requires more than one day and/or remaining overnight must be approved by the Board of Trustees.

Fund raising projects to finance an out-of-state overnight activity are not to begin until after the activity has been approved by the Board of Trustees.

Out-of-state student trips shall be limited to points within a radius of 1,000 miles and the total round trip shall not exceed 2,500 miles. District busses may be used for student travel within a 250-mile radius of Pocatello. Commercial transportation must be used when the travel exceeds the 250-mile limit. Any exception to the above criteria must have board approval.

Extended student trips taken during the time school is in session shall be limited to no more than three (3) days loss of school time and six (6) days overall trip time. A student group shall not take more than one such trip during any school year.

Out-of-state activities which do not require more than one day and/or remaining overnight will require the approval of the Superintendent of Schools or his designee.

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Non-School Trips For Students and Staff

The district recognizes that a wide variety of travel may be both educational and beneficial to students and staff members. It is not the purpose of the district to regulate the students or staff members who organize programs for the purpose of promoting travel, sight seeing, or touring for whatever purpose.

When a non-school tour that is out-of-state and overnight involves school staff or students and is taken during school time, the following guidelines apply: the school or district assumes no liability for insurance, conduct, safety, itinerary, or other aspects of the tour.

The tour group may request that the School Board declare the tour as "extraordinary" in regard to absences if school is to be missed by students. These absences are limited to restrictions for regular school programs.

Staff members who go on the tour are expected to use their personal leave time. If insufficient personal leave time is available for the staff member, professional leave may be granted by the Superintendent. Cost of substitute teachers, is covered by the staff member or the tour group.

The district assumes no liability for expenses incurred by the tour. Students and staff members should pay their own way. Fund raising may not be done in the name of the school or the district.

Planning meetings and other meetings for the tour may not be done during class time.