

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

Out-of-state trips involving students of School District No. 25 must meet educational objectives of the District. The trips must be carefully planned and coordinated and may not seriously disrupt the educational program of nonparticipating students.

Requests for permission for any student or group of students to participate in out-of-state activities must be made by the teacher or sponsor on the "Student Out-of-State Activities Pre-Planning Form", Number S-12. The form must be completely filled out and approved by the principal, then submitted to the Superintendent of Schools or designee not later than September 30th of the current school year for approval or disapproval by the Board of Trustees. Under extraordinary circumstances the form may be submitted after the September 30th deadline when a student(s) has been elected to a state office or has been declared a winner(s) in a state sponsored extracurricular activity, such as debate, F.H.A., etc. and has earned the right to represent the District and State in regional and/or national activities.

The teacher or sponsor will be notified of approval or disapproval of the request as soon as possible. If the request is approved, the teacher or sponsor will then complete the "Student Out-of-State Activities Request for Approval Form", Number S-12A and submit it to the Principal and appropriate Director for their final approval. The final detailed itinerary for an approved activity must be submitted by the teacher or sponsor to the Superintendent or designee not less than sixty (60) days prior to the departure date of the proposed trip. This will allow time for planning and scheduling transportation. When District No. 25 buses are to be used for transportation the itinerary must be approved and signed by the Director of Transportation and the appropriate Director of Education.

Students or parents should not become involved in any preparation or activity relative to the trip, including fund raising, until after it has been approved by the Board of Trustees.