

## **5.16 STUDENT MAJOR TRIP POLICY**

### **I. Purpose**

The GFW School District recognizes the educational value that can result from travel. To maximize that value and provide safeguards for students, staff, and parents, the following policy shall govern major trips.

### **II. General**

In general plans should be developed which require a minimum loss of instructional school time. Whenever possible, trips should be scheduled during noninstructional days. Major trips should not exceed 10 days in total length. Participation in any trip will be voluntary.

### **III. Definition**

A trip will be regarded as a major trip if it is school related, occurs during the school year (the first through the last scheduled instructional day) or one or more of the following conditions exist:

- a. the trip involves travel in excess of 200 miles from the GFW district border
- b. the trip involves overnight lodging of more than one (1) night

### **IV. Student Eligibility**

- a. Permission, Medical Information, and Liability Waiver Forms must be signed by the guardian and student.
- b. The student must be passing all classes at the time of the trip.
- c. The student must not have received or be scheduled to receive any out of school suspensions during the school semester of the trip. For summer trips, the student must not have received any out of school suspensions during the preceding semester.

### **V. Approval**

- a. Routinely scheduled district, region, state or national events, tournaments, or other regularly scheduled annual events can receive final approval by the building principal. Any advisor contemplating a major trip of this nature should seek prior approval from his/her building principal.
- b. All other student major trips should first seek approval for planning from his/her building principal. Upon approval and/or modification of the plan by the principal, the advisor and principal will discuss the proposal with the superintendent. The superintendent will either approve or disapprove the proposal. No formal applications, publicity, or discussion with the students should take place before completing this step.

1. A formal trip proposal will be made to the GFW School Board at least 60 days prior to the proposed trip. The proposal shall include the following:
  - a. How the trip is related to the school class/activity
  - b. Destination, itinerary, and the number of school days involved
  - c. Transportation
  - d. Housing
  - e. Chaperons/supervisors
  - f. Probable number of students involved
  - g. Proposed rules for the trip
  - h. Approximate total and individual costs
  - i. Fund raising plans
  
2. The GFW School Board will either approve or reject the proposal. After School Board approval promotion and fund raising for the trip may begin.

11/27/95 1st Reading

12/18/95 Adopted

3/25/96 Revised

6/28/99 Revised