

## DISTRICT SPONSORING AND AUTHORIZING DOMESTIC TRIPS FOR STUDENTS

The Board of Education has the authority to approve domestic travel for students within the constraints of this policy. The following procedures are to be used in considering whether the District will sponsor and authorize a particular trip. The Board of Education will determine how any free transports are to be distributed.

## 1. Procedures and Documentation

In order to properly record the preparations performed by the District, the following informational documents should be created and presented to the District Administrator and Director of Instruction and Learning two (2) years prior to presentation to the Board of Education:

- a. A written statement detailing all financial arrangements.
- b. A written statement indicating the number of free transports, if any, that will be granted to the district.
- c. The organizer and traveling supervisor(s) (must be employees of the Rice Lake Area School District or specifically approved by the Board of Education.)
- d. The number of students expected to participate in the trip, with the cost per student for the trip and a breakdown as to what is included in that cost.
- e. The length of time for travel including departure and return times, dates, distances, and modes of travel.
- f. Homestay components, if any, will be thoroughly documented, including how the homes will be pre-qualified by the tour company being contracted with.
- g. A detailed written presentation which provides information as to how the domestic trip will further the specific educational mandates of the District.
- h. A written statement that all domestic travel will be by bonded carrier and tour company.
- i. A written statement which details advanced planning by the District, to assure complete financial information will be provided to students before the final enrollment.

## 2. Other Considerations Prior to Approval

The Board of Education may use discretion when considering details for a specific trip. However, it is expected that the following additional guidelines will be considered:

- a. School days will not be missed as a result of the trip.
- b. No cost will be incurred by the School District unless otherwise approved.
- c. The number of students per teacher on the domestic trip shall not, without approval, exceed 15 to 1.
- d. After the initial announcement to the students, all planning shall be conducted outside class hours.

- e. Parents and students must comply with the School District's Overnight Student Trip Policy, including submission of signed permission and medical authorization documents.

### 3. Trip Cancellation

The District Administrator and/or the Board of Education may withdraw sponsorship or authorization for a previously approved student trip at any time based upon lack of participation, changed circumstances, or other justifiable reason. Circumstances in which withdrawal of sponsorship or authorization may occur include, without limitation:

- a. Danger to student safety and/or health
- b. War
- c. Political unrest
- d. Government-imposed travel restrictions

NOTE: District facilities, time, or staff shall not be utilized in advertising and/or promoting domestic travel which has not received prior approval from the District. Parents and other members of the public shall be notified in the event a trip is planned by others which has not been sponsored or authorized by the District.

Adopted: 05/08/17  
Revised:  
Reviewed: