

EDUCATIONAL FIELD TRIPS REQUIRING EXTENDED TRAVEL

The Board recognizes that educational field trips requiring extended travel, both within the United States and out of it, contribute to a strong instructional program in many areas of curricula, especially during students' high school years. (For educational field trips beginning and ending on a single day, use the Board's policy on Field Trips, Files IJOA, IJOA-E and IJOA-R).

Educational field trips requiring extended travel are of two types. The first type are trips organized by a Board-approved club or organization that receives school funds and may receive limited school funds for a trip, such as Destination Imagination trips to regional or national competition, Band and Chorus trips, the high school International Club trips and the high school Senior Class trip. These are considered to be "school-sponsored" trips.

The second type of trips requiring extended travel are ones that have the characteristics of a private trip in that these occur independently of the schools. Although they may be planned, organized and conducted by Brunswick employees for Brunswick and other students, these trips operate outside any school administrative procedure to seek School Department approval for the trip or school funds for them, such as trips taken over the school vacation weeks for foreign language or history students who pay their own fees to a travel agency. These trips involve students on a voluntary and self-supporting basis, are not approved by the Board, and are not associated with curricula, co-curricular, and/or extracurricular activities. This is considered to be "non-school-sponsored" travel. All responsibilities for non-school-sponsored travel lie with the individual(s) or group(s) sponsoring and organizing such activities.

Both types offer valuable experiences to Brunswick's students. There has been confusion, however, around the respective responsibilities and obligations associated with each type of trip. This policy and its regulations attempt to clear up that confusion for parents, students, teachers and administrators. Additionally, although there are physical and financial risks associated with any extended travel, travel to foreign countries may pose greater risks than domestic travel.

A. School-Sponsored Educational Field Trips Requiring Extended Travel

1. Approval of educational field trips to *foreign* countries is contingent upon demonstrated relevance to curricular objectives, a showing of adequate adult supervision (as determined by the Superintendent or designee), written parental consent and release for the student's participation on a form supplied by the School Department, and the country or countries being visited not being listed on the U.S. Department of State Travel Warning or Public Announcement list. Regularly, up to the date of departure, the U.S. Department of State Travel

Warning or Public Announcement list is required to be re-checked for changes in status of countries being visited.

2. Organizers, sponsors, parents, and students shall not make binding commitments for travel, lodging, and/or incur other expenses until the Superintendent or designee has approved the trip. Such activity will be the sole responsibility of the organizers, sponsors, parents and students. No money will be raised and/or collected from students until the Superintendent or designee has approved the trip. Requests for foreign trip approval must be made six months before the date of departure.

3. All requests for consideration of *foreign* educational trips must include the following:

- a. Objectives for the proposed trip and the expected learning outcomes
- b. Learning activities to be experienced and exercised during the trip
- c. The estimated number of and grade level for each participating student
- d. The estimated cost per pupil and per chaperone
- e. The expected source(s) of funds, including estimated student contributions and/or fundraising goals
- f. Means of transportation
- g. Itinerary, including the start and ending dates of the trip detailed by the time of departure and anticipated time of return
- h. Arrangements for meals and lodging
- i. Names of proposed chaperones – chaperones are subject to approval by the Principal and the Superintendent
- j. Plans for providing information to parents and chaperones
- k. Plans for emergencies such as phone tree communication
- l. Plans for inclement weather
- m. Behavioral expectations for all participants, including staff, chaperones and students
- n. Student accountability for behavior must include all rules that are ordinarily applicable to all students in school and during School Dept activities
- o. Staff, chaperones and all other participants' accountability for behavior must include all District Rules that are ordinarily applicable to all staff and participants
- p. When arranging travel or activities with the School Department's approval, the sponsors shall clearly communicate to students, their families, staff members and chaperones that trip costs, including any costs resulting from the cancellation or alteration of the trip under any circumstances, are not the responsibility of the School Department. School-sponsored trips will not be refunded, in whole or in part, by the School Department under any circumstances.

B. Non-School-Sponsored Educational Field Trips Requiring Extended Travel

1. The Brunswick School Board recognizes that employees of the Brunswick School Department may use their personal time and resources to organize foreign or domestic travel for Brunswick and other students in order to enhance students' classroom learning. If educational travel outside or inside the United States is not sponsored or funded by the Brunswick School Department as provided for in the Board's policy in FILE IJOA Field Trips, then such trips are called "non-school-sponsored trips."

2. Foreign travel that has not been approved by the Board will be considered a non-school-sponsored trip.

3. When arranging travel or activities outside the School Department's approval and authority, the sponsors shall clearly communicate to students and their families that trip costs, including any costs resulting from the cancellation or alteration of the trip under any circumstances, are not the responsibility of the School Department. The School Department does not recognize any liability for the hazards which attend foreign or domestic, non-school-sponsored travel.

4. Non-school-sponsored trips may not be represented as school functions or as related to, or an extension of the school's instructional, co-curricular, and/or extracurricular activities. To minimize any misrepresentation, school employees or other persons who organize non-school-sponsored trips must consistently clarify the roles, duties, rights and obligations of participants in any non-school-sponsored trip. The following procedures apply:

- a. No Brunswick School Department funds will be used to pay for or reimburse any of the expenses of the participants.
- b. All responsibilities for foreign travel reside with the individual(s) or group(s) sponsoring and organizing such activities. School Dept employees or other persons who organize non-school-sponsored trips must state the following, in recruiting and/or organizational meetings and literature:

"This trip is not sponsored or approved by the Brunswick School Dept Board or School Department. Authorized school administrators have not reviewed or sanctioned the trip's itinerary or trip supervision. Therefore, the School Department is not responsible or liable for injuries, losses or damages associated with, caused by, or related to the trip."

- c. Students who participate, and their parents/guardians, assume personal liability for any injuries, losses or damages associated with, caused by, or related to such trips.
- d. Use of school equipment, including but not limited to School Department vehicles, fax machines, photocopiers, telephones, computers, letterhead, e-mail and other supplies is prohibited for the dissemination of information about the non-school-sponsored trip. Individuals, including employees, or groups who wish to use Brunswick's schools for the purpose of publicizing trips, distributing information, recruiting participants, and/or organizing trips must comply with the Board's policy on Community Use of School Dept Facilities (FILE: KF).
- e. Recruiting and/or organizational meetings are prohibited during instructional time and during the school day.
- f. School employees who are involved with or participate in a non-school-sponsored trip will have to rely on their own personal insurance coverages as a remedy for any injuries, losses or damages they suffer personally or any claims brought against them by others as a result of their involvement and/or participation in any phase of a particular trip.
- g. A teacher's absence resulting from such non-school-sponsored trips may be disruptive of the educational process, requires the use of substitute teachers, induces students to skip school, and is therefore discouraged. Any such absence by a teacher shall be consistent with the most recently negotiated Brunswick Educational Association contract language on terms of leave (see Article 17).
- h. The Board recognizes that educational, non-school-sponsored trips may impact other programs, services, and the general operations of the schools. To minimize the impact, school administrators will use discretion in approving absences for non-school-sponsored trips that require students or staff to miss school and/or work days.

Cross Reference: *FILE: IJOA, IJOA-E, IJOA-R, Field Trips*
 FILE: KF, Community Use of School Facilities

Adopted: *3/12/08*