

## **8604: Student Travel**

The Exeter-West Greenwich School Committee sanctions student travel as an essential part of the student's educational experience. Travel opportunities, including foreign travel, expose students to national historical sites and diverse peoples and cultures. Travel can provide an invaluable boost to foreign language, social studies and other curricula.

### **Proclamation**

The school committee herein establishes student travel programs to be implemented in accordance with this policy. Student safety and protection of the district shall be central elements in the planning, organizing and approval of all student travel. Accordingly approvals of student travel granted by school administration and the school committee shall depend on strict adherence to the requirements of the policy.

### **Scope**

This policy defines sanctioned student travel and sets forth the requirements of students, their parents or guardians, and school staff for arranging and gaining approval of student travel. The policy also defines supplemental student travel, which is not sanctioned.

### **Definitions**

This policy defines four categories of sanctioned student travel:

1. Interscholastic Athletic Contests—this student travel involves transporting E-WG athletic teams to and from scheduled sports events.
2. Academic Contests—this student travel involves transporting E-WG academic teams to scheduled events and civic projects.
3. Field Trips—Field trips are organized by teachers and involve transporting students under close supervision to places of educational interest, such as the State House, Roger Williams Park and the Mystic Seaport.
4. Sanctioned Overnight Travel—this is extended travel within continental United States Alaska, Hawaii or foreign destinations.

### **Travel Restrictions**

Other than provided herein, no person(s) shall be permitted to accompany students on travel. For athletic contests bus transportation shall be limited to E-WG athletes and coaches. For field trips and academic contests bus transportation shall be limited to E-WG students, designated chaperones and E-WG employees participating as trip sponsors and/or supervisors. And the approval of overnight travel shall limit those traveling to E-WG students from a single class/grade, designated chaperones and E-WG employees participating as trip sponsors and/or supervisors.

### **Delegated Responsibilities for Categories 1, 2 and 3 Student Travel**

The school committee sanctions categories 1, 2 and 3 student travel and herein delegates the responsibility for athletic team travel to the athletic director under the cognizance of the building principal, and to the principal for academic team and field trip student travel. Student safety during

transportation and at away events shall be the paramount consideration of these school officials. Transportation shall be via school buses provided by the district's school bus company. Funding for athletic and academic team transportation shall be respectively from the athletic and principal's budgets.

### **Field Trip Requirements**

All costs for field trips shall be the responsibility of the organizers and sponsors. School funds shall not be used for transportation or any other associated field trip costs. Requirements to obtain the principal's approval shall include, but not be limited to:

- All students will have access to the trip
- Provisions are in place to accommodate special needs students
- Written parent or guardian permission has been obtained for each participating student
- The trip is curriculum related, and
- Provisions have been made for student lunches
- Assurance that no person(s) other than E-WG students, designated chaperones and E-WG employees participating as trip sponsors and/or supervisors shall be allowed on the trip bus, and
- Assurance that there will be at least one adult/chaperone accompanying the trip for each ten students, and that every adult/chaperone accompanying the trip will have been subjected to a BCI (bureau of criminal identification) check in accordance with school committee policy 6405: Screening Potential Employees and School Volunteers.

### **Sanctioned Overnight Travel**

Sanctioned overnight travel shall require school committee review and approval via vote. To gain approval, the trip sponsor(s) must appear in person at a regularly scheduled school committee meeting. As a minimum the sponsor's presentation to the committee shall include:

- Trip relation to the class's curriculum
- Trip accessibility to all students
- Assurance that written permission will be obtained from parents or guardians of each student participating
- Trip itinerary
- Assurance that there will be at least one adult/chaperone accompanying the trip for each six students, and that every adult/chaperone accompanying the trip will have been subjected to a BCI (bureau of criminal identification) check in accordance with school committee policy 6405: Screening Potential Employees and School Volunteers.
- Transportation mode and lodging accommodations
- Identification of travel agency, which shall be a nationally recognized educational tour and travel company
- Liability coverage provided by the travel agency
- Assurance that trip insurance will be recommended to all parents and participants in the event of trip cancellation
- Assurance that no person(s) other than E-WG students from a single class/grade, designated chaperones and E-WG employees participating as trip sponsors and/or supervisors shall be allowed to accompany the trip, and
- Any other trip particulars that may require special committee approval.

Under special foreign travel circumstances, the committee may authorize students and chaperones to participate in official supervised ceremonies where they may consume token amounts of alcohol for

ceremonial purposes only. For such to occur, advance permission shall be obtained from the building principal. If such permission be granted, a copy of the request with specific details and the principal's approval shall be submitted to the superintendent and school committee in advance of the school committee's regularly scheduled meeting when the request for trip approval will be presented. All such approvals shall be consistent with local laws, shall include specific written parent permission, and shall not be construed to approve any other alcohol consumption by students or chaperones. This specific waiver of school policy prohibiting alcohol consumption shall not be extended in any degree or context on any school trip by parents, chaperones, or any other person(s).

Overnight student travel shall be at no cost to the school district. Furthermore, albeit that all of the above criteria is satisfactorily presented for trip approval, the committee may ask for more information from the sponsor(s), may seek legal advise, and shall be under no obligation to approve the trip.

### **Student Behavior and Discipline on Trips**

All sanctioned student travel is subject to the same rules and regulations for behavior that are enforced in school. School employees and chaperones that accompany students on travel are responsible for the supervision of students and the enforcement of behavioral rules. The use of alcohol, tobacco products, or the improper use of controlled substances is prohibited during student travel, both on the part of students and supervising adults. Student medication, if required on travel, shall be administered only in accordance with school committee policy 8701: Medication.

Written permission forms signed by parents or guardians shall include notice that school codes of conduct and disciplinary consequences are applicable during sanctioned student travel and that the principal may require student baggage searches prior to departure on overnight trips. Grade seven through twelve students shall also sign permission slips to be eligible for overnight travel.

### **Non-Sanctioned Student Travel**

The school committee recognizes that supplemental trips can provide depth to a student's learning experience, which cannot be replicated in a classroom environment. However, supplemental travel is neither approved by the school committee nor supervised by the school district, since such student travel:

- Is usually organized and arranged by or for a group of senior students seeking recreational travel during spring vacation or after their graduation
- Is not available to all students in the district due to costs and other factors
- May be more recreational than academic, and
- Is not a required part of an educational program.

Organizational and supportive work for supplementary travel shall occur outside of the normal school day for students, and for involved school employees apart from their assigned schoolwork and hours. School employees, who are making supplemental travel arrangements, shall notify parents, guardians and students that the supplemental travel is not sponsored or approved by the school district. And furthermore, all such arrangement shall be made off of school premises and without using any school facilities. Finally supplemental travel shall not take away scheduled school time from students or school employees.

### **Dissemination**

This policy shall be disseminated to all policy book holders.

**Effective Date**

This policy shall become effective upon adoption by the school committee.

**First Reading: May 23, 2006**

**Second Reading: June 13, 2006**

**Adopted: June 27, 2006**