

Request for District-Sponsored Overnight/Extended Student Trips

Part 1

Prior to submitting this request, the sponsoring teacher must sign the back of this page to acknowledge their understanding of Board Policy as it relates to district-sponsored trips.

Board Policy

Properly planned and executed trips must:

1. Supplement and enrich classroom procedures by providing learning experiences outside the school.
2. Arouse new interests among students.
3. Help the student relate school experiences to the reality of the world outside of school.
4. Bring the resources of the community-natural, artistic, industrial, commercial, governmental, educational-within the student's learning experience.
5. Afford students the opportunity to study real things and real processes in their actual environment.

For the purposes of this policy, a district-sponsored overnight/extended trip is defined as any planned journey by one or more students, for more than one day, away from district premises, which is an integral part of a course of study and is under the direct supervision and control of a professional (Licensed) staff member or any advisor as designated by the superintendent. All trips of this nature must be approved by the Board of Education.

Provisions:

1. The Board of Education must approve of the trip prior to signing any vendor contract or discussion with students/families.
2. School personnel are not permitted to accept any form of compensation from vendors that might influence their recommendation on the eventual selection of location, or a vendor that will provide transportation for a district-sponsored trip.
3. School personnel must not accept any compensation from a vendor after a decision has been made regarding the location, or a vendor that will provide transportation for a district-sponsored trip.
4. School personnel must not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides transportation to, any district-sponsored trip for services rendered.
5. Students on all district-sponsored trips remain under the supervision of the Board of Education and are subject to all district administrative guidelines.
6. Teacher/advisor must obtain all applicable permission/release forms from each participant prior to leaving the school district for the event. A copy of each student's Emergency Medical Form must be in the possession of the teacher/advisor throughout the duration of the trip.

7. A professional staff member must not change a planned itinerary while the trip is in progress except where the health, safety or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control occur. Any changes in itinerary require the teacher/advisor to notify an administrative superior immediately.
8. If the trip will occur during regularly scheduled classes, the sponsoring teacher/advisor will ensure that building staff are aware of the trip and the students that will be participating well in advance of the planned absence.
9. Final approval will not be granted until a complete itinerary, including contact information, has been provided to the superintendent of schools.
10. Participating students must be current students of the Grandview Heights City School District. Graduated students are not considered current students.

I understand the policy and provision as presented in this document. Furthermore, I acknowledge that I have read Board Policy IICA in its entirety and agree to follow any and all requirements of the policy.

Teacher/Advisor

Date

Request for District-Sponsored Overnight/Extended Student Trips

Part 2

Teacher/Advisor:_____ Class/Grade:_____

Dates of Trip:_____ Request Date:_____

Proposed Itinerary:_____

Number of Students:_____ Number of Staff/Chaperones:_____

District Cost:_____ Funded by:_____

Cost to Student:_____ Funded by:_____

Means of Transportation:_____

What liability insurance does the vendor/carrier possess:_____

Connection to Curriculum

This trip is part of the following unit(s):_____

This trip will reinforce the following big idea(s):_____

This trip will help students answer the following essential question(s):

Teacher/Advisor:_____ Date:_____

Principal:_____ Date:_____

Superintendent:_____ Date:_____

Board Approval:_____ Date:_____

Final Itinerary Approved:_____ Date:_____

