

## STUDENT OVERNIGHT TRIPS – STUDENT TOURS

The Board of Education recognizes the educational value of student tours. Student tours are district sponsored curricular or extraclassroom activity programs that include overnight accommodations away from the district.

The Board recognizes its responsibility to extend district protection to students, staff, and approved volunteers on tour, included protection under New York State law, the district's liability insurance plan, and legal services.

Tours within the contiguous United States require the approval of the Board at least two months prior to the scheduled departure date. Tours outside the contiguous United States require the approval of the Board (prior to booking the tour or holding any meetings with parents) at least six months prior to the scheduled departure date. Tours must be approved prior to the payment of any money to a tour company.

Written requests for Board of Education approval of tours must be submitted by the advisor or chief chaperone to the Superintendent of Schools at least two weeks prior to the regularly scheduled Board meeting at which the approval is being requested. The request must include the following information:

1. Name of advisor
2. Name of chief chaperone (if different than the advisor)
3. Tour dates
4. Destination
5. Estimated number of student participants
6. Estimated number of chaperones (and their names if finalized)
7. Tour Itinerary
8. Cost of the trip per student
9. Number and types of planned fund raisers
10. Estimated amount of the per student cost to be paid by the family (dollar amount and percent of the total per student cost)

The planning, coordination and actual tour must follow all laws, rules and regulations of the State and all policies and procedures of the district.

Tours must comply with the following to receive Board approval:

1. Tours must be sponsored by a Board approved curricular or Extraclassroom activity organization.
2. The advisors and chief chaperone for any student tour must be full time, certified employee of the district. Participation in Board approved tours is open only to: a: district students who are regular members of the sponsoring curricular or extracurricular organization; b. District students who are currently enrolled or have been enrolled in the classes associated

with the tour; c. district employees; d. adult chaperones approved by the Board. Any deviations from these participation requirements must be submitted for Board consideration at the time the request for approval is submitted to the Board.

3. Planning and coordinating of the tour are responsibilities of the advisor of the curricular or extraclassroom activity.
4. Fund raising and the accounting of all funds must be consistent with New York State and the district's Policies and Administrative.
5. Prior to the acceptance of money from a student or his/her parent, the parent must be informed in writing and acknowledge in writing that he/she understands the financial, travel and behavioral rights and responsibilities of students on tours; refund and policies and procedures; and cancellation rights and cancellation insurance (if available).
6. The advisor is responsible for all school, tour company, United States and foreign travel documents.

Adoption date: October 11, 2005