

Sparta Area School District

Article 420 - Extended Travel for Education

Extended educational trips (600 or more miles per round trip) or foreign study tour policy.

The District Superintendent or his/her designee may approve extended field trips or foreign study tours within the constraints of Board policy and the following guidelines:

1. All requests for extended field trips (600 miles or more round trip - excluding Chicago area) or foreign study tours shall be made to the Superintendent or his/her designee through the building principal. The building principal will make a written recommendation in a timely manner to the Superintendent or his/her designee utilizing the guidelines from the Administrative Procedures Handbook.
2. All students participating in extended field trips or foreign study tours shall be expected to abide by trip conduct rules and regulations as outlined by the trip supervisors, and the rules of the school as outlined in the student handbook and activity handbook. Chaperones (paid or volunteer) will also be required to know and follow the school rules of conduct. Chaperones will be responsible for supervision of all aspects of the travel experience. Any student violating such rules shall be subject to disciplinary action. (Customs of host country or family, such as alcohol for minors, all night parties, etc. are strictly forbidden.) Expenses created by the necessity to return a student home because of behavior, illness or other reasons will be the responsibility of the student/student's family.
3. Any individual or group requesting an extended field trip or foreign student tour shall submit a detailed plan to the building principal, who shall review it with the Superintendent. The plan shall include at least the following information:
 - A. Information supporting appropriateness of trip/travel.
The building principal determines the appropriateness of a trip on the following basis:
 1. The objectives of the trip are consistent with the general objectives of the instructional program;
 2. The on-going school program will not be adversely affected (attempt should be made to plan extended trips on non-school days);
 3. Participating students' total educational program will not be adversely affected by the trip;
 4. Appropriate provision is made for the continuity of learning for eligible students who do not participate in the trip;
 5. Every attempt will be made so that no eligible student is denied participation in the trip for economic reasons;
 6. The financial implications are realistic in terms of the value of the trip;
 7. Other special circumstances or considerations.

- B. An explanation of all financial arrangements, include any financial aid information that may be available to students with financial need. A separate “travel account” for each extended family.
 - C. The cost of the trip per participant and what is NOT included in the price. All money collected or expended must be processed through the school district regular accounting procedures.
 - D. The length of time for travel including departure and return times, dates, distances and modes of travel.
 - 1) Every attempt should be made to schedule trips during vacation and summer periods. If travel arrangements necessitate that school days are missed, the Superintendent may approve faculty and student absences provided that, in his/her judgment, the school time missed is within acceptable limits. An accurate count of the time to be lost should be given.
 - 2) All transportation must be normal school transportation or ability to be a bonded carrier. Assurances shall be required.
 - E. A count of the free travel vouchers will be furnished and to whom they will be granted.
 - F. A list of the names and numbers of chaperones who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the district.
 - G. Evidences of insurance coverage.
4. The Superintendent or his/her designee shall use discretion when considering details for a specific trip. However, it is expected that:
- A. An attempt will be made that there will be no cost incurred by the district for such trips beyond that of hiring qualified substitute teachers.
 - B. The number of students per chaperone on the extended field trip or foreign study tour shall not, without approval, exceed (i.e. 12 to 1) with male and female supervision if two or more supervisors are needed. At least one supervisor must be a teacher employed by the Sparta Area School District.
5. A preliminary list of participants should be provided to the building principal 30 days before departure, along with any changes which may have occurred in the information above. All later changes must be reported as they are received.
6. Parent(s)/guardian(s) must submit a signed permission slip for each trip to the building principal in order for a student to participate in an extended field trip or foreign study tour whether or not absence from school is required.
7. The district shall not permit use of facilities, time or staff involvement in advertising or promotion of unauthorized trips or tours.

It is the policy of the Sparta Area School District to comply with all applicable state or federal laws concerning non-discrimination and, therefore, no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or otherwise be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity on grounds that include, but are not necessarily limited to, the person's sex, race, national origin, ancestry, creed, pregnancy or marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stat. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

Legal Reference:

Cross Reference:

Approved:

Revised: