

Board Policy

Code No. 606.5R3

EDUCATIONAL STUDY TRIPS - FOREIGN AND DOMESTIC

The Board of Directors recognizes that properly planned and supervised study trips or excursions (of more than one day duration) can be a vital part of the curriculum of the District. Therefore, well organized and properly conducted trips of significant educational value are encouraged.

All such study trips and excursions shall have the approval of the building principal, in advance. For any first-time trip, for the first of a planned series of the same kind of trip, or for a significant departure from previous arrangements, approval from the Board of Directors is also required at least four months in advance of any final commitment to participating students or parents. Certain guidelines must be met, with proposals for such trips specifically addressing each of the following criteria:

1. Appropriate precautions to ensure safety and protection of participants shall be made.
2. Adequate supervision must be provided.
3. District transportation may be provided for such trips, except that the building principal may, for proper reasons, approve trips involving other public or private carriers with proper liability insurance.
4. Any school employee connected with such a study program must be mindful that students and parents should not be embarrassed or coerced, even in subtle ways, to participate if they should choose not to do so.
5. Compensation may be provided for staff member(s) who conducts the trip, beyond their regular salaries/contracts, in accordance with the negotiated rate and Schedule D stipends. If the trip is conducted during days when school is in session, the staff member will continue to be paid his/her regular salary during this period. If the trip is conducted at any other time, it will be approved only if part of the extended school curriculum. The proposal will specify the number of days (one day = 8 or more consecutive hours per 24 hour period) to be compensated and from which source the compensation is to be paid, subject to approval by the building principal and Assistant Superintendent. Reimbursement for all travel and other trip-related expenses will be provided to the staff member(s) from participants' fees or other available funds.
6. Trips shall be taken at times between the beginning and end of the school year, unless the trip is included in the summer school program of activities approved each year by the Board of Directors.
7. Academic credit for the experience can be granted only if pre-arranged with the building principal and the Assistant Superintendent and approved by the Superintendent.
8. In instances where trips are eligible for financial assistance through federal or private grant applications, these applications must be approved in advance by the Assistant Superintendent.
9. School employees involved in working out agreements with a travel agency act as representatives of the school district.
10. Careful consideration must be given to methods of supplying money to support such a trip, so that parents or community persons are not offended with the processes or projects.
11. Since approved trips are school-sponsored activities, all school rules and special travel guidelines are in effect.

The following additional criteria apply for school-sponsored foreign study trips:

1. Study programs outside the country shall normally be taken at times when Bettendorf schools are not in session. Exceptions may be granted by the Board of Directors, upon recommendation of the building principal and the Assistant Superintendent.
2. Parent or guardian permission slips must be obtained for each trip.
3. Detailed plans and data are to be provided to administration, involved parents, and students.

4. Proper insurance and liability protection must be guaranteed for the protection and safety of participants.
5. The building principal must be satisfied that the proposed program complies with North Central Association Guidelines for foreign travel.

Trip Cancellation:

Educational study trips, both foreign and domestic, may be postponed or cancelled due to safety concerns. Guidance may be sought from the U.S. Department of State, Federal Bureau of Investigation, and Office of Homeland Security, in addition to sponsoring travel agencies. Student fees may be forfeited due to trip postponements or cancellations.

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