

# Board Policy

Code No. 606.5R4

## PRIVATE EDUCATIONAL STUDY TRIPS

The Board of Directors recognizes that there are occasions and circumstances when privately-sponsored trips, both foreign and domestic, may have significant educational value for students.

Any staff member planning a non-school sponsored trip must notify all involved parents, in writing, that the trip is not sponsored by the District, is not an official school activity, and that the District cannot be held responsible or liable. The sponsoring agency may postpone or cancel educational study trips, both foreign and domestic, 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.

Staff members must obtain permission from the building principal to explain, and to arrange, details of the trip in the school building, or to post notices or use the public address system for announcements regarding the trip. Beyond such approved use, no school facilities or school transportation may be involved.

No staff member will be permitted to conduct or participate in a private educational study trip during days when school is in session.

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