

Policy

Board of Education Randolph

NO. 243
PROGRAM

Overnight Trips

Any school-sponsored trip (curricular or co-curricular) that will remove pupils from the district overnight must be approved by the superintendent, who will later inform the Board. All requests should be submitted to and approved by the building principal who will then submit the request to the superintendent for approval. Requests should contain the following information:

- a. the educational objectives of the trip.
- b. the location, date and itinerary.
- c. the expected time of departure and return.
- d. the number of pupils and the name of the club or group.
- e. the number and names of chaperones.
- f. the means of transportation and cost.
- g. the cost of admission fee, if any.
- h. the provisions made for food and lodging.
- i. the total cost of the trip and the method of funding, including provisions for students experiencing financial hardship.
- j. the need for any additional insurance coverage.

Before embarking on the field trip, teachers must submit to the principal a list of the names of pupils going on the trip. Under no circumstances may a child be permitted to participate without a signed parental permission slip which must be kept in the possession of the teacher.

No student shall be excluded from participating in the trip due to financial hardship. In determining financial hardship the criteria shall be the same as the statewide eligibility standards for free and reduced price meals under the state school lunch program. Students whose families are experiencing financial hardship and are not currently receiving free or reduced lunches may apply to the principal for financial assistance.

In the event of an emergency or delay, the lead teacher is responsible for notifying the school principal.

The superintendent shall consider such factors as educational value in relation to the curricular or co-curricular program, student safety and security, liability, financial considerations, third party financial benefits, and timing in reaching a decision regarding the request for overnight trips.

DATE ADOPTED: February 11, 1997

DATE REVISED: