

## Student Trips

### Section A - Introduction

The Board of Education believes that structured learning should not be limited to the classroom. Valuable experiences for students exist within and outside the boundaries of the school district. The Board also realizes that additional responsibilities may arise when students are outside school premises.

### Section B - Definitions

Student trip categories are as follows:

1. Field Trips
  - a. Sponsored by the school district;
  - b. Provides an experience outside the classroom that is usually scheduled during regular class hours and is related to the planned curriculum; and
  - c. Implements or augments group classroom instruction.
  
2. Other Trips
  - a. Sponsored by the school district; and
  - b. Connected with a regularly scheduled school-sponsored activity and
    - i. A contest (or practice for a contest) between students representing Glenbrook and at least one other school; or
    - ii. Performance or exhibition displaying special talent by an individual or group of students (e.g., band, choir, etc.); or
    - iii. A convention, workshop, or structured learning experience beyond regular class hours in which an individual or group of students representing Glenbrook participate (e.g., student council convention or workshop); or
    - iv. A study abroad / student exchange experience
      1. Affiliated with an academic department or student organization; and
      2. Coordinated by a school district employee.

### Section C - Approval of Trips

All student trips must be approved before the announcement of the trip, the collection of any funds, or making any travel arrangements. The following table identifies the approvals required for a trip based on its type:

| Trip Duration   | Principal | Superintendent | Board |
|-----------------|-----------|----------------|-------|
| Day Trip        | X         |                |       |
| Overnight Trips | X         | X              | X     |

The Superintendent has authority to approve certain overnight trips in extenuating circumstances (e.g., IHSA qualifying state series), subject to Board ratification.

Each trip recommendation shall include a detailed itinerary and an overview of the educational benefit supporting the school district’s sponsorship of the trip. Additional information may be required before approval by the principal, superintendent, or Board of Education.

**Section D - Funding for Student Trips**

The following table identifies the financial responsibility for expenses associated with a trip. The percentages in the tables represent the permissible use of the district budgeted funds. Student activity funds or fees charged to participants can be used to offset any costs not paid by district budgeted funds.

**Instructional Field Trips**

| Description | Student Meals | Transportation | Lodging | Registration    |
|-------------|---------------|----------------|---------|-----------------|
| Day Trip    | 0%            | 100%*          |         | 0% <sup>3</sup> |

General Considerations

1. Meals and admission will be provided to students approved for the student financial assistance program and other students deemed appropriate by the principal or designee.
2. Transportation expenses are limited to district-owned vehicles or school bus transportation. However, student activity funds or fees charged to participants can be used for alternative transportation options (e.g., air travel, coach bus).
3. There may be situations when district budgeted funds will cover part of or the full cost of registration. In these situations approval for this coverage must be obtained from the superintendent or designee.

**Other Trips**

| Description   | Student Meals | Transportation | Lodging | Registration    |
|---|---------------|----------------|---------|-----------------|
| Day Trip  | 0%            | 100%           |         | 0% <sup>2</sup> |
| <u>Illinois State Contests</u> for which Students Have Qualified Through Competition or Audition <u>or</u> are Required for Eligibility for a State Contest | 0%            | 100%           | 100%    | 100%            |
| <u>National Contests</u> for which Students Have Qualified Through Competition or Audition <u>or</u> are Required for Eligibility for a National Contest    | 0%            | 75%            | 75%     | 100%            |
| All Other Overnight Trips Less Than 400 Miles from the School District (e.g., fine arts tour, sports tournament that are not IHSA sponsored)                | 0%            | 100%           | 0%      | 0%              |
| All Other Overnight Trips Over 400 Miles from the School District (e.g., fine arts tour, sports tournament that are not IHSA sponsored)                     | 0%            | 0%             | 0%      | 0%              |
| Study Abroad / Student Exchange Experiences   | 0%            | 0%             | 0%      | 0%              |

General Considerations

1. Student activity funds or fees charged to participants can offset any costs not paid by district budgeted funds.
2. There may be situations when district budgeted funds will cover part of or the full cost of registration. In these situations approval for this coverage must be obtained from the superintendent or designee.

The following conditions also apply to the overall expenses associated with student trips:

1. All student fees for a trip must be deposited in the bookstore by the student. Glenbrook employees are not permitted to collect funds directly from students;
2. Any participation fees must be paid in full prior to the trip;
3. District budgeted funds, student activity funds, or funding provided through participation fees will fully fund the travel expenses (meals, transportation, lodging, and registration) of:
  - a. Glenbrook employees chaperoning students, except for study abroad experiences/student exchanges; and
  - b. Glenbrook employees providing specialized services (e.g., school nurse, one-on-one instructional assistant), as approved by the principal.
4. Should the school district prepay expenses for a student, and the student cannot attend the trip, the student may be assessed a financial obligation in the amount of the non-refundable or transferable expenses.

#### Section E - General Parameters

All student trips are subject to the following general parameters:

1. All student trips must be fully approved before the announcement of the trip, the collection of any funds, or making any travel arrangements.. There is no guarantee of trips to be scheduled on a cycle.
2. All trips with expenses above \$850 per student must include the cost of travel insurance coverage or other travel arrangements (e.g., refundable airline tickets) that provides at least a 75% refund in the event of cancellation unless otherwise approved by the Superintendent or designee.
3. The school district's approved permission slip must be collected from each student or chaperone before the trip.
4. No student shall be penalized for non-participation or participation in a trip.
5. Transportation on all student trips must be by district-owned or commercial vehicles. In an emergency, the use of employee-owned vehicles must be approved by the assistant principal for athletics or the assistant principal for student activities, in consultation with the principal or designee.
6. Students participating in a trip must travel to and from the trip's destination in the school-sponsored mode of transportation unless an exception is pre-approved by an associate or assistant principal, in consultation with the principal or designee. Additionally, a parent/guardian must approve this mode of transportation.
7. As a general policy for lodging, room assignments will be based on one student per bed. Should an exception to this policy be necessary due to room availability or other factors outside of the district's control, such an exception may be made by the superintendent or designee.
8. Reasonable administrative care should be taken to ensure safety and orderly behavior on all student trips.
9. All Board and school policies, procedures, and regulations regarding student and employee conduct apply for students on student trips.
10. The superintendent or his/her designee shall have the authority to (a) unilaterally disapprove a request that is not consistent with all parameters defined within this policy, or (b) recommend that the Board of Education approve such request.

Section F - Additional Parameters for Student Activity / Co-Curricular / Athletic Trips

1. No student may participate in an overnight trip over 400 miles from the school district without verification of accident and health insurance coverage protecting against bodily injury or death while participating in the trip. The cost of said insurance shall be assumed by the student.
2. The Board of Education reserves the right in its sole discretion to cancel any previously approved trip. Should a trip be canceled, the Board of Education will assume no legal responsibility or financial liability for monetary losses or other damages incurred by the participants.
3. All contracts must be approved by the superintendent or designee. Contracts or agreements not authorized by the superintendent or designee are considered invalid.

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