

## **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, chorus, 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 and the collection of any funds. 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 of the trip 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 different expenses associated with student trips. The percentages represent the permissible use of the district budgeted funds.

**Instructional Field Trips**

Description	Student Meals	Transportation	Lodging	Admission
Day Trip	0%	100%*		0%

Meals and admission will be provided to students approved for the student financial assistance program and other students as deemed appropriate by the principal or designee.

\* Limited to district-owned vehicles or school bus transportation; student activity funds can be used for alternative transportation options (e.g., air travel, coach bus).

**Other Trips**

Description	Student Meals	Transportation	Lodging	Registration
Day Trip	0%	100%*		0%
Superintendent Approved <u>Illinois State Contest</u> for which Students Have Qualified Through Competition and/or Audition	0%	100%*	100%	100%
Superintendent Approved <u>National Contest</u> for which Students Have Qualified Through Competition and/or Audition	0%	100%*	0%	100%
Overnight Trips Less Than 400 Miles from the School District	0%	100%*	0%	0%
Overnight Trips Over 400 Miles from the School District	0%	0%*	0%	0%
Study Abroad Experience	0%	0%	0%	0%

Student activity funds can offset costs (e.g., student meals, lodging).

\* Limited to district-owned vehicles or school bus transportation; student activity funds can be used for alternative transportation options (e.g., air travel, coach bus).

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. Student fees must be paid in full prior to the trip;
3. District budgeted funds, activity funds, or funding provided through student trip 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 shall 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 official announcement of the trip and the collection of any funds. There is no guarantee of trips to be scheduled on a cycle.
2. All trips with expenses in excess of \$500 per student must incorporate the expense of travel insurance coverage as provided by the school district or conditions that provide for at least an 85% refund in the event of cancellation.
3. The school district's approved permission slip must be collected from each student or chaperone in advance of 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 the event of an emergency, the use of employee-owned vehicles must be pre-approved by the assistant principal for athletics or the assistant principal for student activities, in consultation with the principal or designee. Additionally, a parent/guardian must approve this mode of transportation.
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 the assistant principal for athletics or the assistant principal for student activities. Additionally, a parent/guardian must approve this mode of transportation.
7. For lodging, room assignments will be based on one student per bed.
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.

#### 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.
  - a. The cost of said insurance shall be assumed by the student.
  - b. Demonstration of satisfactory insurance coverage shall be made in writing to the superintendent or designee as a condition of Board approval.
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. Agreements not approved by the superintendent or designee are considered invalid.

Revised: February 6, 1978  
Revised: September 10, 1984  
Revised: October 28, 1996  
Revised: May 29, 2001



Revised: July 10, 2006  
Revised: TBD