

**Policy 508.03: Student Policies for Special Trips**

**Status:** ADOPTED

**Original Adopted Date:** 02/01/2000 | **Last Revised Date:** 05/01/2022 | **Last Reviewed Date:** 05/01/2022

In order to continue identified special trips, the following stipulations must be met:

1. It shall be considered a DC-G special trip if all of the following apply:
  - a. DC-G students are attending
  - b. DC-G staff members are organizing and/or supervising
  - c. Any meetings and/or fund-raising is conducted at school
  - d. Any trip that is out-of-state and/or requires students to stay overnight
2. Parents and students will be informed regarding special trip policies and interpretation before the end of the year prior to the trip.
3. The policy will be interpreted and administered separate from the Good Conduct Code, educational trips, or extra curricular activities and rules.
4. Demonstrate educational value: When requesting a special trip, sponsors must address the following areas:
  - a. How does the trip or activity relate to identified curriculum?
  - b. What specific educational activities will enhance student learning?
  - c. Why can't this student learning occur in the regular classroom, or during a regular school field trip? (Local area)
  - d. If there is a loss of school time, could this trip be taken at a time that school will not be missed?
  - e. Special value or nature of this trip.
  - f. What will be the impact on other classes the teacher or teachers attending this trip teach?  
How will any negative impact be addressed?

Conduct for special trips:

- A. The Board and administration consider student conduct during the school year prior to the special trips as an indication of a student's probable conduct on a special trip. Irresponsible or disruptive behavior raises concern as to a student's ability to conduct him/herself in a proper manner while on the special trip.
- B. A letter of consent and responsibilities must be signed by a parent and student before going on the special trip.
- C. A student's eligibility for a trip starts when school is out in the spring of the year prior to the special trip being taken. Eligibility for a trip that is held after school is out in the summer will start when school is out the year before.
- D. Any student who has been determined to be in violation of the Good Conduct Code during the time period identified in (C), shall not be allowed to go on the special trip and all monies that are non-refundable will be forfeited.
- E. If a student demonstrates significant undesirable behavior that may jeopardize the success or safety of a trip, the building principal may refuse to allow a student to attend. This will be done only after consultation with and agreement from the trip sponsor and Superintendent. Examples of undesirable behavior are, but not limited to: fighting, verbal or physical abuse, dangerous misuse of usage of an object, open defiance or willful disobedience, threats to students or teachers, cheating, malicious mischief, skipping school.
- F. If the special trip is ever canceled, all money deposited through fund raising for the trip in the class or activity treasury, after expenses, will remain with that class or group for future trip expenses.
- G. The Superintendent, or designee, will determine the number of sponsors, including school staff, that must supervise any special trip. Types of activities for the trip, location of the trip, groups of students attending, and student safety will be used to determine the number of sponsors needed, using 8-10 students per chaperone as a guideline. If the trip is part of an organized and approved trip planning program, their requirements for supervision will be followed. All sponsors for a trip shall be approved by the building level principal. When reasonable and possible, there should be an even number of male and female sponsors. If an odd number is required, the extra sponsor should be determined by whether there are more boys or girls going on the trip.

Students attending the trip will pay the cost of transportation and lodging for all chaperones that are needed to go on the trip. Chaperones may be required to pay for meals and/or other ticket fees.

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