

The Board of Education and staff recognize the educational value of arts performance, opportunities to compare one's performance with that of others, opportunities to meet peers from other locations, and travel itself and the information obtained from observation of other localities. They also recognize enthusiasm is heightened by specific goals and regional and national recognition contribute to the public relations efforts of the district.

The superintendent shall prescribe forms to be used by employees seeking approval for such activities and travel through administrative regulation.

Any violation of this policy or those regulations by any school district employee may result in disciplinary action, up to and including termination.

#### School-Sponsored Activities

Any school-sponsored activity conducted away from school premises must have prior approval as prescribed below.

##### **In State and KC Metro Area Field Trips**

All student travel that occurs in state or in the Kansas City metropolitan area, whether curricular or extracurricular, necessitating students being away from their assigned attendance center and/or grounds (except KSHSAA-approved activities) will be considered a field trip and will require prior approval by the building administrator.

##### **Out-of-State Travel**

Students participating in school-sponsored activities will be allowed to travel within the continental United States under the following policies:

- A. Basic meals, transportation, lodging, and required admissions and other expenses must be arranged and approved by the school district for all participants, including official chaperones. Transportation will be by public conveyances or by district-owned vehicles and not by private cars or vans.
- B. Any amount budgeted by the Board shall be allocated annually in the General Fund for this purpose and shall be divided among the three high schools on a pro rata basis, based on enrollment. Any additional funds needed would be provided by donations and fund-raising efforts of Booster Clubs, PTOs, and groups formed for this purpose. It is suggested that groups not confine their fund-raising efforts to one year but that they set annual goals to facilitate this process.
- C. Students and teachers participating will miss no more than three school days.
- D. Staff members voluntarily accompanying the student groups will not be paid but will have expenses provided. They will be expected to travel with and be lodged with the students. Each high school will make an annual report to the superintendent on plans and progress in raising funds.

The Superintendent and/or designee will review and approve or reject all trips and plans.

**Travel Outside of the Continental United States**

Employees may not chaperone, conduct, or promote travel outside of the 48 continental United States by USD 501 students as a school-sponsored activity without prior approval by the Board of Education.

**Overnight Accommodations**

For overnight stays by students during school district sponsored travel shall require separate overnight accommodation be provided for students of each biological sex.

Prior to the students participation in such activity or travel, parents shall be provided with this policy requirement.

**Non-School Sponsored Activities**

Non-school sponsored activities conducted away from school premises are not considered school functions and are not to be chaperoned by any member of the school staff acting in an official capacity as a staff member.

Any school district employees intending to be involved in organizing non-school sponsored activities or trips shall not use letterhead, permission forms, e-mail or anything else that implies that USD 501 or the school sponsors the activity or trip. Employees may not solicit participants, plan trips, or attend trip-related meetings while on duty or during instructional time or at school. Employees must comply with Board Policy 2725 and Administrative Regulation No. 2725-1 if they wish to use the school or school grounds for trip-related meetings.

Any employee organizing or participating in a non-school sponsored activity or trip involving students of the district must send a notice to parents, advising them that USD 501 does not sponsor the trip; that USD 501 insurance does not cover it; and that participants bear any risk of financial loss or liability associated with the trip. A copy of such notice shall be provided to the employee's principal or building administrator.