6Gx53-8.011 STUDENT TRAVEL/SCHOOL SPONSORED:

School sponsored travel consists of those activities which have been properly approved and which have both educational and recreational value to the students, such as the Polk County Youth Fair, Science Fair, Music Festival, Spelling Bee, Academic Tournaments, Band Contests, certain athletic functions, etc.

I. Participation: School sponsored travel is considered an extension of the classroom and all persons shall conduct themselves in an exemplary manner at all times.

A. Students: Student participation shall be voluntary; however, certain activities delineated at the beginning of the semester with prior approval of the principal may be compulsory in order to fulfill grade requirements.

1. Permission Forms: Before a student can participate in a school-sponsored trip, the forms required by the School Board must be properly executed by the parent and on file with the school.

2. Student Code of Conduct: Students who do participate in a school-sponsored trip shall be subject to the rules, regulations, and procedures set forth in the Student Code of Conduct.

B. School Board personnel: All school-sponsored travel must be conducted under the supervision of a faculty sponsor.

1. Responsibility: The faculty sponsor shall assume responsibility for the proper conduct of all students participating.

2. Supervision: The appropriate number of adult supervisors shall be determined by the building principal. It is recommended that there be no less than one professional staff member per 25 students, with special consideration given to the age of students and type of trip.

3. Compensation from Travel Agencies or Private Organizations: School Board employees shall not receive compensation from travel agencies or private organizations involved in school sponsored travel, with the exception that free passage and other related expenses may be granted for supervisory duties.

C. Parents/Chaperones: Chaperones shall be selected from the list of approved school volunteers.

D. District Field Trip Oversight Panel:

1**.** The Superintendent shall appoint an oversight panel to evaluate the educational and recreational appropriateness of all out-of-state and foreign travel. The panel will evaluate all requests and submit a written recommendation to the Superintendent for consideration. The School Board will not consider request(s) for out-of-state or foreign travel without the consideration of the panel and recommendation by the Superintendent.

2. The panel shall be comprised of members of at least the following divisions or departments:

a**.** Assistant Superintendent Support Services

b. Athletic Education

c. Senior Director(s) Elementary Education

d. Senior Director for Middle Schools

e. Senior Director for High Schools

f. Senior Director for Fine Arts

g. Legal Services

h. Transportation Services

i. Community Relations

II. Guidelines: The requirements and procedures for school-sponsored travel are set forth in the Field Trip Manual and shall be strictly adhered to when making such requests.

A. In-County Travel: All requests for in-county travel must be approved by the building principal.

B. Out-of-County Travel: All requests for out-of-county travel must be approved by the building principal and the Assistant Superintendent for Support Services.

C. Overnight Stay: All requests for travel requiring an overnight stay must be approved by the Assistant Superintendent for Support Services.

D. Out-of-State Travel: Every effort shall be made to schedule extended travel out-of-state so as not to interrupt other school functions.

1. Winter Break/Spring Break: These activities should be conducted during a time when school is not in regular session, such as the Winter Break or Spring Break.

2. Approval: All requests for such travel must be approved by the building principal, Superintendent, and School Board. All requests for out-of-state travel must be reviewed by the District Field trip Oversight Panel, prior to being submitted to the Superintendent for approval and recommendation to the School Board.

3. Fundraising Activities: If fundraising is to be conducted for the purpose of supplementing the cost of any student travel or lodging, approval must be obtained from the School Board prior to any fundraising activities. Students shall be prohibited from conducting fundraising activities, for school sponsored events on any roadway, median area, parking lot or any traffic right-of-way. Furthermore, when conducting fundraising activities, students must maintain a buffer of at least (6) feet between themselves and any public roadway.

E. Foreign Travel: While the School Board does not encourage foreign travel due to the uncertainty of the political climate and terrorist activities in many countries, it does recognize that there are certain educational and social gains derived from such travel. Foreign travel will be considered only in extraordinary circumstances.

1. Extraordinary Circumstances: are defined as an extraordinary educational opportunity that would otherwise not be obtainable, without the travel experience. The added educational value should significantly outweigh the perceived risk or liabilities. Such trips will be allowed only after being reviewed by the District Field Trip Oversight Panel and obtaining the approval of the Superintendent and the School Board.

2. Travel Planning Activities: All foreign travel plans should be approved at least six (6) months prior to the anticipated travel. Approval by the School Board must be obtained before any fund raising activities occur. The principal shall be responsible for obtaining monthly travel advisories from the United States State Department (http://travel.state.gov/travel_warnings .html) or any other appropriate source. The principal will be responsible for submitting, in writing to the Superintendent, the political climate,

travel warnings, and any perceived risks, on a monthly basis. The final report to the Superintendent should occur no more than ten (10) days prior to the commencement of the travel. The Superintendent has the authority to cancel the foreign travel if, in his or her opinion, the political or security climate has changed since the initial approval of the trip.

3. School Organization Sponsor: Such trips must be sponsored by a recognized school organization such as Band Boosters, Spanish Club, French Club, etc. A school administrator will be required on all field trips outside of the United States. Such administrator will not be required to pay their own expenses. Provided further, that only students affiliated with and involved with the sponsoring organization will be entitled to go on any such field trip.

III. Privately Sponsored Travel: Privately sponsored travels are those activities which have not been properly approved by the School Board of Polk County, Florida.

A. Non-School Sponsored: Such travel is not sponsored by the Board and shall not be construed to be school related.

B. Solicitation: There shall be no solicitation or fund raising through the school for non-school sponsored travel.

1. Travel Agencies/Private Organizations: Travel agencies or other private organizations promoting student travel shall not be permitted access to the school to promote or enroll students for privately sponsored travel programs and trips.

2. School Premises: All planning for such trips will take place off the school grounds and outside the use of school facilities. School employees, while acting in their capacity as an employee, will not actively participate in the planning of non-school-sponsored trips.

C. Liability: It shall be made clear to all concerned that the School Board does not sponsor nor assume any liability for such travel.

Statutory Authority: Florida Statutes 1001.32, 1001.41, 1001.42, 1001.43

Laws Implemented:

Adopted: July 26, 1972

Readopted: April 28, 1987

Amended:

December 18, 1974

April 23, 1980

October 28, 1981

February 26, 1990

February 26, 1991

May 27, 1997

October 26, 1999

August 14, 2001

September 27, 2005

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