

No. No. 231-AR

ANTIETAM S. D.

OVERNIGHT TRIPS

Overnight trips requests are to be of a special and unusual educational nature that cannot be completed within a normal, single school day and provide benefit quite unique to the students involved.

A. OVERNIGHT TRIPS WILL BE ALLOWED IN THE FOLLOWING CASES:

1. Athletics and Music - when earned as a result of advancement through competition on district and state levels.
2. Clubs - when earned as a result of advancement through competition.

Officers of clubs will be allowed to take advantage of special opportunities such as state or national conventions.

- a. Lodgings, travel expense, etc., to be paid by the individual participant - not by the organization or the school.
- b. Registration may be paid from club funds.

B. OVERNIGHT GROUP TRIPS OTHER THAN THOSE NOTED ABOVE WILL BE REVIEWED AS FOLLOWS:

1. The teacher or class sponsor of the organization or class requesting the overnight trip must submit a written request for the planned trip at least 90 calendar days in advance to the building principal. Following a review by the building principal, the request will be submitted to the district superintendent with recommendations. The district superintendent may submit this request to the school directors for their consideration.
2. Each request for overnight trips will be considered separately and on its own merits. Listed below are some details to be included in the written request:
 - a. Dates of proposed overnight trip

- b. Purpose and value of the overnight trip
 - c. Location of the proposed trip
 - d. Duration of the proposed trip
 - e. Number of students involved
 - f. Number and names of chaperones
 - g. Rest stops, dining facilities and lodging arrangements
 - h. Estimated personal cost per student for proposed trip
 - i. List all sources of income necessary for the proposed trip
3. The following criteria shall also be considered applicable regarding the overnight trip:
- a. Chaperones will not receive supplemental pay
 - b. Chaperone to student ratio shall not exceed 1-20 (Parents may be chaperones)
 - c. Fund-raising activities must be approved by the administration
 - d. A detailed itinerary shall be on file in the District Office prior to departure on the trip
 - e. A signed agreement by parents and students must be on file
 - f. There will be no costs to the school district