

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 352.1 - STUDENT OVERNIGHT AND EXTENDED TRIPS/TRAVEL

- A. All overnight student trips/travel will adhere to the following standards:
1. If at any time after initial approval is granted the trip/travel is canceled, the District Administrator will be contacted immediately.
 2. Chaperones must be age 21 or older and must agree to follow all district policies/procedures and rules, as well as duties and guidelines assigned. Background checks must be completed on all chaperones attending trip if they are not employed by the School District of New London.
 3. The number of students per chaperone on a trip will not, without approval, exceed 10 to 1.
 4. Loss of instructional time will be considered when approving student trips/travel. It is expected that trips/travel be planned around natural school breaks such as winter or spring break.
 5. Emergency medical forms and parental release forms must be completed and signed by each student/parent.
 6. Trip/travel documentation/student rosters will be kept in a shared electronic format.
 7. All students participating in trips/travel will be expected to abide by trip conduct rules and regulations as outlined by the trip supervisors, and the rules of the school as outlined in the student handbook and co-curricular handbook. Bags may be searched at any time. Any student violating such rules will be subject to disciplinary action.
 8. A rotation schedule has been established for foreign and extended student trips/travel (Exhibit 1). The number of given trips will not exceed those outlined.
 9. Students must be enrolled as students at the time of departure in order to attend a class or organization trip. Exceptions may be determined by District Administrator or designee.
- B. The Board of Education will approve all **foreign travel** as follows:
1. The District Administrator must approve the trip 24 months in advance of the trip by completing the "Application to the District Administrator for Extended Student Travel" (Exhibit 2). This is for the commitment of the trip only. If the designated group does not wish to take a trip on their assigned year, the group/organization have the right to refuse

and the slot may be filled by another group who must apply to the District Administrator.

2. Application of the entire trip must be made 18 months in advance to the Board of Education for approval by completing the "Approval/Checklist of Documents to be Submitted for Student Extended Travel" (Exhibit 3).
 3. A summary report to the Board of Education will be required after any foreign trip has been taken.
- C. The Board of Education authorizes the District Administrator to approve **extended student trips/travel of 3 nights** or more as follows:
1. The District Administrator must approve the trip 18 months in advance of the trip by completing the "Application to the District Administrator for Extended Student Travel" (Exhibit 2). This is for the commitment of the trip only. If the designated group does not wish to take a trip on their assigned year, the group/organization have the right to refuse and the slot may be filled by another group who must apply to the District Administrator.
 2. Application checklist of the entire trip must be made 4 months in advance to the District Administrator for approval by completing the "Approval/Checklist of Documents to be Submitted for Student Extended Travel" (Exhibit 3).
- D. The District Administrator or designee shall approve student trips or travel relating to student competitions (i.e., athletics, show choir, jazz band), student organizations (i.e., forensics), or any other school-sponsored student **overnight trips of less than 3 nights**. Documentation shall be submitted as per building procedure. Should the need to exceed 3 nights arise, District Administrator will be notified.
- E. The following is required to be submitted to the District Administrator or designee 2 months prior to foreign travel or travel of 3 nights or more:
- a. List of chaperones. Background checks must be completed on all chaperones attending if they are not employees of the School District of New London.
 - b. List of students attending and current grade.
- F. The following is required to be submitted to the District Administrator or designee 2 weeks prior to foreign travel or travel of 3 nights or more:
- a. Final list of students attending.
 - b. Final list of chaperones attending.
 - c. List of emergency contact numbers.

- d. Phone numbers for students and chaperones in case of an emergency and someone needed to be contacted back at home.
 - e. Any changes to daily itinerary, flight/transportation, or transportation schedules.
- G. Any changes in chaperones or students attending, emergency contact numbers, daily itinerary, or transportation schedule must be communicated to the District Administrator or designee **prior** to departure.

ADOPTION DATE: August 14, 2006

REVISION DATE(S): March 9, 2009; June 25, 2018; August 14, 2023

REVIEW DATE(S): August 14, 2023

CROSS-REFERENCE: Policy 352.1 Student Overnight and Extended Trips/Travel
Exhibit 1 Rotation Schedule
Exhibit 2 Application to the District Administrator for Extended Travel
Exhibit 3 Approval/Checklist of Documents to be Submitted for Student Travel

LEGAL REFERENCE: