

**STUDENT OVERNIGHT AND EXTENDED TRIPS/TRAVEL**

The Board of Education recognizes the value of student travel.

The Board shall approve all student foreign travel in accordance with the timelines established. Foreign trip/travel is travel to any country outside of the United States.

The District Administrator shall review and approve student extended trips/travel in accordance with the timelines established. Extended trip/travel is travel within the United States that involves an overnight stay of 3 nights or more.

The District Administrator or designee shall review and approve student trips/travel relating to student competitions, student organizations, or any other school-sponsored student overnight trips of less than 3 nights in accordance with the timelines established.

Before any trip is approved, the District Administrator and Building Principal shall review the instructional purposes of the trip, transportation and lodging arrangements, financial responsibilities and district legal responsibilities and liabilities.

An extended student travel rotation schedule shall be utilized.

ADOPTION DATE: August 14, 2006

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

REVIEW DATE(S): August 14, 2023

CROSS-REFERENCE: Administrative Guideline  
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: