

## **Preston School District #201**

### **Policy 576.5 - Student Travel Organized by District Employees Using Outside Services**

**Effective Date:** [Date of Adoption]

**Subject:** Promoting and Facilitating Student Travel Opportunities Organized by School Employees

#### **I. Purpose:**

The purpose of this policy is to encourage and support school employees in providing enriching educational travel opportunities for students through reputable external organizations, while ensuring compliance with District policies, safety regulations, and ethical considerations. This policy aims to facilitate the promotion of such travel opportunities to students and their families using District resources, under specified guidelines.

#### **II. Definitions:**

- **Student Travel:** Any trip or excursion involving students that takes place outside of regular school hours and curriculum, organized and led by school employees using external travel service providers.
- **Outside Services:** External, reputable travel organizations specializing in student travel that handle logistics, booking, insurance, and other travel-related arrangements.
- **School Employee:** Any individual employed by Preston School District #201, including teachers, administrators, and support staff.
- **District Resources:** School facilities, communication channels (e.g., school website, newsletters, bulletin boards), and staff time for administrative tasks related to the promotion and organization of student travel, as specifically outlined in this policy.

#### **III. Policy Statement:**

Preston School District #201 recognizes the educational value of student travel and encourages school employees to organize such opportunities for students using reputable outside services. The District will allow school employees to promote these travel opportunities on campus and utilize District resources for promotion, subject to the following guidelines and procedures:

#### **IV. Guidelines and Procedures:**

- A. **Selection of Outside Services:** 1. School employees are responsible for selecting reputable and established outside services with a proven track record in student travel and adherence to safety standards. 2. While the District does not endorse specific companies, employees are encouraged to choose organizations that provide comprehensive insurance coverage, emergency support, and adhere to all relevant travel regulations. 3. Employees may be required to provide information about the selected outside service to the administration upon request.

- B. Proposal and Approval Process:** 1. School employees intending to organize student travel must submit a detailed proposal to the [Designated Administrator - e.g., Principal, Superintendent, or a designated committee]. 2. The proposal should include, but not be limited to: \* Destination(s) and itinerary overview. \* Educational objectives and alignment with potential curriculum connections. \* Estimated cost per student and payment schedules. \* Information about the chosen outside service. \* Preliminary safety and supervision plans. \* A plan for recruiting students and communicating with parents/guardians. 3. The [Designated Administrator] will review the proposal based on factors such as educational merit, safety considerations, financial feasibility for families, and potential impact on school operations. 4. Approval from the [Designated Administrator] is required before any on-campus promotion or use of District resources can commence.
- C. On-Campus Promotion:** 1. Upon approval, school employees may promote student travel opportunities on campus through avenues such as: \* Informational meetings for students and parents/guardians held outside of instructional time. \* Posting flyers and informational materials on designated bulletin boards. \* Announcements made during school (with prior administrative approval). \* Inclusion of information in school newsletters or on the school website (subject to review and approval by the designated communication personnel). 2. All promotional materials must clearly state that the travel is organized by the school employee in partnership with an outside service and is not a mandatory school-sponsored activity. 3. Promotional materials should accurately represent the travel opportunity and associated costs.
- D. Use of District Resources:** 1. With prior approval from the [Designated Administrator], school employees may utilize limited District resources for the purpose of promoting student travel, such as: \* Use of school facilities for informational meetings outside of regular school hours, subject to availability and standard facility use policies. \* Inclusion of basic information (e.g., meeting announcements, website links) in school newsletters or on the school website, subject to review and approval by the designated communication personnel. \* Limited use of school email for direct communication with parents/guardians who have expressed interest, adhering to District communication policies. 2. District resources shall not be used for personal gain or for activities that unduly disrupt school operations. 3. Employees are responsible for any costs associated with promotional materials they create.
- E. Liability and Responsibility:** 1. The organization and execution of student travel through outside services are the responsibility of the participating school employee(s) and the chosen outside service provider. 2. The District assumes no direct liability for the planning, execution, or safety of these trips beyond its general duty of care for its employees and students. 3. Parents/guardians must understand that participation in student travel organized under this policy is voluntary and at their own discretion and expense. 4. The outside service provider is responsible for providing appropriate insurance coverage for participating students and chaperones.

- F. **Financial Management:** 1. All financial transactions related to student travel must be handled directly between the participating families and the outside service provider. 2. School employees shall not be involved in the collection or management of student travel funds.
- G. **Chaperones and Supervision:** 1. School employees organizing student travel are responsible for ensuring adequate adult supervision, in accordance with the guidelines of the chosen outside service provider and District recommendations for student safety. 2. Chaperones should be background-checked in accordance with District policy.
- H. **Compliance with District Policies:** 1. All student travel activities must comply with all relevant Preston School District #201 policies, including but not limited to policies on student conduct, safety, communication, and technology use.

**V. Evaluation and Review:**

This policy will be reviewed periodically by the [Designated Authority - e.g., School Board, Superintendent] to ensure its effectiveness and alignment with the District's goals and priorities.

**VI. Disclaimer:**

This policy outlines the District's support for school employees organizing student travel using outside services. It does not constitute an endorsement of any specific travel company. School employees are responsible for due diligence in selecting reputable providers and ensuring the safety and well-being of participating students.

**Approval:**

\_\_\_\_\_  
Superintendent, Preston School District  
Board Chair, Preston School District #201

☐ Approved

☐ Denied

**Date Approved:** \_\_\_\_\_