

Senior Trip Information To Assist with Discussion:

Current Handbook/Policy:

Student Handbook:

Out of Town Trips

All out of town trips must be approved by administration. Advisors must require students who go on school activity trips to go and return with the group. Any other type of arrangements for transportation must be made by parents/guardian in writing prior to the trip. All school trips and activities must be chaperoned by the advisor or some other designated faculty member. Each student must turn in to the advisor a release slip signed by their parents/guardian prior to the trip and on the school form provided.

Post-Secondary students will follow the same policies and procedures that attending Floodwood High School students are required to follow.

Staff Handbook:

FIELD TRIP RULES (to also include athletic trips other than normal athletic event trips – example: overnight playoff competitions)

Field trips provide additional learning experiences for students beyond the confines of the classroom. To make a field trip meaningful, the responsibilities of planning, preparation and follow-up are to be assumed by the individual teacher/coach.

Field trips will be limited to those trips that have administrative approval. The “end of year” elementary field trips will remain in effect; this includes the sixth grade trip to the Capitol. Any other trips other than the elementary level “traditional end of year trips” will not be allowed unless approved by the school Administration. *Any trips that would be approved other than those stated here would require that they be completely funded by some means other than School District general funds.

All field trips must comply with the following:

- All field trips shall have **prior** approval with a trip itinerary on file **prior** to formal approval. (The itinerary shall include departure and return times and all scheduled activities for the trip – usually included on district van or bus request.)
- Post all trips on the district Google calendar to help keep all informed.
- All students shall have parent permission slips on file prior to the event. Slips sent home should specify where the group will be going, the date of the trip, and the return time.
- **NO STUDENT WILL BE ALLOWED TO GO WITHOUT PARENT PERMISSION.** Parent permission forms are available on the district website
- All students shall have teacher/administrative approval to attend.
- Students shall not be allowed to separate into “groups” without supervision except as part of planned activities.

OVERNIGHT FIELD TRIPS

In addition to the above rules, the following shall apply if the trip includes any overnight stays:

- When timelines allow, overnight field trips shall have permission from the school board.
- Overnight field trips shall have chaperones approved by the administration. (See background checks also.)
- In the event both boys and girls are on an overnight trip, both male and female chaperones shall accompany the students.
- Chaperones shall conduct room checks and/or attendance checks on a regular basis.

Student Handbook:

SENIOR CLASS TRIP must follow these guidelines set by the School Board:

1. The number of chaperones shall be a ratio of 7-10 students per chaperone. For further clarification, this would mean that if there were more females in the class than there were males, we would require that there be more female chaperones than male chaperones.
2. Senior class must spend only within its financial means as of February 15th of their senior year. In other words, no student should have to spend any money out of his/her own pocket in order to attend the senior class trip.
3. The board must approve the class trip by or at the January board meeting. If the trip is not approved and finalized at that meeting, then there will be no class trip.
4. There cannot be a student override vote to alter the spending of money on a senior class trip. Again, all money must be taken and spent from the ending fund on February 15th of their senior year. (Ex. No student group may say, "Let's vote to see if kids want to chip in \$50 to make the class trip happen.")
6. Chaperones must be staff members and/or parents/guardians approved by the board. The board may also approve the chaperones in the event that no parents/guardians or staff are able to attend. In essence, all chaperones will be board approved.
7. Room checks will be done frequently and randomly.
8. All leftover senior funds will be either voted on for spending (by the senior class) or turned over to the district on the last day of school.
9. Senior funds cannot be voted on to be returned to individuals of the senior class.
10. Seniors must be on target to graduate, have all assignments completed, and have at least a 91% attendance rate in order to attend.
11. Senior class trip records will be kept on file in the main office for future reference.
12. The Board has discretionary control over the process of the senior class trip. In other words, the Board retains the right to cancel the senior class trip for any reason.

Staff Handbook:

FUNDRAISERS

All employees intending to hold a fundraiser must obtain approval from Administration prior to scheduling any fundraisers. No fundraising project will be allowed unless it receives this approval. Participation in a non-approved activity shall be considered a violation of school district policy. Any activity that involves soliciting from local merchants must have prior approval from Administration.

Sale of merchandise by school groups in competition with local merchants shall be kept at a minimum. Each group, organization, sports activity, and class will be allowed a limited number of fundraisers per year.

FUNDRAISING

All fundraising activities conducted will be required to follow Floodwood School Board Policy #511. The responsibility of fundraising through organizations is as follows:

1. Fundraising must be conducted in a manner that will not result in embarrassment on the part of the individual students, employees, or the school.
2. All fundraising activities must be approved in advance by the administration. One fundraiser per year is allowed with the exception of yearlong activities. The length of the fundraiser should be agreed upon between the coach and the Activities Director prior to the start of the fundraiser.
3. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
4. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

Organizations conducting fundraising activities should make regular deposits into their Student Activities Account in the office. Funds should not be kept in desks, at home, or anywhere where they can be lost or stolen.

Accessing funds will be done through the Activity Fund Pay Order form that can be found on-line at www.isd698.org under District and Staff Resources. All signatures must be secured before the administration will approve the transaction. No Student Activity Account will be allowed to maintain a negative balance at the end of the school year.

Senior Class/Graduation Advisor Job Description - Two positions per Schedule C contract
The Senior Class/Graduation Advisor is responsible for advising and overseeing the activities of the Senior Class as well as planning the graduation ceremony with assistance from Administration. Throughout the school year the Senior Class contributes to school-wide activities such as spirit week. The major event is the Senior Class Trip. The Senior Class also raises funds for class activities for graduation. All activities are paid for through fundraising and by class participants. Schedule C contracts are paid positions, any work for a Schedule C contract position should not be done during the regular work day. Meetings or obligations that are part of your schedule C contract duties should be absences from the district utilizing the time off system and taken unpaid or utilizing personal days, unless conducted during Senior Advisory time.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the Senior Class activities, including fund raising activities to fund graduation . All activities need to be cleared by Administration by a minimum of one month in advance of activity.
2. Establish class goals on class unity, spirit, funds, and events.
3. Encourage students to appreciate and value their classmates, school, and community.
4. Encourage activities in support of school and community.
5. Promote and monitor these goals to keep the class on task.
6. Hold class meetings at least monthly to discuss ideas for the good of the class and to plan future meetings and events. These meetings will be held before 8:00 a.m., after 3:30 p.m., during advisory or during the lunch hour.
7. Work with the senior class advisor and the class to develop a budget for all activities and events. Determine a budget for the year and plan accordingly. Determine a budget for graduation ceremony, class trip, and class group picture.
8. All activities need to be cleared by Administration at least 30 days in advance of activity.
9. Determine role of class officers and conduct election of class officers.
10. Be sure all seniors have ordered caps and gowns for graduation no later than January 1st.
11. Prepare graduation programs with the guidance of Administration.
12. Hold graduation ceremony practice and set up with the guidance of the Administration, in order to conduct a respectable and timely ceremony. Advisors along with the senior class will be responsible for setting up and taking down the graduation ceremony in the gym.
13. Track student contributions to the senior class trip vs. other expenses. Students will not be held responsible for senior class trip fees if they do not go on the trip.
14. Help class plan fundraisers, class events such as dances, and any other extracurricular activities.
15. Mediate class trip planning meetings, assist in determining location of trip as well as the itinerary, coordinate dates with school administration. The initial preliminary plan is to be shared with the school board in May of their junior year, with more detailed plans to be shared at the January board meeting of their senior year.
16. Create a group picture for the hallway of the graduating class.
17. Assist students in setting goals for their individualized plan as required by law to be college and career ready when they graduate, including assistance with class schedules.

Policies Related to Senior Trips, Fundraising and Student Accounts

[713 - Student Activity Accounting](#)

[610 - Field Trips](#)

[511 - Student Fundraising](#)