

**G-3011****GCCE-R**

REGULATION

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**PROFESSIONAL STAFF  
CONFERENCES / VISITATIONS / WORKSHOPS****(Staff Travel Guidelines)**

The following shall apply to all trips taken by District personnel to attend workshops, conferences, and/or staff development activities.

- When a staff member requests to attend a workshop, conference, or a staff development activity, they will be responsible for all costs, except the cost of a substitute teacher. They must also take personal leave.
- When a building administrator initiates, recommends, directs a staff member to attend a workshop, conference, and/or staff development activities, the administrator is responsible for all expenses related to the trip.
- All conferences, workshops, and staff development trainings should be aligned with District goals, objectives, and outcomes addressed through the District's School Improvement, North Central Accreditation, and District strategic plans. Justification in writing will be submitted to the immediate supervisor or administrator on how it will improve classroom instruction and raise student achievement.

~~Requests for travel must be submitted to the immediate supervisor/~~  
~~administration four (4) weeks prior to travel, three (3) weeks to the District~~  
~~office, and two (2) weeks to transportation. Emergencies will be treated on a~~  
~~case-by-case basis by the Superintendent. Travel requests, requisitions, and~~  
~~justification will accompany all requests.~~

- Upon return from a conference, workshop, or a staff development activity, staff will complete and submit a "Workshop/Conference Completion Form", to the immediate supervisor/administration. This form is to be completed within five (5) working days and attached to the travel reimbursement claim form.
- Travel requests will not be processed at the District office if incomplete and if the immediate supervisor/administration signature is missing. Incomplete requests/requisition will be returned to the principal/supervisor.
- All individual supervisors will approve multi-building personnel travel, consulting with the building administrator and the transportation supervisor.
- The number of staff members attending a workshop or a conference is left

to the discretion of the building administrators. It is highly recommended that the number of staff attending a conference or workshop from each building be limited to no more than two (2). Building administrators are to reaffirm the importance of being in the classroom first.

- Estimated cost to the District is to include meals, lodging, registration fee, airfare, other, and travel mileage (that will be submitted on a travel claim form or requisition before trip). All travel reimbursement claim forms are to be turned in within ten (10) days after completion of the trip. Reimbursement may not be granted if claim form is not turned in on time or if form is not completed in its entirety.
- **One day/Instate** travel request will need approval from the building administrator, business manager (if monies are needed to cover travel expenses), and transportation supervisor (if a school vehicle is requested).
- **All instate/Overnight** travel will need approval from the building administrator, business manager (if school funds are requested), transportation supervisor (if a school vehicle is requested), and Superintendent. Travel requests need to be submitted in a minimum of ten (10) days prior to traveling.
- **All out of state** travel needs approval from the building administrator, business manager (if school funds are requested), transportation supervisor (if a school vehicle is requested), Superintendent, and Governing Board. Travel requests need to be submitted four (4) weeks in advance and/or two (2) weeks before the next Governing Board meeting.
- *In order to be assigned a school vehicle you must possess a valid driver's license.*

**E-2600 © EAAF  
SPECIAL USE OF BUSES**

School buses may be used for the transportation of students participating in school-sponsored activities under the following conditions:

- Bus usage for educational **field trips** or educationally related activities by student organizations may be considered an extension of classroom activities.
- The Board delegates to the administration authority concerning requests for noncurricular usage. In such cases, the student organization or group making the trip will be required to reimburse the District for all or a portion of the cost of the transportation.

*Adopted:*     date of manual adoption

LEGAL REF.:    A.R.S.    15-1105

**I-6511 IJOA-RA**

REGULATION REGULATION

**FIELD TRIPS****School Trips by Clubs and****Organizations**

The District shall provide a vehicle for approved school-sponsored trips by clubs and organizations. The vehicle cost and driver cost is the responsibility of the club or organization. The costs for the trip will be calculated by the Director of Transportation and subject to approval by the Assistant Superintendent of Operations.

All overnight **trips**, out-of-state **trips**, and/or **trips** where the distance is in excess of one hundred fifty (150) miles must be approved by the Superintendent.

**I-6512 IJOA-RB**

REGULATION REGULATION

**FIELD TRIPS****(Field Trips, Overnight School Trips,  
Unofficial Trips)****Permission Slips**

Sponsors are to ensure that parents are informed of pending **trips** via permission slips, which must be signed by the parent and returned to the teacher conducting the trip prior to the trip.

Permission slips are required for all **trips** except athletic competitions. However, athletic **trips** occurring out of state, extending overnight, or involving significant nonathletic side **trips** will require signed permission slips.

**Transportation**

**Field trips** should be planned between 8:30 a.m. and 2:00 p.m. The cost per trip will be computed from the school to the destination and the return to the school. Following each trip, the director transportation will send the principal a copy of the cost of the trip.

**Fees/Charges**

Generally, students will not be charged for school-sponsored **trips**. This is to be interpreted to include entrance fees.

**Financing overnight trips.** There are different types of **trips** to consider:

- District budget.
- Parent organization.
- School fund-raising projects.

Proposed **trips** shall be planned and organized far enough in advance to provide the opportunity to obtain the necessary funds. Funds are to be collected for the purpose of financing the *whole group* of students who have permission to go.

**Request Forms**

For an approved trip, a vehicle request form must be completed *at least ten (10,*

days prior to the trip and a travel request form must be completed by the trip sponsor.

### **Overnight School Trips**

Each trip that is of an overnight nature or requires leaving the state must have Superintendent approval. The request must be submitted to the building principal and department administrator not less than two (2) weeks prior to the trip.

Written notification will include the following:

- Name of group (or activity).
- Adult in charge.
- Number of students involved.
- Destination.
- Dates and duration of stay.
- Itinerary.
- Chaperones.
- Insurance coverage.
- Fee and how finances are being handled.
- Copy of parental consent form.

### ***Administrative procedures:***

- The teacher shall ensure that any student not participating in the trip will receive appropriate ongoing instruction at school.
- The principal will submit the **field** trip request to the Superintendent.
- *Recommended supervision:* One (1) certificated District teacher per thirty-five (35) students.
- **Trips** will be financed by any one (1) or combination of the following:
  - School-student fund raising.
  - School-parent-teacher organization.
  - School budget.

- No student will be deprived of the opportunity to participate in a trip because of financial hardship. Proposed trips shall be planned and organized far enough in advance to provide the opportunity to obtain the necessary funds.
- Only students whose parents/guardians have signed permission forms may participate in school trip activities. On this form, the following understandings are to be presented/explained:
  - Trip goals/values.
  - Trip dates, times location(s), events, housing, and food provisions.
  - Names of chaperones, including the name of the person who will be in charge.
  - Method(s) of transportation.
  - Cost and means of financing.
  - Insurance responsibilities.

## FIELD TRIPS

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, the Superintendent may limit field trips. The Superintendent must approve all field trips, except local field trips, well in advance, so that arrangements can be made prior to departure. Before any child is taken from school grounds on a field trip, written permission (parent permission form) must be obtained from the parents or legal guardians. Transportation shall be provided only by District-approved conveyances, operated by authorized personnel.

The following criteria will be followed for the type of trip planned:

***Local field trips:*** A trip planned within a forty (40) mile radius of Tuba City is considered a local trip. A field trip packet, travel authorization, requisition, and approval by building administrator, transportation supervisor, and business manager is required if transportation and funds are needed. In contrast, if a *walking* trip is planned, only the building administrator and parental permission is required.

***One day/Out-of-town field trips:*** A trip within a two hundred fifty (250) mile radius of Tuba City will require the approval of the building administrator, transportation supervisor, business manager, and Superintendent. A field trip packet, travel authorization, and requisition will be submitted a minimum of ten (10) days in advance of the trip. Kindergarten and first grade classes will limit their trips to a one hundred (100) mile radius.

***ALL overnight and ALL out-of-state field trips:*** Must be approved by the building administrator, business manager, transportation supervisor, Superintendent, and Governing Board prior to trip. A field trip packet, travel authorization, and requisition will be submitted a minimum of ten (10) days in advance of the trip. Travel requests need to be submitted to the building office four (4) weeks prior to travel and two (2) weeks prior to Governing Board meeting.

*Emergency student travel involving significant educational values* may be considered an *exception* if there is less than the time frame available for proper procedures.

The District will not sponsor, approve, support, or encourage field trips not meeting the criteria outlined in this policy, unless the Governing Board gives approval after a presentation justifying the specific need for the exception.

*Adopted:* date of manual adoption



## FIELD TRIPS

Field trips are very useful to encourage learning through exploration of the environment not immediately accessible to the classroom. However, field trips are only one means of achieving an educational objective. Approval of field trips will be based on a number of items such as availability of transportation, budget, personnel, weather, risks, and distance, as well as educational objectives.

It will be the responsibility of the staff and the principal to organize field trips so that an experience is not repeated yearly for a student or group of students. There might be some justification for repeating an experience, but generally the same field trip will not be repeated for any one (1) student within a three (3) year cycle.

The cost of transportation for field trips must be included in budget planning. Each teacher who wishes to plan field trips should make tentative plans with the principal during budget planning. Such plans should include the place, time, and educational justification for each field trip. The District will attempt to have some capacity for scheduling field trips beyond those requested by the teachers as part of the budget process, but there can be no assurance that such unbudgeted trips can be accommodated.