

Instruction

Private Trips and Excursions

- A. Private trips and excursions may not be planned, organized, or taken during the school day.
- B. Teachers, students, and all other school personnel shall adhere to the following guidelines regarding private trips and excursions.
  - 1. Any meetings held on District property for the purpose of discussing, planning, or otherwise promoting such trips or excursions will be permitted only if a "Request for Use of School Facilities" form has been filed and approved in accordance with District policy.
  - 2. A single announcement in the school bulletin regarding an informational meeting of a proposed private trip or excursion sponsored by or involving an employee of the District may be made with prior approval of the Principal.
  - 3. District employees and students shall not utilize class lists or other school records to compile lists of prospects or to contact individuals or groups in order to plan or conduct such trips or excursions.
  - 4. Funds for such trips or excursions shall not be solicited or collected during the school day.
  - 5. School equipment or materials shall not be utilized for such trips or excursions.

Policy Adopted: 1/16/79  
Policy Amended: 7/2/85; 2/2/93; 7/2/96; 10/15/02; 10/15/02

(Formerly BP 6224)