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## WMC POLICY FOR THE OFFERING OF STUDENT EDUCATIONAL TRIPS

Student trips offer a great opportunity for learning in real world contexts and unique beyond the classroom educational experiences. However, as a thoughtful Christian community, we have discussed significant concerns related to the appropriateness of long distance travel and the age of the student, the educational value of the trip, and our stewardship of resources. This policy attempts to set appropriate expectations for those contemplating such travel involving students and to be a guide for future decision making by the Student Life Committee.

Any teacher/leader(s) proposing off-campus educational experiences must follow these procedures:

1. Student travel opportunities for middle school students are limited to domestic destinations. All current and proposed trips must:
  - a. Demonstrate strong educational value before approval.
  - b. Be approved annually by the *Student Life* Committee.
  - c. Provide for group devotional/worship experiences.
2. To assist in the process of meeting the mission of the school, we strongly recommend:
  - a. Consideration of a service component for the trip.
  - b. If a service component is not feasible, the trip should then include a learning component related to an environmental or social issue pertinent to the destination.
3. If the off-campus experience is less than one day: is part of an existing program (interscholastic sports, for example) and is outside the time of the school day, the teacher/leader(s) need not gain approval from the school each time. The teacher/leader(s) will inform the *administration* about all of these kinds of activities.
4. If the off-campus experience is one day or less and may or may not occur within the school day, the teacher/leader(s) must present a rationale for the activity and seek approval from *administration* at least **two (2)** school days before the trip.
5. If the off-campus experience is overnight but less than **three (3)** nights, the teacher/leader(s) must present a **written** rationale and **plans** (lodging, schedule, chaperones, possible funding, rules, leadership, provisions for liability, transportation, etc.) to *Administration* and gain annual approval at least **one month prior to the trip**.
6. The trip leadership would be encouraged to prepare a written report of the trip experiences and "lessons learned" to the *Student Life* Committee within one (1) month of event.

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**GUIDELINES FOR TRIPS OVER TWO NIGHTS FOR STUDENT GROUPS**

1. Prior to any direct conversation with students regarding a potential trip, the teacher/leader(s) must have the concept approved by the principal. This information should include some preliminary details (cost, itinerary, etc.).
2. Once the teacher/leader(s) have obtained approval for the concept of a trip, **a detailed plan** should be submitted to the Student Life Committee. The deadline for the requested event would be May 1 of the school year prior to the trip. The Education Committee should respond by May 30. Trips would then be the following spring break or summer.
3. This application should include the following:
  - Use of a school approved travel agency.
  - Goals/objectives of the trip and how they "fit" to the mission of the school.
  - Rules and procedures.
  - Costs.
  - Potential itinerary.
  - Tour hosts where applicable.
  - Insurance coverage.
  - A justification for any school time that will be missed.
4. Leaders and Chaperones:
  - First consideration would be given to school employees.
  - Trips planned should be related to the area or field in which the person teaches.
  - Non-school personnel cannot receive funds from the participants for travel expenses.
  - Should be responsible for all arrangements, discipline, emergencies, or other problems that arise.
  - The ratio of leadership to participants must be reasonable based on the potential activities and the size of the group.