

Exhibit 606.5E1 JCS D Decision Making Matrix for Trips	Approval required by the building principal and/or Activities Director or Assistant Activities Director (School Sponsored)	Approval required by the school board = (District Sponsored)	Allowed to miss instructional time during the school day and/or school calendar (excused absence).	Allowed to conduct information sharing, fundraising efforts, access to family email and using staff time/school facilities.
District Sponsored and Including Athletics/Activities				
“In-State Trip” = Any trip that occurs within the state of Iowa.	YES	NO	YES	YES
“Out-of-State Trip” = Any trip that occurs to another state outside of Iowa.	YES	YES	YES	YES
“International Trip” = International trips with instructional days missed.	YES	YES	YES	LIMITED*
Non-District Sponsored**				
Trips with no instructional days missed such as summer trips, international trips with no instructional days missed, etc.	Share Information with Building Principal***	NO	NO	LIMITED*

*Details can be shared through bulletin boards and closed circuit TV monitors. These announcements cannot be shared through district email.

**All non-district sponsored trip information has to state the trip is non-district sponsored.

***Trip itinerary and students on trip should be shared with the building principal.