

APPROVAL

Requests for approval of school-sponsored trips or for approval of student transportation must be submitted to the Principal's designee at least twenty (20) days prior to the date of departure.

Approved requests will be forwarded to the transportation department no fewer than ten (10) days prior to the date of the trip. Transportation requests made with less time will be accepted only with the signature of the Chief Instructional Officer.

TRANSPORTATION TO
AND FROM SCHOOL-
SPONSORED EVENTS

In general, students will be required to use District transportation for school-sponsored trips. However, a parent may request that his or her child be allowed to ride with or be released after the event to the parent or another adult designated by the parent.

A request must be in writing, signed by the parent, and submitted to the appropriate sponsor/athletic director prior to the departure of the school-sponsored trip.

See below for guidelines on student transportation to and from regularly occurring, off-campus District programs.

STUDENT
SUPERVISION

District personnel must accompany students on all school-sponsored trips and will assume responsibility for the students' safety and proper conduct.

The District employee supervising any student trip will ensure each student has a signed permission form for the trip and the necessary medical forms, including the Authorization to Secure Emergency Medical Treatment. [See FFAC (EXHIBIT)]

CHAPERONES

For trips of one day only, there must be a ratio of one adult for each ten (10) students in the elementary grades and one adult for each twenty (20) students in the secondary grades.

For any overnight trip, there must be at least one adult for each ten (10) students.

When both male and female students participate in a school-sponsored overnight trip, they will be accompanied by at least one male and one female sponsor.

The principal must approve all chaperones.

The expenses of chaperones for school-sponsored trips must be incorporated into the trip budget. Chaperones will be recruited at the earliest possible date and may participate in the fund-raising activities of the student group to offset their expenses.

CRIMINAL HISTORY
RECORD CHECK

In advance of any student overnight trip, the District will obtain the criminal history record of all persons serving as supervisors or chaperones. [See GKG]

OTHER STUDENT
TRANSPORTATION

Transportation to and from optional, off-campus programs, including Career and Technology Education (CTE) Business Practicum Courses, is the responsibility of the parent and student except as otherwise required by law.

Before a student may participate in an off-campus District program requiring the student to be off campus during the instructional day, the student's parent must submit a signed release form giving permission for the student to participate in the program and stating how the student will get to and from the program.

A student will not be allowed to ride with another student in a personal vehicle unless authorized to do so by the parent of the student driver and the student passenger.