

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**352 - Rule**

**STUDENT TRIP PROCEDURES**

Approval/Notification:

All student trips must be approved by the administration and some trips require Board approval. The following requirements apply to approval of District trips:

1. Trips during the school day must be approved by the building principal.
2. Day trips that extend beyond the school day, require out-of-state travel, and/or are unique in terms of safety or costs shall also be reviewed and approved by the District Administrator.
3. Extended trips (i.e., overnight travel), including international trips, must be presented to the Board for approval on a case-by-case basis. The Board shall be notified of day trips involving out-of-state travel.

Planning:

1. A district employee (i.e., organizing staff member) must request approval for a student trip by submitting the application form in writing to the building principal. The principal shall forward the request to the District Administrator and/or Board when subsequent notifications or approvals are required.
2. The request must include the following information:
  - Identification of the educational purpose of the trip including how it relates to the curriculum, how the trip will enhance the curriculum and goals for the participants.
  - Student activities that will occur.
  - Number of students expected to participate.
  - Names of the organizing district employee and other supervising adults (i.e., chaperones).
  - Cost per student and a breakdown of the costs included and costs not included.
  - Length of time, including departure and return times and dates, distance and methods of travel.
3. In addition to the above requirements, requests for extended and international trips must also include the following, if applicable:
  - Written details of all financial arrangements and advanced planning to assure complete information will be available to students and parents/guardians before final enrollment. This should include financial aid information that may be available to students with financial need and any student fundraising activities that are planned to help cover trip costs.
  - Written verification that all transportation will be provided by bonded carriers and international travel arrangements will be provided by a bonded tour company.
4. Timelines for submitting requests prior to the trip include the following:
  - Day trips – one month in advance.
  - Extended, out-of-state and international trips – two months in advance.
5. Notifications shall be provided to administration and other staff members by the organizing staff member including:
  - Two weeks prior to the trip date the school office shall be provided a list of students participating in a trip and any changes made in trip arrangements since the initial written request was submitted and approved. The list of participating students will also be shared with all staff members in the school.

- When appropriate, a list of students not participating in the trip who will be remaining at school and their alternate assignments shall also be provided to the school office.
  - For international trips, 30 days prior to the trip a preliminary list of student participants and any changes made in trip arrangements since the initial written request was submitted and approved shall be provided to the principal. All later changes shall be reported as these occur.
  - Food Service shall be notified at least two weeks in advance of the trip about the date(s) and the number of students who will need a lunch for the trip and/or who will not be eating the regular school lunch.
6. Other Responsibilities of the Organizing Staff Member:
- a) Distribute notices of the trip to parents/guardians and students and provide parent/guardian permission forms as appropriate for the trip. Notices and forms shall not be distributed until the trip has been approved in writing by administration and/or the Board.
  - b) Prepare a plan to take immediate action in the event of an accident, illness or injury that includes having the information and resources necessary to:
    - Render first aid and/or call emergency personnel.
    - Notify parents/guardians and the administration.
    - Arrange transportation to a hospital if warranted.
    - Record information about the emergency situation.
    - Report all injuries or accidents that occur on a trip in the same manner that would be used for events occurring on school premises. File reports immediately upon returning from the trip.
  - c) Acquire knowledge about the trip site including unusual hazards, safety conditions, special facilities and/or special conduct rules/regulations. A preliminary trip may be necessary prior to making final arrangements for a trip.
  - d) For international trips, provide written documentation of the following:
    - Home stay components including how the contracted tour company will prequalify the homes.
    - Number of free transports, if any, and to whom these will be granted.
  - e) Identify strategies to address student safety and security issues such as:
    - Develop a means to identify and account for participating students (e.g., buddy system, group leaders, and badges).
    - Designate a place to meet if anyone is separated from the group. Inform students in advance about this meeting place.
  - f) Communicate clear conduct expectations to students that include compliance with laws, Board policies, and school rules and any rules and regulations specific to the trip site. Students are expected to be courteous, cooperative, respectful of the property and rights of others, and responsive to all directives of adult supervisors.
  - g) Prepare for students with special needs or circumstances (e.g., students with disabilities, ELLs, medical conditions).
  - h) Provide chaperones with a statement of their expectations and responsibilities, along with a list of students participating in the trip.
  - i) Evaluate each trip experience and submit this information to the principal and the District Administrator and Board when appropriate.

### Supervising Adults/Chaperones

1. Adequate adult supervision shall be provided for each trip. The recommended student/adult ratio is 15 to 1 for day trips.
2. For extended and international trips the recommended student/adult ratio is 8 to 1. Chaperones must include both males and females if the participating students include both males and females.
3. The actual number of chaperones and the chaperones' duties will vary depending upon the nature of the trip and the grade level of the students. The duties shall be determined by the organizing staff member, in cooperation with the principal, prior to the principal's final approval of the trip.
4. Chaperones shall be approved by administration and are required to adhere to all Board policies, District procedures and state and federal laws.
5. For extended trips, preference shall be given to chaperones who are employees of the District. For international trips, chaperones must be District employees or specifically approved by the Board.
6. Background checks shall be conducted for chaperones who are not District employees.

### Student Requirements/Responsibilities

1. Only students enrolled in the District may participate in a school or District sponsored student trip.
2. Students participating must complete and return all necessary forms prior to the trip to the principal's office in order to be eligible to participate and to have any absence recorded as excused.
3. Students will be provided information about conduct expectations including compliance with laws, Board policies, school rules, and any rules and regulations specific to the trip site.
4. For international trips, hotel rooms or other lodging of participating students may be inspected at any time to ensure compliance with conduct expectations.
5. Students shall agree in writing to all established conditions by their signature on the parent/guardian permission forms.

### Parent/Guardian Requirements/Responsibilities

1. Parental approval must be obtained before a student is allowed to participate in a student trip. Parent/guardian permission forms shall be returned to the school by the established due date prior to the trip and shall include the following information:
  - Trip site(s) to be visited.
  - Means of transportation.
  - Date(s) and times of trip (departure and return).
  - Pick up time upon return (if trip goes beyond the regular school day).
  - Purpose of the trip.
  - Cost per student.
  - Deadline date for return of permission form and payment of cost per student.
  - Special clothing or supplies, if applicable.
  - Contact telephone numbers parents/guardians can call for further information and/or if there is a need to contact a student during a trip.
  - Request for information about student medical and/or medication issues that adult supervisors need to know about and/or need to address.
2. Parents/guardians must insure that students are covered throughout any trip by a policy of comprehensive health and accident insurance that provides coverage for injuries and illnesses that the

student sustains or experiences. For international trips, parents/guardians should check that the student's health insurance policy will adequately cover the student while outside the United States.

3. Overnight trips, out-of-state trips and international trips require special parental consent regarding medical authorizations and financial obligations for expenses if a student's participation is terminated early due to violation of trip rules or regulations.

#### Financial Arrangements

1. Students may be assessed a fee to cover student trip costs. Costs shall be kept to a minimum.
2. Monies are to be collected by the staff member organizing the trip and deposited with the school office. Fees for overnight and/or out-of-state trips must be collected one week prior to departure.
3. The District Administrator shall have the authority to make a determination on what, if any, costs associated with a student trip will be borne of the School Board (e.g., substitute teachers, transportation).

#### Transportation:

1. Transportation for day and extended field trips within the state is generally provided by the District contracted student transportation carrier. Arrangements for busses shall be made by the principal or designee upon approval of the trip request.
2. If, after transportation arrangements have been made, the trip is cancelled, the principal or designee must be notified to cancel the bus request. Failure to do so may result in a minimum transportation cost.
3. In the case of small groups, alternative transportation arrangements may be made to transport students in other District transportation vehicles or in private vehicles. Prior approval for alternate transportation is required by the District Administrator. Evidence of adequate insurance coverage shall be filed in the District Office and all other state law requirements shall be met.
4. For extended and international trips when transportation is not provided by the District contracted student transportation carrier, transportation shall be provided by bonded carriers and international travel arrangements shall be provided by a bonded tour company.

#### Trip Cancellation

The Board, District Administrator and/or building principal shall have the authority to cancel or modify any previously approved extended or international trip for any justifiable reason, at any time, during the preparation, or during the trip. Circumstances include, but are not limited to: health or safety risks, lack of student participation, political unrest, government-imposed travel alerts/restrictions and natural disasters. The District shall not be held responsible, financially or otherwise, in the event a trip is cancelled.

#### Unauthorized Trips

The Board does not endorse, support or assume liability for any staff member, volunteer or parent/guardian who takes students on trips not approved by District administration and/or the Board. Trips organized by staff members acting as independent agents involving students on a volunteer, self-supporting basis are not approved in accordance with District procedures and are not considered a part of the curriculum. Full responsibility for privately planned trips lies with the sponsoring individual or agency.

District employees may not solicit participation of students on school premises or during the school day for trips that are not District-approved. District facilities and resources, including staff time, shall not be

used in advertising or promoting private trips. Parents/guardians and other members of the public shall be notified about trips that are privately planned for the purpose of clarifying that these trips are not sponsored or authorized by the District.

Private sponsors are requested to schedule trips on non-school days. If travel arrangements necessitate absence from school, the District Administrator may determine the absences are excused if the total time missed is determined to be acceptable.

Approved: April 7, 1997  
Revised (WASB): August 25, 2014  
Revised: December 18, 2017