

The Board of Trustees of Minidoka County Joint School District No. 331 is committed to the concept of participating in activities that will positively impact students. As such, activities, field trips and other excursions, which are designed to leave the state, should be carefully reviewed to determine that the educational value justifies the trip and its expenses. The building principal will confer with the superintendent prior to presenting the request to the board. Any trip, which is designed to leave the State of Idaho, must receive prior approval of the Board of Trustees. Out of radius trips should be scheduled to minimize student days out of school whenever possible.

Regularly scheduled contests and events directly related to the Idaho High School Activities Association will be scheduled by the building activities director.

Travel Proposals

The following provisions are established to assist in the administration of the policy:

1. School-sponsored field trips are generally understood to mean those trips which are part of the educational program of the school classroom, in which a credit is given and attendance is required. These trips are understood to be part of the class activity, and all students in the class participate.
2. Field Trips must abide by the criteria set forth in District Policy 234.00 Field Trips.
3. Expenses for trips which are scheduled by clubs or groups not directly credit-oriented or required become the responsibility of the club or group, and expenses for such trips should come from the club or group requesting to travel.
4. Vocational programs (and others, as determined by the building principal) will cover all advisor costs from Vocational appropriations and/or club/organization funds.
5. There will be no transporting of students by coaches or other staff in private vehicles.
6. The total number of school days missed must be included in the written proposal. Students are responsible for make-up work according to the school's make-up policy.
7. All out of radius trip requests will include financial information including the cost to the club, department, or organization, and the projected cost to the school district and individual student. Fundraising drives to defray costs must be pre-approved by the building principal or activities director.
8. The proposal will include the names and numbers of students, names of chaperones, the itineraries, and details about travel and lodging.
8. Athletic competitions which require competitive teams to travel out of the 300 mile radius must not only include the standard information, but must establish appropriate rationale justifying such expenditure of time, energy, and monies.
9. It is the responsibility of the Principal to see that all arrangements have been made before submitting a request for out-of-radius travel. His/her signature attests that the Principal is

fully satisfied the field trip is educationally sound, adequately planned and reasonably safe.

10. Appropriate adult supervision will be fully addressed as per filing of a travel request. Factors such as the age of the students, activity type, distance, and destination will dictate what constitutes adequate supervision.
11. Student requests for out-of- radius travel will be limited to one such approved trip per school year per organization, regardless of the funding source.
12. The Board reserves the right to make the final decision, approval or denial, of all out-of- radius travel requests and all over night student travel.
13. When a field trip is scheduled, one of the following must occur:
 - a. A field trip permission form (378.00F) will be filled out and signed by the parent for each student participating on the field trip. Copies of tThese forms will accompany the teacher/advisor in case of medical emergencies or any incident requiring parent contact.
 - b. If parents have given field trip approval at registration, parent contact and medical condition information must accompany the students on the field trip.

Student Responsibilities

Students are expected to be knowledgeable about the rules governing student conduct. Student travel is considered an extension of the classroom and all rules pertaining to a school-sponsored activity must be followed.

1. Proposals will include student recognition and affirmative support of all district policies and rules contained in the student handbook.
2. Students and their parent/guardian will read and sign the standard code of conduct to be reviewed during the pre-trip meetings.
3. Students who violate any school policy during a school-sponsored trip are subject to disciplinary action including, but not limited to, being sent home at the parent/guardian's expense.
4. Students not meeting grade requirements will not be able to participate in activity trips.

Chaperone Responsibilities

The travel proposal must include the names and numbers of chaperones, including both male and female chaperones if the proposal is for a mixed group of students.

Chaperones must have an approved volunteer application on file before the planned event.

Chaperones (including staff) may not bring children not participating in the field trip.

District employees serving as chaperones and developing the proposal for student travel will perform the following duties:

1. Hold a pre-trip meeting with students and parent/guardian.

2. Provide detailed written information about the activities of the trip.
3. Provide information on the responsibilities of and rules for the students.
4. Discuss district policy regarding student conduct while on a school-sponsored activity.
5. Establish a reasonable curfew and enforce strict compliance of the established curfew. Periodic checks must be made to ascertain that the students are following the curfew requirements.
6. Make periodic checks to insure strict compliance with all school/district rules and policies.
7. Organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the trip.
8. Refrain from using tobacco products of any kind, consuming alcoholic beverages, or using illegal drugs while on the trip.
9. At the discretion of the superintendent, non-employee chaperones may be required to undergo a criminal history check.

Student Travel Criteria

1. All trips related to the school must be approved by the building administration and, where applicable, receive District and Board approval prior to the event.
2. There will be no transporting of students by coaches or other staff in private vehicles.
3. Activity trips involving ~~twenty (20)~~ six (6) or more students will require that the group travel in a State approved vehicle. The group will make every effort to share a bus with another school in the area.
4. It is recommended that a commercial (non-district) bus may be used if and when groups have more than ~~twenty (20)~~ six (6) students and are traveling 200 miles or more in radius from their school. Exceptions must be approved thirty (30) days in advance of the trip. – Adjust to our (A to B) circumstances.
5. Private vehicles may not be used for extra-curricular activities unless they are driven by parents and are NOT under the direction of the District.
6. ~~only when the number of students involved in the trip does not exceed nineteen (19) and a District-owned vehicle is not available. When private vehicles are used, the building administrator must approve the driver(s), and keep a record of the vehicle description, time and date of trip and a list of passengers. Private vehicles must be driven by a school staff member or a responsible adult appointed by the principal. All passengers must have a signed parental permission slip turned in prior to riding in the private vehicle. The driver must furnish evidence of adequate insurance and possess a valid unrestricted driver's license.~~

~~7. Private vehicles may be reimbursed for fuel costs once receipts are turned into the building administration.~~

~~8.6. When student groups of thirty or less travel by air to a destination, the following ground transportation rules apply:~~

- ~~a. Vehicles (cars, mini-vans, large SUVs or coaches) must be rented from car rental agencies. Rental of 15-passenger vans is prohibited. Additional liability insurance is to be purchased at the time of rental.~~
- ~~b. The drivers of the rental vehicle(s) must be twenty-five (25) years of age and must furnish evidence of liability insurance and a valid, unrestricted driver's license. The drivers of the vehicles must be approved by the building principal.~~
- ~~c. Parent permission authorizing a student to ride in such vehicle must be on file with the building principal for each student involved in the trip.~~

~~9.7. A detailed itinerary must be approved by the school administrator and transportation department at least one week in advance of trip. Any last minute changes to previously approved trips must re-approved by administration and transportation. The itinerary must be adhered to once approved.~~

Transportation requisitions for special buses for extra-curricular activities must be filed by the teacher or coach, approved by the principal and the District Transportation Liaison Supervisor, and sent to the administration office the week before the transportation will be required, except in case of emergency.

1. Bus transportation is restricted to authorized school sponsored activities only.
2. A faculty member or chaperone with no driving responsibilities should accompany each bus to and from all approved school sponsored activities.



LEGAL REFERENCE: Idaho Code 33-512(2); 33-1279

ADOPTED: August 16, 1995

AMENDED/REVISED: February 21, 2006; October 21, 2013; September 19, 2016