

Book	Policy Manual
Section	2000 Program
Title	Copy of DISTRICT TRIPS/TRAVEL
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### 2340 - **DISTRICT TRIPS/TRAVEL**

Student trips, including field trips, athletic trips, and other District sponsored trips can provide an opportunity to enhance a student's learning. All District sponsored trips must be approved by the Board or the Superintendent according to the provisions of this policy. Approved District sponsored trips become a lawful part of the District's program of instruction.

The Superintendent is authorized to approve/deny and oversee all approved District sponsored trips.

All trips sponsored by the District shall be for a significant educational purpose and not for purely relational or reward purposes. The principal or Superintendent shall determine the appropriateness of the trip's purpose as a part of their consideration for approval or denial of the trip.

#### **APPROVAL REQUIREMENTS**

- A. Trips under seventy-five (75) miles away from the school must be approved by the principal responsible for the teacher/program requesting the trip.
- B. Trips between seventy-five (75) miles and 200 miles away from the school, within the United States, must be approved by the principal and Superintendent.
- C. All overnight, out-of-State trips, trips greater than 200 miles from the school, trips outside of the United States, and trips including a Sunday must be approved by the Board. Requests are made to the supervising principal. The Superintendent shall provide a recommendation to the Board.

#### **TEACHER/SPONSOR RESPONSIBILITIES**

The teacher/sponsor shall:

- A. Carefully plan and organize the trip with a significant educational purpose as a part of an instructional or curricular goal.
- B. Obtain approval from the supervising principal, Superintendent, and/or Board according to this policy's requirements.
- C. Submit pertinent details of the trip in writing as outlined on the request form and a schedule of activities and events, along with their location.
- D. Chaperone the trip and be responsible for supervising the trip activities. Only the principal may authorize a replacement of the supervising chaperone/teacher, if s/he is not able to attend the trip after the trip was approved. If no replacement is approved, the trip is ~~cancelled~~ cancelled.
- E. Submit all signed Chaperone Expectations and Contracts to the building principal one (1) week in advance of the trip.

#### **PRINCIPAL RESPONSIBILITIES**

The principal supervising the teacher/sponsor requesting the trip shall:

- A. Assist the teacher/sponsor in following the timelines and other requirements of this policy.
- B. Review the trip request for educational purpose, costs, safety, and other precautionary matters.
- C. Approve or deny the trip request.
- D. Ensure ~~Insure~~ that all Chaperone Expectations and Contracts are submitted by the teacher/sponsor one (1) week in advance of the trip.

## TRANSPORTATION

### A. School Bus

1. All trips requiring a Chelsea School District bus must be approved by the building principal and the transportation supervisor.
2. Permission slips must be secured for all students taking the field trip.
3. All pupils, who ride on a bus to an activity, must return on the bus unless a request is made in writing for the pupil to return with his/her parents and is approved by an administrator.
4. An adult, in addition to the driver, shall be in charge of each bus and is responsible for the pupils at all times.
5. Any pupil who does not obey the student rules and regulations may be disciplined, including denial of attending future trips.

### B. Private Car

1. The use of private cars for field trips is discouraged and should be allowed only when necessary and approved by an administrator.
2. Any student who attends a field trip in a private car must have written approval of the parents/legal guardian.
3. Pupils shall return in the same vehicle unless they have approval of the person in charge or on request of the parent in writing for the student to return with the parent and approved by an administrator.

### C. Commercial Carrier

1. Field trips using commercial carriers may become necessary because of distance and availability of school buses. Any transportation involving a commercial carrier must be approved by the principal and Superintendent.
2. The cost incurred by using a commercial carrier will be the responsibility of the students or sponsoring organization and not the school district, unless approved by the Superintendent.

### D. Travel Agencies

1. The use of a travel agency may become necessary for certain types of student trips. Before any agreement is made with a travel agency, the teacher/sponsor shall submit, as a part of the trip request, information regarding the agency's bonding, cancellation insurance, and reputation.
2. Parents must be made aware of **all** costs of the trip by the sponsor.

## ATHLETIC TRIPS

Conference contests, non-league contests, and State-sponsored contests are a part of the athletic program. The District assumes the responsibility for travel for all District funded athletic contests.

The following rules apply to athletic trips:

- A. Only participants, coaches, cheerleaders, or school officials may ride on buses.
- B. Pupils must ride in school district vehicles in order to participate in the contest, unless other travel arrangements are approved by an administrator.
- C. The coach, athletic director, or school administrator or designee shall be in charge of participants at all times.
- D. The athletic director is authorized to approve/deny athletic trips within Board policy and administrative guidelines. The athletic director is responsible for arranging travel with the transportation supervisor. Any conflicts or needs in travel arrangements are to be brought to the attention of the Executive Director of Business and Operations for decision-making.
- E. Middle school athletes shall travel no further than seventy-five (75) miles for competition, unless approved by the Superintendent.
- F. Athletic trips do not require trip request forms unless requiring Board approval.

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Legal

M.C.L. 380.1282