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|  | <b>ABERDEEN SCHOOL DISTRICT</b> | <b>NEPN Code: JJA-R</b> |
|   | <b>POLICIES AND REGULATIONS</b> |                         |

## **STUDENTS, STUDENT TRAVEL, AND OUT OF DISTRICT TRAVEL REGULATIONS**

### **DEFINITIONS**

1. Day Trip – a trip out of the District of one day or less. Day trips require building principal approval only.
2. Annually scheduled travel – a trip outside the School District for participation in an activity with students of other school districts scheduled annually such as state contests. Only building principal approval is required.
3. Non-regularly scheduled travel – a trip of at least overnight duration not falling within the definition of annually scheduled travel. All requests for non-regularly scheduled travel will be reviewed and approved by the administration.

### **1. DAY TRIPS**

Plans for day trips out of the District will be presented to the principal or principal's designee for review and approval two weeks in advance of the trip to provide opportunity to review transportation and supervision arrangements, to examine cost and school budget limitations and to arrange qualified substitutes where necessary. The administrator will review the relationship of the day trip to the teacher's instructional goals and will approve or disapprove the trip.

Educational alternatives with adequate supervision should be supplied for non-participating students.

A day trip form and a written waiver/release form must be on file as a prerequisite for participation. Expenses for meals or other items may be borne by the participant. No student will be denied participation in a trip because of finances. Funds will be available in each building to provide assistance for students who may not be able to afford the fee.

When commercial transportation is used, it must be provided by the District's contracted carrier, when possible. For day trips out of the School District, at least two chaperones must ride each commercial vehicle. Arrangements for meals should be made before the trip begins.

### **2. ANNUALLY SCHEDULED TRAVEL**

The advisor of an annually scheduled travel activity will submit a schedule of activities to the principal or the principal's designee before the beginning of each semester for review and approval. The administrator will review the travel request and approve or disapprove the trip.

Regulations relative to supervision of day trips also apply to annually scheduled travel. For overnight trips male and female chaperones (adults more than 21 years of age) are highly encouraged when male and female students are involved. The ratio is no more than twelve students to one adult.

Students may be asked to defray some costs of meals. No student will be denied participation in a trip because of finances. Funds will be available in each building to provide assistance for students who may not be able to afford the fee. When transportation and lodging expenses are paid by the school, reimbursement to vendors will be made in accordance with District policy.

Whenever possible, appearance in community events or other South Dakota cities, e.g., parades, festivals or contests, should be confined to weekends, holidays, or vacation periods.

### **3. NON-REGULARLY SCHEDULED TRAVEL**

Non-regularly scheduled student travel, when planned within the school year, will be restricted to two school days per trip and will not conflict with other scheduled competitions/activities.

Should extraordinary circumstances make a longer trip necessary for educational purposes, a written request for an exception may be made to the Superintendent prior to development of the formal proposal. Should it be deemed appropriate use of student time, the Superintendent will seek School Board approval.

Regulations which apply to annually scheduled extracurricular travel will also apply to non-regularly scheduled travel where applicable. In most cases the least expensive mode of transportation will be used. Opportunities will be made available for students to raise their share of the costs for non-regularly scheduled student travel through fund raising activities. District support of non-regularly scheduled travel will be limited to allowing the use of uniforms, instruments, program staff participation, and travel inside the state. A signed release by the parents/guardians of a participating student must be obtained to show their recognition of the trip and limited district support. The release will also specify how funds will be handled in the event that a student decides against taking the trip after making contributions to his/her travel fund. A non-school group may provide the necessary funding. This group will coordinate the efforts of students and parents in fund raising efforts. The group will give major consideration to providing for students who cannot afford the cost of the trip. Funds will be available in each building to provide assistance for students who may not be able to afford the maximum family expense.

The Superintendent may waive any of the foregoing upon a showing of unusual circumstances.

### **GUIDELINES FOR DEVELOPING THE FINAL PROPOSAL FOR NON-REGULARLY SCHEDULED TRAVEL ARE AS FOLLOWS:**

#### **GENERAL CONSIDERATIONS**

- Male and female chaperones (adults more than 21 years of age) are required to accompany the group. The ratio is twelve students to one adult.
- It is appropriate to request that parents act as chaperones.
- School District employees may not receive compensation for school sponsored trips from sources other than the District except for reimbursement of expenses.
- The total school program should not be adversely affected by participation of staff and students in the activity.
- The opportunity for student participation should be in compliance with District nondiscrimination policies and should not discriminate for economic reasons.
- The proposed program should be feasible within the time allotted.
- Travel needs to comply with the regulations of the South Dakota High School Activities Association if competition is involved and/or the activity is sanctioned by the Activities Association.
- Extended travel will be scheduled after potential snow days listed on the approved calendar and will not conflict with SDHSAA sponsored events.

## **Procedure for submission and approval of proposals for out-of-district non-regularly scheduled travel.**

Proposals for out-of district non-regularly scheduled travel should include:

- an itinerary including dates, number of school days missed, times, activities, special events, transportation arrangements, responsible adults and contact person(s)
- a statement of costs including transportation, meals, and accommodations
- a list of activities used to raise funds

The School Board must approve all non-regularly scheduled travel prior to implementation of the proposal.

Upon approval of the travel request, appropriate school personnel will:

- Obtain parental consent and a medical waiver/release agreement for each student participant.
- Sign contracts with carriers or travel agencies where required.
- Provide parents with specific written information about objectives, costs, itinerary, chaperones and accommodations.
- Schedule conferences or orientation sessions for students and parents to assure that all plans and arrangements are clearly understood.

### **Evaluation of Out-of-District Non-regularly Scheduled Travel**

Within a month from the completion of the trip, an evaluation will be submitted to the principal and appropriate coordinator.

### **Privately Sponsored Trips**

Except by permission of the Superintendent or the Superintendent's designee, no promotion or enrollment of students for privately sponsored trips is permitted on school property, nor should employees of the District promote or enroll students for non-school sponsored travel on school property.

**FORMERLY:** Guidelines – Policy #5207

**ADOPTED WITH POLICY:** June 28, 1999

**REVIEWED:** June 26, 2006

**REVISED:** November 12, 2012

**REVISED:** November 25, 2013

**REVISED:** August 6, 2016