Student Group Travel Request Form

Jefferson School District #251 school board policy 3465 requires groups to seek board approval to travel out of state, this policy states:

*The Board recognizes that there are times when groups affiliated with schools in Jefferson School District #251 may wish to travel out of state to distances greater than 300 miles to events that feature competition, instructional clinics, or collaboration with similar groups. Groups may apply to attend such events no more frequently than every other year. Exceptions for educational purposes may be granted if approved by the principal and superintendent prior to a request for approval.*

Please refer to board policy 3465 for more details on the requirements for out-of-state travel. After receiving approval from the school principal, please complete this form in its entirety to submit for trip approval from the district office. Plan to attend a school board meeting to present this request to the board of trustees.

**Group Name:**

**Advisor(s) Name(s) and contact information:**

**Destination:**

**Requested travel dates:**

**Estimated Number of students traveling:**

**Number of advisors and/or chaperones attending?**

**What is the educational value of this trip? How does it support the curriculum?**

**Funding Source:**

**Type of transportation:**

**Estimated cost of transportation:**

**Will Lodging be required?**

**Estimated cost of lodging:**

**Estimated cost of food:**

**Other:**

**Total estimated cost to the organization, school or district:**

**Estimated cost to participants**:

**Detailed description of the trip:**

**Board policy 3465**

**Travel Out of State Greater than 300 Miles**

Generally, approval of travel requests for out of state travel of distances over 300 miles will be limited to those groups who have qualified to attend regional or national competitions by virtue of their winning state competitions as teams or individuals, or who have received non-solicited invitations to perform or participate from recognized and respected educational support organizations.

The Board recognizes that there are times when groups affiliated with schools in Jefferson School District 251 may wish to travel out of state to distances greater than 300 miles to events that feature competition, instructional clinics, or collaboration with similar groups. Groups may apply to attend such events no more frequently than every other year. Exceptions for educational purposes may be granted if approved by the principal and superintendent prior to a request for approval.

No payments for travel may be made prior to receiving Board approval.

Trips should be primarily designed to further the education of the students, not to provide entertainment.

When possible requests for trips must be submitted to the Superintendent’s office no later than eight (8) weeks in advance of the trip.

Trips should be scheduled as much as possible during non-school hours/days such as spring or summer break so that absences from other instructional programs are kept to a minimum.

The trip proposal must be in writing and contain the following elements:

1. Identify the purpose of the trip and an outline of anticipated educational experiences and/or course of study to be followed.
2. Identify the names of students and chaperones attending the trip. The 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.
3. Identify and plan for any special medical needs of students and chaperones attending the trips.
4. Submit an itemized statement of costs, including transportation, meals, and accommodations.

Students participating in the trip during school hours are permitted and expected to make up any school work missed. The student’s absence shall be recorded as “excused.” The total number of school days missed due to the trip must be included in the written proposal.

In developing the proposal for the extended trip, the trip organizer will perform the following duties.

1. Hold at least one (1) pre-trip meeting with students and parent/guardian.
2. Provide the superintendent, students, parent/guardian and chaperones detailed written information about the trip and all activities.
3. Provide detailed information on the responsibilities and rules for the students and chaperones.
4. Discuss district policy regarding student conduct while on a school-sponsored activities.
5. Establish a curfew and enforce strict compliance to this curfew. Chaperones will be required to perform periodic checks to ensure that students are following the curfew requirements.
6. Perform periodic checks to ensure strict compliance with all school rules and policies.
7. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

Pre-Trip Meetings

Pre-trip meetings involving students and their parents, as appropriate, should be scheduled to ensure that all plans are clearly understood. Pre-trip meetings shall not occur until approval from the Board has been received.

Chaperones

Trip chaperones must include at least one certified staff member from the school sponsoring the trip, and depending on the number of students involved, additional certified staff and/or parents/guardians of students going on the trip. Chaperones shall be selected by the trip teacher/advisor. Chaperones are under the supervision of the trip teacher/advisor.

A student will be permitted to stay in the same motel/hotel room with a chaperone only if the chaperone is the student’s parent or legal guardian. Students whose parents or legal guardians are not serving as chaperones will share rooms with same-sex students only.

Chaperones will agree to the following duties:

1. Supervise and be responsible for students during the entirety of the trip.

2. Ensure that students follow all legal and school requirements.

3. Establish a procedure for room checks and monitor compliance.

4. In all ways model the behaviors expected of District students.

Chaperones must have a background check completed annually prior to travel. Any adult convicted of any sex or drug related offenses, or any other felony may not serve as a chaperone.

The safety, protection and supervision of District students are the sole purposes for adult chaperones accompanying District students on trips. Agreeing to serve as a chaperone is accompanied by an understanding that the established rules and policies will be followed.

The certified staff member serving as the trip organizer will carry a roster of students who are on the trip along with emergency information on each student.

Children who are not a part of the group participating in the trip may not accompany parents when the parents serve as chaperones.

All trips must be adequately supervised with a minimum of one (1) adult per ten (10) students.

Groups with both male and female participants must have supervision of at least one (1) male and one (1) female adult.

Student Conduct

Students participating in the trip will be subject to all codes of conduct in District policy.

Violations will result in appropriate disciplinary action.

Students and their parent/guardian are expected to be knowledgeable about the District’s policy on student conduct. Trips are considered an extension of the classroom and all rules and policy pertaining to a school-sponsored activity must be followed.

1. Students and their parent/guardian will read and sign the code of conduct of the school. The code of conduct will be reviewed during the pre-trip meetings.

2. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian’s expense.

Permission

All students must return a permission slip for the trip, signed by a parent/guardian, before they will be allowed to participate in the trip.

Fundraising

Fundraising drives may be allowed to defray costs, however, all fundraisers must be pre-approved by the building principal.

Cancellation of Trips

Cancellation of trips may occur due to weather, safety, world events or local school need. Trips will be cancelled only under circumstances under which appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.

The District is not responsible for financial losses to students and parents due to cancellation of trips.

The authority to cancel trips rests with the Superintendent or the Superintendent’s designee.

Report of Trip Conclusion

Following the trip, the trip organizer shall prepare and present a written summary and evaluation of the trip to the Superintendent and Building Principal.

Policy History

Adopted on: January 8, 2014

Revised on: August 9, 2023