

STUDENT ACTIVITIES  
TRAVEL

FMG  
(REGULATION)

APPROVAL	The Request for Extracurricular Trip Approval form should be submitted to the principal and then to the Superintendent [see FMG (LOCAL)] at least five days prior to the date of departure.
TRANSPORTATION	<p>If the method of transportation requested is a school bus, approval is contingent upon the availability of a school bus and a driver.</p> <p>In general, students will be required to use District transportation for school-sponsored trips. In accordance with FMG (LOCAL), however, a parent may request that his or her child be allowed to ride with or be released after the event to the parent or another adult designated by the parent.</p>
CONSENT	Each student must submit a form signed by a parent, giving permission to participate in trips sponsored by the specific school organization.
SUPERVISING EMPLOYEES	<p>District personnel must accompany students on all school-sponsored trips and will assume responsibility for the students' proper conduct.</p> <p>The adults supervising any student trip will take with them copies of each student's Authorization to Secure Emergency Medical Treatment.</p>
CHAPERONES	<p>For trips of one day only, there should be a ratio of one adult for each ten students in the elementary grades and one adult for each fifteen students in the secondary grades.</p> <p>For any overnight trip, there should be at least one adult for each five students.</p> <p>When both male and female students participate in a school-sponsored overnight trip, they should be accompanied by at least one male and one female sponsor.</p> <p>The principal must approve all chaperones.</p> <p>The expenses of chaperones for school-sponsored trips must be incorporated into the trip budget. Chaperones will be recruited at the earliest possible date and may participate in the fund-raising activities of the student group to offset their expenses.</p>
CRIMINAL HISTORY RECORD CHECK	In advance of any student overnight trip, the District will obtain the criminal history record of all persons serving as supervisors or chaperones. [See GKG]