

Student Travel

Student travel can be divided into four types of travel. 1. Field Trip Travel
2. Activity Trip Travel 3. District Curriculum Travel and 4. Extended Music Travel

Definitions:

Field Trip: A trip that is one day or less in length within or outside the School District's boundaries. Field trips are directly related to a specific subject or course.

Activity Trip: A trip that is part of a school sponsored extracurricular activity, club, sport, or an event sanctioned by the South Dakota High School Activities Association (SDHSAA). The SDHSAA travel rules must be adhered to except when the School Board has identified additional requirements.

District Curriculum Travel: A trip that is course/subject-related, includes at least one overnight.

Extended Music Travel: A trip scheduled for music groups, under the discretion of the director, once during a student's high school career and includes at least one overnight stay.

1. Field Trips:

A field trip is one day or less in length within or outside the School District's boundaries. Field trips are directly related to a specific subject or course.

A. Approval Process:

A written plan must be submitted to the building principal or designee at least two weeks prior to the trip. When one group is taking multiple trips, they may be submitted on one document. The written plan must specify the following:

- Destination
- Educational objectives that will be accomplished
- Time of departure and return
- Educational alternatives for students who do not participate in the trip
- Space for Principal's signature

The principal must sign the written request, keep a copy, and return a signed copy to the teacher.

B. Transportation:

If commercial transportation is used, it must be provided by the District. If private vehicles are used, an insured parent/guardian/teacher (adults over 21 years of age) must drive each vehicle. Adult drivers must provide certification of insurance to the principal at least one day in advance of the trip. Students who participate in a field trip that requires them to leave and return to the school building during instructional hours may not drive a vehicle. Students may not be transported in vans or other personal vehicles with a capacity rating of ten or more persons.

- C. Chaperone Requirement:
At least one chaperone per group as assigned by administration must accompany students on a field trip. The educator/advisor/coach who is employed by the District will meet with the chaperones prior to the travel experience. The employee will share expectations with the chaperones for each specific travel experience. These expectations shall include student supervision at all times during the trip.
- D. Student Approval Forms:
Parents/guardians must receive notification about any field trip. The Annual Emergency Health, Student Update and Authorizations Form must be signed and on file in the building office.
- E. Student Fees and Fee Waivers:
Students may be requested to contribute to the cost of the field trip. Any parental or student request to waive the cost will be automatically honored by the building principal/or designee. Expenses for meals are the individual student's responsibility.

2. Activity Trips:

An activity trip is part of a school sponsored extracurricular activity, club, sport or an event sanctioned by the South Dakota High School Activities Association (SDHSAA). The SDHSAA travel rules must be adhered to except when the School Board has identified additional requirements.

- A. Approval Process:
A minimum of three weeks before the start of each semester or season the activity sponsor, advisor, or coach shall submit to the principal or designee for approval a list of all in-district and out-of-district travel related to the activity, club, sport, or SDHSAA sponsored events. The principal or designee shall give written approval to the travel schedule.
- B. Duration of the Activity Trip:
Whenever possible, activity trips should be restricted to one-day trips and should occur during the evening or on weekends or vacation periods.
- C. Transportation:
If commercial transportation is used, it must be provided by the District. If private vehicles are used, an insured parent/guardian/teacher (adults over 21 years of age) must drive each vehicle. Adult drivers must provide certification of insurance to the principal at least one day in advance of the trip. Students who participate in an activity trip that requires them to leave and return to the school building during instructional hours may not drive a vehicle. Students may not be transported in vans or other personal vehicles with a capacity rating of ten or more persons.

D. Chaperone Requirement:

At least one chaperone (including coach/advisor/director) per 30 students must accompany students on activity trips. For overnight trips male and female chaperones (adults over 21 years of age) are required when groups exceeding seven male and female students are involved. The educator/advisor/coach who is employed by the District will meet with the chaperones prior to the travel experience. The employee will share expectations with the chaperones for each specific travel experience. These expectations shall include student supervision at all times during the trip.

E. Student Approval Forms:

Parents/guardians must receive notification about any activity trip. A signed parent consent, medical waiver, and waiver of liability form must be on file for activity trips.

F. Student Fees and Fee Waivers:

Students may be asked to defray some costs of transportation. Any parental or student request to waive the cost will be automatically honored by the building principal/or designee. Expenses for meals are an individual student's responsibility.

The maximum per student cost for a single activity travel experience shall not exceed \$1,000. Opportunities must be made available for students to raise their share of the costs through fundraising activities.

Fundraising opportunities shall be provided so that students can earn the entire individual travel amount through fundraising activities. The fundraising activities shall be sufficient so that the entire individual amount needed can be raised before time of departure for the trip.

No student shall be denied participation in a trip for a financial reason. Funds must be available (through a parent association and fundraising) to provide assistance for students who may not be able to afford the expense. Students who do not utilize the fundraising activities to provide the amount needed may not be included in the travel roster.

G. Student Accounts:

Individual student accounts will be set-up, in conjunction with the announcement of a trip, through the district trust and agency account. Students may raise money for these accounts or make personal deposits. The staff in charge of the trip will be responsible for maintaining the accounts on a school computer and submitting a written summary of accounts to the business manager every month. Transfers will be made to district accounts as payments are made to contracted travel agents. Students will have a separate account for each traveling activity in which they are enrolled. Please see Disposition of Unspent Money below for any money left in student accounts following a trip.

3) District Curriculum Travel

District Curriculum Travel refers to classroom related trips that include at least one overnight.

A. Approval Process:

Staff in charge of this type of travel shall submit to the principal for approval a written plan that specifies the following:

- Destination
- Purpose of the travel
- Educational objectives that will be accomplished
- Time of departure and return
- Educational alternatives for students who do not participate in the activity or trip
- Estimated costs involved and a plan for how students can raise the funds if the District does not cover the cost
- Space for signatures of approval (Principal and Superintendent)

The principal must sign the written request, keep a copy, and return a signed copy to the teacher and to the superintendent.

B. Duration of the District Curriculum Travel:

Whenever possible, District Curriculum Travel experiences should be restricted to two school days in conjunction with weekends. The maximum length for these travel experiences shall not exceed six days. The Superintendent must approve the duration and calendar days of the trip.

C. Transportation:

When other modes of transportation other than bus are required, the most cost and time efficient mode of transportation will be used. Consideration must be given to the students' safety regarding lodging, distances traveled, length of trip, safe travel within the destination city, and the safe transport of West Central School District students to and from all activities and events.

If private vehicles are used, an insured parent/guardian/teacher (adults over 21 years of age) must drive each vehicle. Adult drivers must provide certification of insurance to the principal at least one day in advance of the trip. Students may not be transported in vans or other personal vehicles with a capacity rating of ten or more persons.

D. Chaperone Requirement:

At least one chaperone per 15 students must accompany students on a trip. For overnight trips male and female chaperones (adults over 21 years of age) are required when groups exceeding seven male and female students combined are involved. Chaperones will be chosen from an application process and approved by the staff involved, building principal and superintendent. The chaperones' transportation and housing expenses, as well as fees for required student events, will be covered in the total cost of the trip. Chaperones are responsible for meals in excess of those included in the travel package. The educator/advisor/coach who is employed by the District will meet with the chaperones prior to and during the travel experience. The employee will share expectations with the chaperones for each specific travel experience. These expectations shall include student supervision at all times during the trip.

E. Student Approval Forms:

Parents/guardians must receive notification about the scheduled trip. A signed parent consent, medical waiver, and waiver of liability form, and fundraising form must be on file for each District Curriculum Travel experience. The approval and waiver of liability must also indicate the family's agreement to pay for the trip if the district is not picking up expenses.

F. Student Fees and Fee Waivers:

Fundraising opportunities shall be provided so that students can earn the entire individual travel amount through fundraising activities. The fundraising activities shall be sufficient so that the entire individual amount needed can be raised by the announced payment dates. Fundraising opportunities will be announced with the announcement of the trip.

If a family chooses to forego fundraising activities, they will be responsible for the entire trip amount.

Expenses for meals are an individual student's responsibility, except in the case where they are state funded.

G. Student Accounts:

Individual student accounts will be set-up, in conjunction with the announcement of a trip, through the district trust and agency account. Students may fundraise money for these accounts or make personal deposits. The staff member in charge of the trip will be responsible for maintaining the accounts on a school computer and submitting a written summary of accounts to the business manager every month. Transfers will be made to district accounts as payments are made to contracted travel agents. Students will have a separate account for each ensemble that they are enrolled. Please see Disposition of Unspent Money below for any money left in student accounts following a trip.

H. Other

Parents not chosen to chaperone the group may put together a trip package to support the group that is traveling. It is suggested that some activities be the same as the ensemble, however, other activities and travel should be planned.

4) Extended Music Travel

Extended Music Travel is scheduled for music groups that include a multi-night stay. These trips, under the discretion of the director, are scheduled to provide one trip per student in each music group once during their high school career.

A. Approval Process:

A minimum of one week prior to the end of the preceding school year the music staff in charge of this type of travel shall submit a written proposal for approval to the building principal. The proposal must specify the following:

- A detailed rationale for the travel destination, including tie(s) to the curriculum and educational growth and cultural opportunities
- The estimated size of the travel group including students, directors, and chaperones
- The proposed type of transportation to be used

- A proposed itinerary including the dates, number of school days to be missed, planned activities and special events, transportation arrangements, responsible adults, and contact persons
- A statement of estimated costs (maximum possible per student) including transportation, and accommodations
- A list of activities proposed to raise the needed funds
- Space for signatures of approval

The document will need to be signed by the building principal and the Superintendent.

Upon receipt of all approval signatures, the request will be submitted to the School Board for approval. The School Board must approve all Extended Music Travel prior to implementation of the proposal.

All final details, including a list of chaperones, a detailed itinerary and final costs, for the approved travel proposal shall be submitted in writing to the building principal and superintendent no less than 90 days prior to the departure date.

Upon School Board approval and not before, the ensemble director shall:

- Provide parents with specific written information about objectives, costs, deposit and payment timeline, itinerary, chaperones and accommodations.
- Obtain a signed parent consent, medical waiver, and waiver of liability form for each student participant.
- A committee comprised of the director(s), building principal(s) Music Parent President and one parent at large will select chaperones for the event, utilizing a chaperone application and receive approval of final chaperones from the superintendent
- Schedule conferences or orientation sessions for students and parents to assure that all plans and arrangements are clearly understood.

B. Duration and Calendar Selection of Extended Music Travel

Extended Music Travel, when planned within the school year, shall be restricted to no more than three school days per trip. Trips shall be limited to five total days, including the travel days.

While travel may occur during long school breaks, every effort should be made to keep travel off of the actual holidays. Should circumstances make a trip exceeding five total days necessary for performance, educational, or cultural purposes, a written request for an exception shall be made to the Superintendent prior to the development of the formal proposal.

All non-travel days must include an educational or cultural opportunity or performance for students.

C. Transportation and Lodging

In most cases, the most cost and time efficient mode of transportation will be used. Consideration must be given to the students' safety regarding lodging, distances traveled, length of trip, safe travel within the destination city, and the safe transport of West Central School District students to and from all activities and events.

D. Chaperone Requirement:

At least one chaperone per 15 students must accompany students on a trip. For overnight trips male and female chaperones (adults over 21 years of age) are required when groups exceeding seven male and female students combined are involved. Chaperones will be chosen from an application process and approved by the music staff, building principal and superintendent. The chaperones' transportation and housing expenses, as well as fees for required student events, will be covered in the total cost of the trip. Chaperones are responsible for meals in excess of those included in the travel package. The educator/advisor/coach who is employed by the District will meet with the chaperones prior to and during the travel experience. The employee will share expectations with the chaperones for each specific travel experience. These expectations shall include student supervision at all times during the trip.

E. Student Approval Forms:

Parents/guardians must receive notification about the scheduled trip. A signed parent consent, medical waiver, and waiver of liability form, and fundraising form must be on file for each student. The approval and waiver of liability must also indicate the family's agreement to pay for the trip.

F. Student Fees and Waivers

The maximum per student cost for a single Extended Music Travel activity shall not exceed \$1,000. Opportunities must be made available for students to raise their share of the costs through fundraising activities.

Fundraising opportunities shall be provided so that students can earn the entire individual travel amount through fundraising activities. The fundraising activities shall be sufficient so that the entire individual amount needed can be raised between the time of School Board approval and the time of departure for the trip.

No student shall be denied participation in a trip for a financial reason. Funds must be available (through Music Parent Association and fundraising) to provide assistance for students who may not be able to afford the expense. Students who do not utilize the fundraising activities to provide the amount needed may not be included in the travel roster.

G. Student Accounts:

Individual student accounts will be set-up, in conjunction with the announcement of a trip, through the district trust and agency account. Students may fundraise money for these accounts or make personal deposits. The music staff in charge of the trip will be responsible for maintaining the accounts on a school computer and submitting a written summary of accounts to the business manager every month. Transfers will be made to district accounts as payments are made to contracted travel agents. Students will have a separate account for each ensemble that they are enrolled. Please see Disposition of Unspent Money below for any money left in student accounts following a trip.

H. Other

Parents not chosen to chaperone the group may put together a trip package to support the group that is traveling. It is suggested that some activities be the same as the ensemble, however, other activities and travel should be planned.

I. Travel Contracts

The music staff will solicit bids from three vendors for music trips and will make a decision regarding the top vendor with the building principal. Trips requiring an overnight stay greater than one night shall require School Board approval.

J. Disposition of Unspent Travel Money

If, after taking a trip, a group has excess money over what was needed for travel, a plan will be submitted to the principal outlining the intended use of the excess funds.

Refunds and transfers of trip money will be granted only in the following circumstances:

- Unspent money in individual trip accounts of graduating seniors will be rolled into the general fund of the activity or group in which the student participated.
- In the case of a student dropping out of an activity or not allowed to participate in an activity due to a violation of the District's Discipline Policy, the money will revert to the general fund of the activity or group unless monies were paid into the student's account by personal checks from the student or his/her family and then only back to a student or family, if the funds were not committed or expended on trip expenses.
- In the case of a sibling being enrolled in the same school and participating in the same activity as the student who graduates or drops out, the funds may be transferred to the sibling's travel account.
- In no event will more than \$250.00 per student be returned.

Adopted 11 - 2005

Revised 2-14-11

Reviewed 11-9-15