

## **Application for Permission to Travel**

### **Travel Guidelines**

1. Initial permission for travel must be granted by the principal prior to making travel arrangements, collecting funds, or depositing money.
2. District-represented groups seeking permission for travel must make every effort to incorporate weekend and nonstudent contact days into travel plans. Every effort must be made to limit the number of school days students will miss. If school days are missed, a rationale must be included in the application.
3. Out of state travel by district-represented groups other than OSAA-scheduled or sponsored events greater than 100 miles away from the district requires Board approval as outlined in IICA.
4. Travel by district-represented groups other than OSAA-scheduled or sponsored events within 100 miles away from the district that requires students to stay overnight for one or two nights with travel dates outside the regular school calendar (weekends and/or vacation) require superintendent approval.
5. All other travel requests must be approved by the unit principal.
6. No student shall be denied the opportunity to participate in a field trip due to lack of personal funds.

### **Chaperone Guidelines**

All chaperones will complete a volunteer application form that includes a criminal history verification form in accordance with IICC and GCDA/GDDA.

1. For day field trips a 1:10 chaperone to student ratio for elementary and middle school trips and a 1:25 chaperone to student ratio for high school trips must be maintained.
2. For overnight field trips a minimum of a 1:10 chaperone to student ratio must be maintained. The male/female ratio of students will be reflected in chaperones, unless an exception is granted by the principal. On overnight trips, chaperones must stay in rooms separate from students. The only exception to this policy allows chaperones to stay in a room with their own child/children.
3. All chaperones must be at least 21 years of age.
4. Other than the trip leader, district employees cannot serve as chaperones without permission of their immediate supervisor.

5. Chaperone duties include the supervision of students and ensuring student safety at all times.

**Instructions**

1. All parts of the application must be completed and submitted to the principal.
2. The principal will forward those applications requiring superintendent or Board approval to the director of elementary and secondary program support services for final approval at least 30 days prior to the event.
3. All attachments must be included with the application.





**Section V – Approval**

Principal Level:  Approved  
 Denied

\_\_\_\_\_  
Principal Signature Date

District Level:  Approved  
 Denied

\_\_\_\_\_  
Superintendent Signature Date

Board Level:  Approved  
 Denied

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Board Chair Signature Date