# Saint Helens School District 502

Code: IICA-AR

Revised/Reviewed: 5/09/11 Orig. Code(s): IICA-AR

## **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.

# St. Helens School District #502 Application for Permission to Travel

### Section I – General Information

School:	Name of group:		
Dates of travel:	Initiator:		
Destination:			
Number of nights:	Number of school days absent:		
Rationale of missed school days:			
Number of students: female Chaperone names:	Number of chaperones: male female		
	rson verifying background check, initial here		
What plans have been made for school make-up work v	when trip requires students miss school?		
What specific responsibilities have been assigned to the	e chaperones?		
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# Section II – Budget Information – Cost per Student

Individual Stude	ent Ex	xpense		Resources
Travel: \$				Fundraising (describe below): \$
Lodging: \$				Student Out of Pocket Cost: \$
Food: \$				PTA/Other: \$
Fees/Event exper	ises: \$			School Budget: \$
Other expenses (noted below): \$				District Budget: \$
Individual Studer \$ x	nt Exp	vense: (# of students) = \$		Other Expenses (noted below): \$
Substitute/Emplo	yee co	ost (estimate): \$		
*Total Field Trip Expense: \$				*Total Resources: \$
		*Total Field Trip	Expense an	d Total Resources must match
		s included above:		3:
				·
No students will be	denie	l participation due to l	ack of funds.	Adequate resources of revenue must be made to all students.
		tation and Lodging		
Transportation:		Bus		Nondistrict commercial transportation (bus, train, plane)
				Non district Transportation Title Private/personal vehicles (Must have valid Proof of Auto Liability Insurance form on file.)
Driver:		Certified bus driver assigned by distract contracted transportation company		
		Private/personal vehicle owner		
Number of miles Number of drive		nd trip:	_	
Specifics as to lo	odgin	g and sleeping arrai	ngements:	
I have read and u	ınder	stand all trip guidel	ines.	
Trip Leader Sign		;		 Date

#### Section V - Approval Principal Level: Approved Principal Signature Denied Date Approved District Level: Denied Superintendent Signature Date Approved Denied Board Level: Board Chair Signature Date