

## **Student Trips**

The Board of Education grants permission for school activity trips including class trips based on the following conditions:

1. Requests for class trips must be presented to the administration on or before January of each year unless extenuating circumstances can be justified by the administration.
2. School sponsors will be the designated school authority for supervision and adherence to Board policies and regulations and school rules.
3. A waiver / parent permission slip for the activity / class trip is required to be on file in the principal's or superintendent's office prior to the trip. Parents will be notified prior to each class / activity trip.
4. Transportation will be provided by the school with the cost of gas, bus driver and accommodations negotiated with the administration, class officers and sponsors.
5. No personal vehicles may be used to transport students involved in class / activity trips unless prior approval has been given by the administration. In the event prior arrangements have been made, the driver and / or owner must have appropriate insurance coverage verified with the administration (see exhibit IJOA-E2 – Student Transportation in Private Vehicles – Memorandum of Understanding).
6. Students will be released from class / activity trips only to a parent if the parent contacts the coach, sponsor or administration.

Approved: prior to 1988

Revised: May 1988, January 1989, October 1992, December 2011, February 2019