



**6700.7: EXTRACURRICULAR SCHOOL-SPONSORED CLUBS AND
ACTIVITIES, & INTERSCHOLASTIC ATHLETICS & ACTIVITIES
- TRAVEL & TRIPS - OVERNIGHT TRAVEL AND TRIPS
GUIDELINES - MIDDLE SCHOOLS**

I. All school rules apply in addition to the District’s Standards for Student Conduct.

II. Every effort should be made to use teacher or parent chaperones. Volunteer chaperones must be screened according to the volunteer approval process pursuant to District Rule 6910.1. For volunteers, there should be at least a one- month lead time to allow for background checks.

III. At least one (1) certificated employee of the District shall accompany any student group during an overnight event of that student group.

IV. Certificated employees are on duty during the entire time of the travel and trip.

V. The head coach or sponsor will provide the travel and trip plan to the principal or designee within the deadline established by the principal or designee.

VI. Students will be under supervision of adults at all times.

VII. The sleeping quarters shall be gender specific.

VIII. Volunteer chaperones will report any behavior problems immediately to the certificated staff member(s).

IX. Prior to departure, certificated staff members will discuss the specific chaperone responsibilities with the volunteer chaperones and provide written guidelines.

X. In addition to the head coach or sponsor, a minimum of one (1) additional gender specific chaperone is required for every 25 students. Based upon the location of the trip, the number of the chaperones may be increased.

Number of Male Students	Number of Chaperones in Addition to the Certificated Staff Member	Number of Female Students	Number of Chaperones in Addition to the Certificated Staff Member
0-25	1	0-25	1
26-50	2	26-50	2
51-75	3	51-75	3
76-100	4	76-100	4

XI. Consideration of student gender should be made when selecting chaperones.

XII. Emergency contact information for each student will be accessible while on the trip.

XIII. Emergency contact information for the coach or sponsor will be provided to parents.

XIV. In the event of a student's illness or injury a parent will be contacted immediately so a plan about the student's welfare can be determined. A designated building principal will be on call 24 hours a day during the full length of the trip and will be made aware of any medical or discipline situation.

XV. In the event of serious illness or injury 911 will be called and the parent notified of the situation and hospital location as soon as reasonably possible. To the extent that adequate staff is available, a staff member may accompany the student(s) to the hospital. A Building principal will be made aware of the situation.

XVI. A school/program administrator may attend any overnight trip where there is travel over 100 miles.

Date of Adoption

January 16, 2006

Date of Revision

May 5, 2008

September 8, 2015

October 16, 2017

July 11, 2022

Related Policies and Rules

[6700: Co-Curricular Activities](#)

[6700.1: Extracurricular School Sponsored Clubs & Activities - Approval Procedures & Criteria](#)

[6700.2: Interscholastic Athletics and Activities - Approval Procedures & Criteria](#)

[6700.3: Extracurricular School-Sponsored Clubs & Activities, and Interscholastic Athletics & Activities – Administration](#)

[6700.4: Extracurricular School-Sponsored Clubs and Activities, & Interscholastic Athletics and Activities – School Social Events](#)

[6700.5: Extracurricular School-Sponsored Clubs and Activities & Interscholastic Athletics and Activities – Intramural Athletics](#)

6700.6: Extracurricular School-Sponsored Clubs and Activities, & Interscholastic Athletics & Activities - Travel & Trips

6700.8: Extracurricular School-Sponsored Clubs and Activities, & Interscholastic Athletics & Activities - Travel & Trips - Overnight Travel and Trips Guidelines - High Schools

6910.1: Screening Procedures for Volunteers in the Classroom