



SECTION IV: STUDENTS

POLICY 4340

STUDENT OVERNIGHT AND OUT-OF-STATE ACTIVITY/ATHLETIC TRAVEL AND TRIPS

Activity/Athletic Trips

The Board of Education recognizes and supports the importance of legitimate learning experiences available in the total school program through student activity and athletic programs, events, and competitions. Travel by activity groups is normally limited to in-state, one-day programs, performances, and competitions. However, it is recognized that some of our activities require travel outside of the state and overnight stays.

All student overnight and/or out-of-state activity/athletic trips shall be submitted in writing by the sponsor/coach to the school administration upon making the decision to take a trip. It is the intent of this policy that all overnight and/or out-of-state trips receive the appropriate approvals prior to the commencement of ancillary activities associated with the trip, such as fund-raising, reservations, deposits, and the like. Requests shall be submitted according to the following guidelines:

1. At a minimum, out-of-state and/or overnight trips (to adjacent states) shall be submitted thirty (30) days in advance of the trip. Out-of-state trips (to non-adjacent states) requiring Board of Education approval must be submitted a minimum of sixty (60) days in advance of the trip. Exceptions to this timeline will be considered on a case- by-case basis by the Superintendent (or designee) in consultation with the board president.
2. For the purposes of this policy, “adjacent states” refers to those states that are contiguous to – or immediately border – the state of Oklahoma.
3. Requests for activity/athletic trips (out-of-state and/or overnight) shall be submitted to the following individuals for approval (in this order):
 - Building Principal;
 - Appropriate Director/Coordinator (if applicable);
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 - Assistant Superintendent and forwarded to the Superintendent (or designee) for final approval.
4. Regularly scheduled, in-state activity/athletic competitions and programs requiring out of town travel that do not require an overnight stay and/or loss of instructional time may be approved by the appropriate director/coordinator (if applicable).

All student travel and trips are subject to cancellation by the administration at any time due to safety, logistical, financial, or other concerns. In the event of cancellation, no school resources shall be used in support of the activity and/or trip.

The following guidelines will be observed for activity and athletic travel and trips:

1. BAPS owned vehicles (bus, suburban, etc.) may be used for out-of-state, student activity trips two hundred seventy-five (275) road miles or less from Broken Arrow, subject to availability and approval by the Principal, Director of Transportation and the



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Superintendent (or designee). Use of BAPS owned vehicles for travel over two-hundred-seventy-five (275) miles requires approval by the Principal, Director of Transportation and the Superintendent (or designee).

2. Bids on commercial transportation contracts must be coordinated through the business office per Board of Education policy.
3. Parental authorization forms and appropriate release forms are to be on file with the building principal and sponsor(s) of the trip.
4. Fund-raising projects related to the trip are to be approved in advance by the principal and/or Board of Education per Board of Education policy.
5. Travel, meals, and lodging expenses of the activity group sponsor(s) may be paid from the appropriate activity group account within the Student Activity Fund.
6. An appropriate ratio of adult chaperones, as identified by school administration, is required for all overnight and out-of-state trips. When more than one transportation vehicle is used during a student activity trip, a minimum of one school employee with current and appropriate certification and/or credentials as identified by school administration must accompany students on each transportation vehicle.
7. Students shall not sleep in the same rooms with sponsors or chaperones unless the sponsor or chaperone is the legal guardian of the student.
8. On overnight trips, a minimum of 1 BAPS employee with current and appropriate certification and/or credentials as identified by school administration and of the same gender as the students attending the activity must attend for supervision purposes. Overnight trips involving *both* male and female students must have a minimum of 1 male and 1 female BAPS employee with current and appropriate certification and/or credentials as identified by school administration in attendance. On occasions where the District does not have both a male and/or female instructor to supervise, a parent can serve as a staff designee to fulfill the policy requirement. Before a parent can serve in this capacity, they must clear a background check and receive final approval by the Superintendent or designee.

Prior to initiating any request for approval of an out-of-state or overnight activity trip, the activity sponsor, building principal, appropriate director/coordinator (if applicable) and the Superintendent (or designee) will review (and meet to discuss if deemed necessary) the proposed trip and its merits.

Source: *Administrative guidelines modified and adopted as Board of Education policy, November 5, 1990;*
Broken Arrow Board of Education policy revised, August 8, 2005.
Broken Arrow Board of Education policy affirmed, July 13, 2009.
Broken Arrow Board of Education policy revised, August 15, 2011.



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Broken Arrow Board of Education policy revised, September 12, 2011.

Broken Arrow Board of Education policy revised, July 10, 2017.

Broken Arrow Board of Education policy revised, November 12, 2018.

Broken Arrow Board of Education policy revised, June 1, 2020.

Broken Arrow Board of Education policy revised, June 6, 2022.