# MSD: Supervision, Health, Safety, and Conduct Documents

Before travel occurs, parents and guardians shall be informed of expenses, dates, destinations, and modes of transportation, and the school shall obtain written parent permission. In addition to the teacher or advisor, one administrator or designee may accompany each class or group. No student shall be on an overnight activity with only one adult chaperone unless that adult is the student's parent or guardian.

Additional adult chaperones shall be provided on the basis of one adult for every five to ten students, depending on student age and the nature of the trip. Except in rare cases, chaperones should be at least twenty-one years old and must be approved by the principal. Adults accompanying students shall be aware of all plans and, where necessary, capable of continuing the trip if the leader becomes incapacitated. A buddy or squad system of student responsibility shall be organized for excursions.

Each student should have identification and emergency contact information available to the responsible adult chaperone. Students with known physical problems must inform the instructor and adult chaperone of the condition and prescribed medication. Parents assume responsibility for appropriate insurance coverage. Students and parents or guardians shall complete District travel release, personal liability, medical release, and code-of-conduct documents before extended travel.

*Source: MSD Policy 6330, Extended Student Travel, approved 2024.*