

## Student Travel

### In-state trips

All activity trips to be authorized must be made by school-recognized clubs and organizations or in direct support of a school extra-class activity.

1. The activity trip must be requested by the activity sponsor and authorized by the principal in advance of any transportation arrangements.
2. If school transportation is used, the appropriate transportation vehicle request must be filed with the central office.
3. All summer activity trips must be authorized before school closes in the spring.
4. Each vehicle used for transporting students on activity trips must be accompanied by an adult.
5. All students must ride to and from the activity in the authorized mode of transportation. Exceptions may be made only if the parents make prior arrangements with the building administrator for the student to return from the activity trips with them.
6. Regularly-sanctioned activities approved by the Board of Education, Superintendent or building principals will be covered by District liability insurance. Parent chaperones will be included when specific arrangements are made for parents who act in an advisory and assistant capacity or for other persons delegated this responsibility by the principal.

### Out-of-state trips

1. A student activity trip will not be sanctioned or authorized by the Superintendent unless the group complies with these regulations. No school group is authorized to participate in an activity trip unless and until approval is obtained from the Superintendent. Any trip which is undertaken by a student group involving participation outside the state or the United States will not be considered to be the responsibility of the school district or the Board unless approval has been obtained pursuant to these requirements.
2. School groups expecting to be invited or seeking to be considered for an invitation to activities outside Colorado must make requests for prior approval through the building principal and the appropriate Director of Learning Services prior to the request being submitted for Superintendent approval. Such request must be made before submission of any tapes, materials, etc., and prior to making any commitments as to the availability of the group to participate.

The request must be submitted on the "Request for Out-of-State or Foreign Travel" form available from the District Risk Manager.

3. When invitations are received for participation in an activity without prior knowledge of the group or school, such invitation must be brought to the attention of the building principal immediately.

Similar kinds of information as indicated above will be required before consideration will be given by the appropriate Director of Learning Services.

4. An adequate number of sponsors including teachers and parents must be provided. A minimum will be one certificated employee and additional adult sponsors as approved by the building principal to accompany the group with a minimum of one approved sponsor for each 15 students.
5. In most instances, the group involved, working within the school as approved by the building principal, will identify the type of fund-raising activities and the amount of money to be generated. That amount must pay for the cost of student participants, adult sponsors and teachers who will participate in the trip.

Such fund-raising activities must be approved in advance by the building principal and otherwise as determined by the Director of Learning Services in consultation with the Superintendent.

6. When any District funds are to be used, an amount not to exceed 10 percent of the costs may be allowed.
7. Funding for one sponsor's travel expenses may come from District funds if moneys are available and provided the student(s) have placed either 1st or 2nd in the qualifying event.
8. Money allowed for such activities will be available on as equitable a basis as possible with each school being given due consideration in accordance with previously allowed funds, school size, nature of activity and other relevant factors with senior high school principals assisting in the review of all requests and making recommendations through the Director of Learning Services.
9. No student club or organization should expect approval for extensive trips and/or financial assistance more often than once in any three-year period.
10. Activities approved are expected to be consistent with regulations of the Colorado High School Activities Association and policies of the St. Vrain Valley Schools.
11. The necessary release forms and permissions will be obtained by the sponsors from the District's Risk Manager and provided to parents and students for completion prior to the trip. The sponsors will also provide the "Code of Conduct for Extended

Trips and Exchange Programs" (JJH-E) to parents and students for completion prior to the trip.

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St. Vrain Valley School District RE-1J, Longmont, Colorado