

## Student Travel

Specific guidelines and appropriate administrative procedures have been developed to screen, approve and evaluate student activity trips and to ensure that all reasonable steps are taken for the safety of the participants.

These guidelines and procedures shall ensure that all student activity trips have the approval of the Superintendent and the principal.

Provision shall be made for trips to support and enhance the program of extra-class activities.

Activity trips shall be financially supported by funds raised or appropriated for that purpose.

Transportation for activity trips shall be in accordance with Board policy.

Any individual student contestants or groups of student contestants who are District students who are competing in approved local and/or state activities which qualify them for out-of-state contests may be authorized to compete in out-of-state activities by the Superintendent. Funding for one sponsor's travel expenses may come from District funds if monies are available and provided the student(s) have placed either 1st or 2nd in the qualifying event.

The Superintendent may authorize District-sponsored high school student activity trips outside Colorado or the United States when requested by the principal and recommended by the Department of Learning Services. District funds may not be used to support such activities except in unusual circumstances and then only as approved by the Superintendent.

All activity trips shall be chaperoned by a licensed District employee and an adequate number of adults.

Administrative procedures for activity trips shall provide for the planning, organization, transportation, evaluation and accounting of activity trips.

### **Non-District sponsored student trips**

The District recognizes that on occasion District employees act as sponsors of or chaperones for trips in which District students personally may choose to be involved but which have not been approved by the Superintendent. Such a trip is referred to in this policy as a "non-District sponsored student trip."

The objective of this portion of this policy is to insure that District students and their parents/guardians know in advance that a "non-District sponsored student trip" is neither District-sponsored nor District-approved. Therefore all trips involving District

employees and District students except Superintendent-approved trips described above shall be subject to the following requirements:

1. District students shall not be granted excused absences from school to participate in a “non-District sponsored student trip.”
2. District employees shall not be granted paid leave to participate in a “non-District sponsored student trip.”
3. District employees shall not promote or solicit for any “non-District sponsored student trip” during normal school hours.
4. All written material disseminated by a District employee concerning a “non-District sponsored student trip” shall contain the following disclaimer: “This trip is not sponsored or approved by the St. Vrain Valley School District.”
5. Any District employee who is sponsoring or promoting a “non-District sponsored student trip” shall make a written disclosure to all prospective participants in the trip of any financial benefit, rebate or credit which such employee will receive if the trip takes place.
6. Prior to departure, any District employee who is sponsoring or promoting a “non-District sponsored student trip” shall be required to obtain from all participants in the trip a signed District form releasing the District of any responsibility. This form can be obtained from the District Risk Manager.

Adopted February 8, 1984

Revised June 25, 1986

Revised to conform with practice June 8, 1994

Revised April 12, 1995

Revised February 14, 2001

Revised August 10, 2005

CROSS REFS.: EEAFSA, Extracurricular Activity Buses/Field Trips/Special Events  
Transportation  
EEAG, Student Transportation in Private Vehicles  
IHCB, Travel Study  
IJOA, Field Trips

LEGAL REF.: C.R.S. 13-22-107 (Parental liability waivers)  
C.R.S. 40-10-116 (1)(b) (Transportation of school children)

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