

LEARNER TRAVEL

Building administrators should closely monitor all learner travel in accordance with the following guidelines:

1. A building administrator must approve all learner travel.
 - a. All overnight trips require submission of the Overnight Trips and Travel Information/Request Form (Google sheet) to the Director of Activities and his/her subsequent approval. This form must be submitted for a minimum of one month (shorter overnight trips) or six months (longer overnight travel). Exceptions can be made to this submission time frame if the dates of these travel events are not released or known prior to these submission deadlines.
2. Administrators must approve the arrangements of either school or commercial transportation.
3. Ideally learners should travel to and from school-sanctioned events in school-approved transportation. In extenuating circumstances - related to scheduling conflicts - the parent/guardian may complete a transportation waiver and submit it to the activity advisor (e.g. coach or director) for prior consideration. In such cases, the activity advisor may grant permission for the parent/guardian or (in their absence) an adult member of the immediate family (i.e. grandparent, uncle/aunt) to provide alternative transportation. When extenuating circumstances exist – and neither a parent/guardian nor an adult member of the immediate family can provide transportation – the Director of Student Activities or Principal may (upon receiving a transportation waiver) grant permission for the parent/guardian to designate a “responsible adult” to transport the learner on their behalf. In no instance, however, will learners either provide their own transportation or travel with anyone other than the individuals listed above to out of town events.
4. Lodging and meal arrangements must be approved by the building administrator.
5. On overnight trips, a minimum of one adult chaperone per 20 learners must be provided. For extended trips (i.e. two or more days), the faculty advisor may not be counted as a chaperone due to other responsibilities. Building Administration must be provided with a list of the entire travel party as well as a detailed itinerary of the entire trip. Building Administration must also approve the trip information that is sent to parent(s)/guardian which will include an itinerary, travel arrangements, behavioral expectations, supervision, emergency procedures, and forms for parental/guardian permission and consent for medical treatments.
6. When learners are not occupied with "trip" activities, other properly chaperoned - recreational and educational activities may be scheduled.

Adopted:	01/12/1976
1st Reading:	05/09/1994
2nd Reading/Adopted:	06/13/1994
1st Reading:	12/13/2010
2nd Reading:	01/10/2011
Reviewed:	08/12/2013
Notification:	07/18/2022
1st Reading:	09/12/2022
2nd Reading/Approval:	11/08/2022
Notification:	08/12/2024
1st Reading:	09/09/2024
2nd Reading:	10/15/2024