



Policy Number: 3160

Updated: 02/04/2015

Student Travel and Field Trip Policy

PURPOSE

The American Leadership Academy Board of Trustees recognizes that the educational program for students can be enhanced through the wise use of off-campus experiences. The objectives for all student trips are to be clearly defined and consistent with the objectives of the class or activity of the school. Overnight travel must always be grounded in educationally oriented activities. While student travel may include activities that are not part of the approved curriculum, it is understood that the general purpose of student travel is to supplement regular school educational programs.

POLICY GUIDELINES

1. All student travel must be approved and recommended by the principal after safety, supervision and educational justification have been verified.
2. All foreign travel requests should be submitted to the director for Board of Trustee approval before August 1 of the pending school year. A comprehensive outline of the purpose and plan for travel should be included with request. A description of how the travel will enhance and correlate with the core course curriculum is advised.
3. Sponsoring foreign travel advisor will provide adequate guidelines for travel participants (i.e. travel dates, cost, deadlines, applicable immunizations, passport/visa information, etc.) and communicate those guidelines to the Board of Trustees, director, principal, parents and students.
4. All foreign travel should be coordinated through a reputable agency providing liability insurance.
5. Extended excursions should not be requested if comparable experiences are available closer to home. Students are not to remain overnight if it is practical to return home.
6. No high school group should participate in more than two overnight trips during any school year; this applies to school groups, not to individual students who are participants in approved overnight travel with multiple school groups. Overnight trips for elementary and middle school students are discouraged but are allowed with the permission of the director.
7. Whenever students travel, there shall be adequate and mature supervision to provide for the safety of students.
8. All fundraising conducted to provide funds for student travel must be approved by the director. Non - school sponsored student travel will not allow fundraising to be done at the school.

9. Tax deductible corporate donations may be made to the specific American Leadership Academy travel group, but not to individuals of that group. ALA is a non-profit organization with a 501-C status.
10. Extended excursion planning should be started as far as possible in advance of the trip to permit adequate time for students to earn the necessary funds. Representative students and parents should be involved in all phases of trip planning. A parent information meeting is required for overnight travel. The school must provide evidence of substantial support by members of the group and their parents prior to principal or director approval.
11. Foreign travel may be considered for groups associated with American Leadership Academy -courses (i.e., German, French, Spanish, Anthropology, Choir, etc.) and then only for students who have successfully completed academic work in the content area. Travel will be limited to one trip per country in any given school year.
12. Foreign travel for a specific course shall limit travel to every other year to allow for more groups to have the opportunity to travel.
13. No student will be subjected to undue pressure to participate in school-sponsored travel activities. Non-participation in student travel may not result in loss of credit, reduction of grade, removal from a team or any other negative consequence to students.
14. ALA rules of conduct and behavior are to be applied during field trips and activities. The same consequences will be enforced for all those caught violating the rules.
15. Non-authorized participation by those ineligible to attend the field trip or activity will be sent home immediately at their own expense. Those joining the field trip or activity while in progress will also be sent home at their own expense.

COST OF TRAVEL

The cost of travel shall be kept as low as reasonably possible without compromising the safety of the students and chaperones involved. Elementary students shall not be denied participation due to lack of funds on school-sponsored activities. However, if approved fund-raising projects are initiated and secondary students are provided options to assist in fundraising, those students who do not assist in fundraising may be denied participation on the excursion.

APPROVAL OF TRAVEL

The Board of Trustees respects the rights of parents to take their own children to competitions or performances that are not approved by the Board or its designee. However, non-approved activities are not considered activities of American Leadership Academy and the school assumes no liability for these events.

Though a final number of students participating in an upcoming travel and/or field trip may not be exact, travel requests needing approval from the director and/or Board of Trustees should try to be submitted at least two months in advance of the excursion.

Parents/guardians must give written approval for all travel. Overnight trip consent forms must include the nature of all the activities in which the student will participate. They must also include permission to participate signature line(s), emergency contact telephone numbers, and permission to provide emergency medical care.

Travel Requiring Approval

1. While some travel requests receive final approval by the Director and/or Board of Trustees, the principal is permitted to approve in-state day trips (no overnight stay) without the endorsement of the Director or Board of Trustees.
2. Trips that require an overnight stay and out-of-state trips must be approved by the Director.
3. Board approval is required for travel outside the United States and for trips requiring a per-student payment or fund-raising of \$800.00 or more. The Board reserves the right to require travel insurance for all approved trips.

STUDENT ELIGIBILITY FOR TRAVEL AND CONDUCT OF PARTICIPANTS

Academic and behavior standards shall be established prior to trip approval by the principal and published by the teacher on the approval form. Participants in any travel experience should be students in good academic and behavioral standing. Students who travel under the name of the school and adults who supervise that travel become role models for others and help establish and maintain the reputation of the school. Behavior and conduct of students and chaperones fall under the rules and policies of the school, in addition to the specific standards adopted for the event. Members of the travel group, who violate the behavior expectations outlined, will be asked to leave the travel experience and travel home at their own expense.

TRAVEL SAFETY

General

The safety of participants is of primary concern when travel occurs. Principals/teachers are to provide clear safety instructions to students and chaperones prior to leaving for a travel experience and review safety instructions periodically during extended travel experiences-- Travel planning should include consideration of weather conditions and provide for cancellation or extended travel time in the case of inclement weather conditions. Except when taking school buses, all passengers will wear seat belts while traveling under the approval of American Leadership Academy or its designees.

Transportation

1. Under no conditions is travel approved with student drivers. Students are never approved to drive other students to, from or during school-sponsored events. However, the student may travel with his/her own parent/guardian. Elementary school travel from the school may be provided by staff and parents who are willing to assume all legal liability associated with personal transportation.
2. With the approval from the Principal (day trips) or Director (night trips), chaperones may transport small groups of secondary students in private, rental or American Leadership Academy-owned vehicles.
3. No student of any age should travel anywhere alone with a staff member or parent, other than their own parent/guardian.
4. When traveling out-of-state, groups are encouraged to use rental cars and charter buses instead of American Leadership Academy vehicles and personal vehicles, in order to reduce school and personal liability.

Supervision of Students

Students should never be left behind and/or unsupervised while under the custody of American Leadership Academy. Care should be exercised in selecting adult supervisors. They should be persons of good report. They should be the parents or teachers of students. Other supervisors (if used) must have prior approval by the principal and be over age twenty-one. Supervisors may not share private sleeping rooms, such as motel rooms, with students other than their own children.

Emergencies and Accidents

In case of an emergency occurring during the trip, the chaperone is authorized to make those adjustments necessary to insure the safety and well-being of the students and will immediately report the emergency to the principal of the school. All circumstances related to any accident will be documented and reported in writing to the Director.

Insurance

Utah State Risk Management services American Leadership Academy with liability insurance. However, as part of the approval process, the Board of Trustees may require additional travel insurance to protect the financial status of the school to help families cover expenses should an accident occur. All foreign travel will require that the contracted travel company provide liability insurance.

Travel Conditions

Travel shall not be approved if unsafe conditions exist. If unsafe conditions arise after travel has been approved, travel shall be cancelled or changed accordingly. Thus, prior to departure on a trip, the Principal, Director or Board of Trustees reserve the right to conduct a safety review of the trip and to cancel the trip if conditions warrant such action. Unsafe conditions include, but are not limited to, adverse weather conditions, outbreaks of serious communicable diseases and actual or threatened violence or terrorism. Should a trip be cancelled due to safety concerns, the school will not reimburse travelers for unrecoverable lost fees. Therefore, the school encourages travelers to secure cancellation insurance (at their own expense) to provide protection against possible trip cancellation.