

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: JJAC

STUDENT OUT-OF-STATE TRAVEL

The following guidelines are to be used for the planning and implementation of all school-sponsored travel extending more than one hundred fifty (150) miles beyond the State of Wyoming border.

1. The school employee who is identified as the primary sponsor of the requested trip shall request preliminary approval of the trip by the administrator having immediate oversight of the students who will be involved in the trip.
2. The sponsor shall provide to the administrator for preliminary approval, and if approved, to the Superintendent and Board of Trustees for final approval, **Student Travel form, JJAC-E**
3. The trip sponsor shall establish clear guidelines setting forth how the sponsor will handle the funds that may have been paid by a student toward a deposit for transportation or other trip expenses should the participant for any reason, both voluntary and involuntary, not be able to make the trip (i.e., funds are forfeited, returned, or partially returned and, to the extent any funds are forfeited, what will be done with those funds).
4. In the event of final approval by the school board, students will be requested to execute a release acknowledging that the school district will not be responsible for lost or destroyed personal property, unexpected travel costs nor for any sickness, personal injuries, including death, specifically including, but not limited to, medical expenses which in any way arise during or as a result of the trip. Students and/or their families should acquire whatever insurance they deem appropriate to cover trip expenses, lost or destroyed property, and/or personal injury arising during the trip.
5. The school district will not assume responsibility for the success of the trip or the enjoyment of those students participating in the trip. There are countless unforeseen circumstances that can arise while traveling, especially out of state and/or out of the country, for which the school district will not assume responsibility or liability. Events such as bad weather, flight cancellations, activity cancellations, illness, acts of third parties, etc. are all things that can be unexpected and/or unforeseen or beyond the control of the school district and all trip participants shall agree not to hold the school district responsible for such events and/or the consequences thereof.
6. **If the sponsor believes the trip is deserving of school credit, an explanation of why and how the credit will be earned shall be provided to the administration and board of trustees.**
7. The sponsor shall describe what will be done with excess funds that are raised or any funds that are left over for any reason.
8. If the school board provides final approval for the trip to be sponsored by the school district, the board shall also specify the maximum amount of funding, if any, that will be provided by the school district. The school district will have no responsibility for any costs or expenses exceeding that which the board specifically authorizes. In the event the sponsor for any reason should expend more funds than are collected for use in the activity and/or provided by the school district for funding the activity, the sponsor agrees to be financially responsible for all such excess costs and agrees that the failure to repay any sums owed to the school district shall be grounds for disciplinary action. The sponsor shall have the sole

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responsibility for collecting any amounts owed by students and/or their parents for the trip and failure of a student or parent to pay any amount which was required or requested to be paid shall be the responsibility of the sponsor and not the school district.

9. The sponsor is required to fully inform all students and their parents **in writing** of the details of the trip, specifically including all the information set forth in these guidelines which is to be provided to the school administration and board of trustees in advance of any fund-raising activities or collection of any payments from students/parents.
10. The board of trustees shall have the right to reject for any reason, in its sole discretion, a request for the school district to sponsor out-of-state travel.
11. **STUDENT TRAVEL REQUEST.** Should one or more Park County School District No. 6 students on their own (without staff sponsor) desire to travel out of state to participate in an event which is an extension of a regular school activity, the student shall first make his/her request to his/her building principal, providing the details of the request and the amount of funding being requested, and if primary approval is given, then such request should be made to the board of trustees who will have the sole discretion to accept, reject or modify the request. The student and/or his/her family will have sole responsibility for all travel and trip details, with the school district's only involvement being the provision of funding, as approved by the board.
12. **STAFF (NON-SCHOOL) TRIP SPONSORSHIP.** The board of trustees recognizes that from time to time school staff, on their own time, unrelated to their official position with the school, elect to take groups of students out of state for various activities. In those situations where staff are organizing travel for groups of interested students and for which school sponsorship is not being requested, school staff are expected to clearly inform students and parents that the activity is not a school activity and the school will have no responsibility for any of the trip details, specifically including, but not limited to, sponsorship, supervision, organization of travel, or activities while on the trip. It is expected that all participants clearly understand that should any problems arise, concerns should be addressed to the trip sponsor and not the school district.

Adopted: 5/17/2016