

EXTENDED STUDENT TRAVEL

The school district recognizes the educational value to travel and planned experience for students outside their normal classrooms. Field trips, visitations to places outside the classroom, and out-of-district participation of students in school-sponsored contests and events of sanctioned student organizations have long been a part of the district's curriculum.

The school district recognizes also that it is not and cannot be responsible for all student travel and that parents and other community organizations can provide these kinds of experiences for children.

It should be noted, also, that present district policy permits individual students, by parental request, to go on trips under an excused absence. Faculty members also may be given permission for leave without pay for the trip (1/182 pay deduction). Therefore, it is possible for students and faculty members to go on a trip together without School Board sanction or involvement of any kind.

Because of a growing number of requests for various types of student trips, these guidelines shall be considered in any decision regarding proposed student trips in which the school district will be involved.

The school district cannot sponsor such a trip without subjecting itself to extensive liability. Therefore, if the school district does not want to assume any liability for the trip, there should be no district involvement. "Involvement" could include such things as financing any part of the trip, faculty leaves of absence with some pay, School Board sanction or approval, use of school district equipment, and/or use of school district or building name (such as "RSHS", "WMJHS", "EJHS").

Any literature distributed or posted in the schools about the trip must be marked "sanctioned" or "unsanctioned" by Sweetwater County School District No. One.

Both requests for, and possible approval of, any proposed trip to be sanctioned by the school district or in which the school district is involved, must meet the following criteria:

1. The trip must have educational value.
2. The trip must be an outgrowth of established classroom instruction or a school-sponsored student organization.
3. Whenever it applies, the trip must have the approval of the Wyoming High School Activities Association.
4. If finances of the school district are involved, the request and approval for the trip must be given far enough in advance so that the finances can be included in the district's annual budget for the year of the trip.
5. There must be a certified, District One faculty member serving as sponsor and accompanying the students on the trip.
6. Trips involving students under the ninth (9th) grade level are restricted to Wyoming state boundaries and/or a two hundred (200) mile radius, except by special permission by the Board of Education.

Requests for all trips are subject to the guidelines. Requests for trips within Sweetwater County may be submitted orally to the building principal. Trips authorized by curriculum and all activities authorized by and conducted under the auspices of the Wyoming High School Activities Association may be approved by the administration without going to the Board of Education. (Also included in "trips within Sweetwater County" would be trips from the rural schools to desired destination.) Field trips on the "approved list" of the District Curriculum Committee do not require approval of the Board of Education.

Requests for trips outside of Sweetwater County and not on the approved curriculum list, must be submitted in writing (on the form provided) by April 15 to the building principal; if approved by the building principal, they must be submitted to the Superintendent and the Board of Education for possible approval. If approved by the Board of Education, they will be listed on an annual "Approved List of Extended Trips," which will contain all of the approved trips outside of Sweetwater County for the respective school year. Requests must be submitted to the building principal by April 15 of each year in order to be considered for inclusion on the "Approved List of Extended Trips" for the following school year.

All trips are subject to approval each year; there are no "automatic" approvals based on precedent.

Any exceptions to the approved list must be made by the Board of Education.

The following shall serve as guidelines for Extended Student Travel.

1. A request for approval of an extended student trip using an agency and/or going out of-country must be submitted a minimum of ninety (90) days in advance of the trip. Should fund-raising activities be planned, a minimum of one hundred twenty (120) days is required. Other extended student trip requests must be submitted a minimum of sixty (60) days prior to departure. (See Appendix II)
2. Teachers taking students on extended trips who plan to utilize an agency must work with agencies already approved by the District Superintendent.
3. The District will match the number of substitute days provided by the teacher and/or school (not to exceed a total of five (5) days provided by the District, regardless of the number of teachers involved. Example: if five teachers go on trip, the district will provide one day per teacher.)
4. Any substitute days which are required to cover a trip will consist of District-provided days, professional leave days, personal leave days, or any combination thereof.
5. The maximum number of regular school days for any trip - five (5).
6. The student-adult ratio shall not exceed 8-1 with appropriate teacher coverage as approved by the Superintendent. Adult chaperones not employed by School District No. One must register with the Superintendent's Office for liability coverage prior to trip departure.

7. When the travel is in a country which is non-English speaking, and bilingual chaperones are not provided by the travel agent, at least one of the adults must be bilingual.
8. Permission forms from the student's parents and teachers must be signed and returned to the teacher-sponsor prior to departure. (See Appendix I)
9. All students must be protected with the following: (a) Surety Trust Agreement - assumes operation of program with guaranteed refunds. (b) Liability Insurance (c) Life, health and accident insurance.
10. Medical, release, and insurance forms must be a part of each program.
11. No fund-raising activities may begin until approval for the trip has been granted.
12. The Superintendent may grant permission to a requesting teacher for modification to the guidelines should unforeseen circumstances prevail. ;
13. Indications of student interest in an extended trip may be solicited prior to submission of request; however, it must be understood that no commitment will be made for the trip until approval of all parties is secured.
14. All school sanctioned trips, regardless of whether or not during a school or vacation period, must comply with these guidelines.
15. Upon completion of request and signature recommendation of the principal, please send to the Superintendent.
16. Participation of student activity groups in extended travel (athletics, bands, etc.) must conform to the guidelines of the Wyoming High School Activities Association.

In addition, prior to planning for a trip with students, the sponsor and building principal should consider the following questions, which are among those that will be applied in the decision-making process.

Sponsorship

1. Can the trip experience be provided by parents or other agencies outside the sponsorship of the school?
2. How high a priority is this trip in relationship to other school and/or District activities?

People Involved

3. How many students will be involved in the trip?

4. How many faculty sponsors, and other adults will be involved in the trip?

Place, Time, and Distance Factors

5. Can the trip be scheduled during vacation time rather than take time away from school? Is the staff willing to use this time?
6. How much school time will be missed by students and what effect will the missed time have on the student's work and the planning and extra work-load of teachers in the student's other classes?
7. What will be the effect on the classes remaining in school of the sponsor-teacher as a result of his absence from school while on the trip?
8. What is the distance of the trip?

Finances

9. What is the total cost of the trip per student?
10. Does the trip place an undue financial burden on the student? (For example, can only those who can afford the trip participate in it?)
11. Is the District willing and does it have the ability to support any of the proposed costs - released teacher time, etc., if such support is necessary?
12. What is the impact of fund-raising activities within the sphere of these activities and the community?

Liability Factors

13. Is the sponsor aware of his subjectivity to possible personal liability as the sponsor of the trip?
14. Is insurance available for the activity?
15. Are all participants adequately covered; e.g. parents, teachers, students, administration, school board, etc.?

Travel Arrangements

16. Describe the supervision that will be provided on the trip.
17. How and who will make necessary arrangements for travel outside the U.S.A.?
18. Are these arrangements satisfactory?

19. What provisions are available for coping with emergency or disciplinary situations?
20. Are appropriate transportation arrangements made at all points of the trip?

School Credit

21. Will students be granted credit toward graduation from high school?
Yes _____ No _____ How many credits? _____
22. Have proper arrangements been made for granting credits?

SWEETWATER COUNTY SCHOOL DISTRICT NO. 1
EXTENDED STUDENT TRIPS
ADMINISTRATORS CHECKLIST

1. Does this trip request need the approval of (a) Board of Education, (b) Superintendent, (c) District Curriculum Committee?
2. Is this trip worthy of consideration by the Superintendent or his designee, for recommendation to the Board of Education for their sanction? (Refer to criteria for sanctioned trips.)
3. Should it be conducted as an unsanctioned trip?
4. Is the travel agency involved creditable and has it registered with the Superintendent or his designee?
5. Have you made the difference between a sanctioned and unsanctioned trip clear to the requesting sponsor or sponsors?
6. Have all questions regarding the preparation for a proposed trip been adequately answered?
7. Have all forms included in the policy for such trips been completed properly?

SWEETWATER COUNTY SCHOOL DISTRICT NO. 1
ROCK SPRINGS, WYOMING

Request for Approval of Student Trip
(To be completed by Sponsor of trip)

Destination(Place)_____

Dates of Trip: Leave_____Return_____

Class/Course/Co-Curricular Area Involved_____

Person or organization sponsoring trip_____

Nature and description of trip_____

Purpose of trip_____

Mode of travel_____

Estimated total cost_____

How is trip to be financed?_____

Number of students and staff involved?_____

Lodging arrangements_____

**SWEETWATER COUNTY SCHOOL DISTRICT NO. 1
ROCK SPRINGS, WYOMING**

Request for Approval of Student Trip

Insurance Provisions _____

REQUIREMENTS

1. Does the trip have educational value? _____
2. Is the trip an outgrowth of established classroom instruction or a school-sponsored student organization? _____
3. If it applies, does the trip have the approval of the Wyoming High School Activities Association? _____
4. If finances of the school district are involved, is the request for the trip far enough advance so that the finances can be included in the district's annual budget for the year of the trip? _____
5. Will a certified, District One faculty member serve as sponsor and accompany the students on the trip? _____
6. Are the students being considered for this trip 9th grade level or older? _____

CONSIDERATIONS

Have the following questions been considered by the person making the request and by the principal?

_____ Yes	_____ No	_____
		Person making request

_____ Yes	_____ No	_____
		Principal

1. Can the trip experience be provided by parents or other agencies outside the sponsorship of the school? _____
2. How high a priority is this trip in relationship to other school and/or District activities? _____

Request for Approval of Student Trip

3. How many students will be involved in the trip? _____
4. How many faculty sponsors, and other adults will be involved in the trip? _____
5. Can the trip be scheduled during vacation time rather than take time away from school? _____ Is the staff willing to use this time? _____
6. How much school time will be missed by students and what effect will the missed time have on the student's work and the planning and extra work-load of teachers in the student's other classes? _____

7. What will be the effect on the classes remaining in school of the sponsor-teacher as a result of his absence from school while on the trip? _____

8. What is the distance of the trip? _____
9. What is the total cost of the trip per student? _____
10. Does the trip place an undue financial burden on the student? (For example, can only those who can afford the trip participate in it? _____
11. Is the District willing and does it have the ability to support any of the proposed costs released teacher time, etc., If such support is necessary? _____
12. What is the impact of fund-raising activities within the sphere of these activities and the community? _____

Request for Approval of Student Trip

- 13. Is the sponsor aware of his subjectivity to possible personal liability as the sponsor of the trip? _____
- 14. Is the insurance available for the activity? _____
- 15. Are all participants adequately covered: e.g. parents, teachers, students, administration, school board, etc.? _____
- 16. Describe the supervision that will be provided on the trip. _____

- 17. How and who will make necessary arrangements for travel outside the U.S.A? _____

- 18. Are these arrangements satisfactory? _____
- 19. What provisions are available for coping with emergency or disciplinary situations? _____
- 20. Are appropriate transportation arrangements made at all points of the trip? _____
- 21. Will students be granted credit toward graduation from high school?
Yes _____ No _____ How many credits? _____
- 22. Have proper arrangements been made for granting credit? _____

_____ Person Making Request _____
Date Signature

_____ Recommended for Consideration _____
Date

_____ Not Recommended for Consideration _____
Date

_____ Request is Approved _____
Date Building Principal

_____ Request is Not Approved _____
Superintendent

**SWEETWATER COUNTY SCHOOL DISTRICT NO. 1
ROCK SPRINGS, WYOMING
EXTENDED STUDENT TRAVEL
PERMISSION/RELEASE**

I, _____, a participant in _____

_____, do voluntarily and without reservation and on behalf of myself, my heirs and my estate, waive any and all claims of whatever nature for any injury, loss, damage, accident, delay, irregularity or expense arising from the use of any vehicle or services, strikes, war, weather, sickness, quarantine, government restrictions or from any act or omission of any steamship, airline, railroad, bus transportation, sightseeing, hotel or any other service or transporting company, firm, individual or agency, or for any cause whatsoever in connection therewith against the District, my local school, or any staff member or chaperon or counselor accompanying this tour, their heirs or their estate. I also grant the administrator of the tour authority to take whatever action is warranted under the circumstances regarding my health and safety. This authority will permit the trip administrator to place me in a hospital at any point for medical services and treatment. The District's trip administrator is further authorized to fly me back to the United States for medical treatment, if this is deemed by the administrator's decision in consultation with local medical authorities to be necessary.

If accepted, I as a student or counselor promise to support and uphold the standards set forth by the District. I will further strive to be friendly to all members of the group, accept the will of the majority whenever a matter of choice presents itself, and accept the suggestions and recommendations of the leaders in all matters relating to the program or my personal conduct.

It is agreed that this is a supervised program and that the group standards must be observed. The trip administrator reserves the right to terminate the participant's membership for failure to maintain these standards, or if his or her acts of conduct are deemed detrimental to or incompatible with the interest, harmony, comfort, or welfare of the tour as a whole.

It is agreed that the following specific guidelines for extended student travel will be observed:

1. There will be NO formal dating either with the "locals" or within the group.
2. The gathering of opposite sexes must be in areas other than the dormitories.
3. The curfew will be midnight unless otherwise specified by the administrator for certain occasions.
4. My advisor must be informed of my whereabouts at all times. I am also aware that whenever I am away from the hotel I will be in a group of at least three participants.
5. There is to be NO purchase, possession, usage, or sale of any drugs. If this happens it is understood that this means immediate release from the program.

PERMISSION/RELEASE

If a participant's membership on this trip is terminated he/she will be sent home at his or her expense.

I have thoroughly read and have no questions about the above release and guidelines therein. I understand that if these guidelines are not followed, the administrator and advisors will meet and decide on the disciplinary action depending on the seriousness of the infraction, this disciplinary action may mean being released from the program and sent home at my own expense.

Participant's Signature

Parent's Signature

Witness's Signature

Date

State of Wyoming
County of Sweetwater

Sworn and subscribed to before me this _____ day of _____, 19_____.

Notary Public

(SEAL)

My commission expires:

SCHOOL DISTRICT NO. 1
BOX 1089
ROCK SPRINGS, WYOMING 82901

QUESTIONNAIRE FOR SCREENING TRAVEL AGENCIES
(to be completed by travel agency)

I. Identification of sponsoring agency

A. What is your complete address and phone number in the United States?

Name of Agency

Address - Street

City State Zip

(_____)_____
Area Code Telephone Number

B. How long has your agency been in operation?_____

C. Are other agencies sub-contracted?_____ Yes_____ No

If Yes, please give the following information:

Name:_____

Address:_____

Responsibilities of sub-contracted agency:_____

D. How many students and teachers have participated to date?_____

E. Is yours a nationwide program or is your area of concentration in one part of the country?_____

II. Finances of the agency

A. Is there a bond ensuring both safety of dollars paid for program cost prior to departure, and program performance?_____

B. What is the actual cost of your program?_____

C. Please be specific in listing what this cost includes:_____

D. Where does the trip originate and terminate? _____

- E. If the trip does not originate from and end in the city where the students live, do you provide any transportation to and from the point of departure? _____

- F. What type of lodging is provided for the participants? _____

- G. What type of meals are provided for the students? _____

- H. Please define your refund policy in terms of days and amount of money. _____

- I. Is there any financial aid available to the students in terms of scholarships and/or loans? _____
- J. Is there any compensation for the teachers involved? If so, please specify exactly what is included: _____
- K. Does your agency provide a staff member to accompany the trip? _____

III. Curriculum

- A. What type of textbook and classroom supporting material do you provide the participating teachers for their orientation? _____

- B. Is there a course study offered to the students while they are visiting the foreign country? _____

- C. If no, are participating teachers at all involved in preparing the curriculum for the courses offered? How? _____
- D. Is credit available to both the students and teachers involved? Please explain: _____

- E. If it is a language program, are the agency's teachers native speakers? _____
- F. What is the size of each campus? _____
- G. What is the student-teacher ratio? _____
- H. How much contact do the students have with the people living in the culture? _____

- I. Do the students and teachers have the opportunity to evaluate the program? _____
How? _____

- J. Are these evaluations available upon request of the participants and/or school districts interested in the agency? _____
- K. What is the student-chaperone ratio? _____

IV. Screening Policy. Staffing, etc.

- A. What are the requirements for the chaperones in terms of professional background? _____
- B. If it is a language program are the chaperones required to have some degree in fluency in the language? _____
- C. Is the organizational staff of the agency comprised of educators or former educators? _____
- D. Do you have an advisory board? _____ How often do they meet? _____
- E. Are the chaperones subject to an evaluation at the end of the program? _____ Please explain. _____
- F. Is the participating student screened? _____ If so, how? _____
- G. If it is determined that a student should be sent home for disciplinary reasons, what kind of support do you give the administrator of the group? _____
- H. Do you have a special staff and office in each country to be visited? _____ If so, how are they chosen? _____
Are they fluent in English? _____

V. Insurance

- A. Do you have an insurance program? _____
If so, please answer the following:
 - 1. What is the name of the insurance company? _____
 - 2. What is the name of the insurance agent? _____
 - 3. Please explain the hospital-medical coverage: _____
 - 4. Is there a coverage for baggage? _____ How much? _____
 - 5. Are the local school boards and administrators involved with the program covered by this policy? _____ If not, would you consider including them at no additional cost to the students? _____
 - 6. Are the participants covered for any hours prior to the actual departure and return? _____ If so, how many? _____

SWEETWATER COUNTY SCHOOL DISTRICT NO. 1

ICCS - CREDIT FOR TRAVEL STUDY

Sweetwater County School District No. 1 may recognize learning experiences resulting from travel under the direction of any group or agency having a bona fide educational program which is planned and organized so as to be consistent with the criteria and procedures specified by the district.

Credit toward graduation shall not exceed one (1) elective unit. In recognition of other travel study experiences, the schools may grant appropriate placement within the school program, and those experiences may be noted without credit on the student transcript.

RECOMMENDED IMPLEMENTATION

A. METHOD OF PUBLICITY

1. Announcements may be made as with the college programs, through the written and read student bulletins.
2. Meeting rooms may be made available without rental charge.
3. Permission for announcements and room scheduling will be handled through the normal school procedures.
4. Formal discussion of the programs during class time will be allowed within the individual school or department policy guidelines.
5. Information regarding programs must make it clear that the Sweetwater County School District is not sponsoring the organization.

B. POSITION OF SCSD STAFF MEMBERS ASSOCIATED WITH PROGRAMS

1. SCSD staff members are acting as individuals and not district employees when working with the program.
2. Staff members are not to use time for the program when they are officially on duty within the policies and guidelines of their individual school or department.
3. Special care must be exercised so that no action by the staff members could be interpreted as undue pressure to take advantage of the "student-teacher" relationship.

C. MINIMAL QUALIFICATIONS FOR THE TRIP

1. "Bona fide educational programs" shall be defined as programs which have historical, cultural, geographical, sociological, or linguistic significance.
2. A minimum of seven days (7) is required for half credit and fourteen days (14) for one full credit. Credit toward graduation shall not exceed one (1) elective unit.

D. GRANTING OF CREDIT

1. A student wishing to receive high school credit for a summer trip shall submit a REQUEST FOR CREDIT CONSIDERATION (Sample Form Attached) three weeks prior to the beginning of the trip to Summer School Dean.
2. Within three weeks of the conclusion of the trip, the student will submit FINAL TRAVEL REPORT (Sample Form Attached) countersigned by SCSD staff member associated with the trip as proof that all educational requirements have been completed.
3. Credit will be without grade and therefore not calculated in rank in class.
4. The entire process will be administered under the sponsorship of the Summer School. Students requesting credit will be required to pay Summer School tuition for each d credit requested. These fees payable to SCSD Summer School are separate and in addition to any "program costs or enrollment or tuition fees" required for participation by the program organization.
5. Summer School Dean will acknowledge and give initial approval to student's REQUEST FOR CREDIT CONSIDERATION to "bona fide educational programs at least ten (10) days prior to beginning of the trip by initialing appropriate space indicated on REQUEST FOR CREDIT CONSIDERATION form.
6. If approval is not given; such notice must be written across the face of the REQUEST FOR CREDIT CONSIDERATION and initialed by the Summer School Dean.
7. A copy of the approved or disapproved REQUEST FOR CREDIT CONSIDERATION form will be given to the students. The original will be kept on file with other Summer School credit records.
8. At the conclusion of the trip, when FINAL TRAVEL REPORT is received, the original REQUEST FOR CREDIT CONSIDERATION will be forwarded to Assistant Principal for recording on student record. (A copy of this final report will be sent to the student.)

Attached: Sample - REQUEST FOR CREDIT CONSIDERATION *

Sample: FINAL TRAVEL REPORT/RECORD OF APPROPRIATE CREDIT *

* In practice each of these forms should be made in duplicate so that the school has a record and the student receives a record copy.

SWEETWATER COUNTY SCHOOL DISTRICT NO. 1
Credit for Travel Study

Office Use Only: Approved: _____ Date: _____
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19___SUMMER SCHOOL SESSION REQUEST FOR CREDIT CONSIDERATION

Date: _____

TRAVEL STUDY POLICY IGCB

ROCK SPRINGS HIGH SCHOOL MAY RECOGNIZE LEARNING EXPERIENCES RESULTING FROM TRAVEL UNDER THE DIRECTION OF ANY GROUP OR AGENCY HAVING A BONA FIDE EDUCATIONAL PROGRAM WHICH IS PLANNED AND ORGANIZED SO AS TO BE CONSISTENT WITH THE CRITERIA AND PROCEDURES SPECIFIED BY THE DISTRICT.

CREDIT TOWARD GRADUATION SHALL NOT EXCEED ONE (1) ELECTIVE UNIT.

IN RECOGNITION OF OTHER EXTERNAL EDUCATIONAL EXPERIENCES, THE SCHOOLS MAY GRANT APPROPRIATE PLACEMENT WITHIN THE SCHOOL PROGRAM, AND THOSE EXPERIENCES MAY BE NOTED WITHOUT CREDIT ON THE STUDENT TRANSCRIPT.

1. Student Name _____ 2. Student Number _____
3. Home Address _____ City _____ Zip _____
4. Home Phone _____ 5. Grade in School _____
6. High School _____
7. Name of Sponsoring Organization _____
8. Name of Local Representative of Sponsoring Organization _____
9. Dates of Trip _____
10. Itinerary of Trip and Planned Activities (Use additional sheet if necessary)
11. Nature of Educational Sessions (Use additional sheet if necessary)
 - A. Prior to Trip:
 - B. During Trip:
 - C. After Trip:
12. Personal Goals of Student: (Use back of sheet if necessary)

SWEETWATER COUNTY SCHOOL DISTRICT NO. 1

19 ___ SUMMER SCHOOL Credit for Travel Study Date_____

FINAL TRAVEL REPORT

1. Student Name_____Number_____
2. High School_____
3. Student Comment: (Summarize your feelings as to whether or not you achieved your personal goals as anticipated in your pre-trip plans.)

4. School Staff member associated with the trip comment:

Above named student has satisfactorily completed all educational requirements of this program (trip).

Date:_____ Signature_____

RECORD OF APPROPRIATE CREDIT

_____ has been granted_____units of credit
Student Name

toward graduation. Credit is without grade and therefore not calculated in rank in class.

Date: _____ Signature_____ Summer School Dean

Adopted 1/12/81

School District #1, Sweetwater County, Wyoming