

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

CODE: JJAC

STUDENT OUT-OF-STATE TRAVEL

This policy shall be used for the planning and implementation of all school-sponsored travel extending more than one hundred fifty (150) miles beyond the borders of the State of Wyoming.

District Handbook for Student Travel shall establish clear guidelines for out-of-state travel and be approved annually.

The primary sponsor of the requested trip will be the designated trip leader and must be an employee of the District. The trip leader shall request preliminary approval from the administrator with immediate oversight of the students who will be involved in the trip. The trip leader shall provide Student Travel form, JJAC-E1 to the administrator for preliminary approval, and if approved, to the Superintendent with a recommendation to the Board for final approval. The Board shall have the right to reject for any reason, in its sole discretion, a request for the District to approve out-of-state travel.

In the event of final approval by the Board, students and their parents or guardians will be required to execute a release acknowledging that The District assumes no financial liability for trips. Parents and guardians assume all financial responsibility for trips, including the cancellation or extension of trips. In addition, parents and guardians shall assume all financial liability should their student withdraw from a trip, or should their student be sent home for any reason, including failure or refusal to obey the rules of conduct.

The District shall not assume responsibility for events such as bad weather, flight cancellations, activity cancellations, illness, and acts of third parties. Students and their families should acquire whatever insurance they deem appropriate to cover trip expenses, lost or destroyed property, and personal injury arising during the trip.

If the trip leader 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 to the Board.

Non-district trips, whether occurring within or outside of the continental United States, are not approved by the District regardless of the educational value that the trip may offer. Meetings to promote such trips shall not be held at District facilities nor during normal school hours. Teachers or District staff involved in the promotion of such trips are not acting in an official capacity nor on behalf of the District but instead acting as private individuals. Staff are expected to clearly inform students and parents that the activity is not a District approved trip. District policies are not applicable for independent, non-district sponsored events, and the District assumes no liability of any kind for any aspect for such trips.

Adopted: 5/17/2016
Revised: 10/17/2023