

Student Travel Guidelines

Student Travel Category

Educational

Extracurricular

Incentive

Criteria for Student Travel

Directions:

Determine the student travel category and complete the appropriate Student Travel Plan using the following criteria. Student Travel Plan and Student Travel Request Form must be submitted together.

I. Purpose

A. Educational

1. Identify the direct link to the curriculum being taught.
2. Describe the age appropriateness of the travel.
3. Identify the State Standard/Alternate Performance Indicator (API) and describe how the trip meets the Standard/API
4. Is this event a Co-curricular activity (high school only)? The definition of Co-curricular activity is a class activity for which a student receives a grade (ie. DECA, Family Career and Community Leaders of America, Yearbook, Jazz Band, Marching Band, Choir concerts, etc.)
5. Identify whether or not this field trip has been offered at other grade levels. If so, describe how this current student travel enhances or supplements the previous travel experiences identified.

B. Extracurricular

1. Identify the athletic, club or organizational event.
2. Describe the age appropriateness of the travel.
3. Identify the affiliation of the athletic group, club or organization (ie. IHSA, etc.).
4. Identify that students have met eligibility requirements.

C. Incentive

1. Identify how the student travel will promote achievement/attendance or promotes good behavior/citizenship or promotes the attainment of a goal.
2. Create a plan that describes:
 1. clear and specific criteria for participation.
 2. how students and parents will be informed about the criteria prior to the criteria being applied.
 3. how there is equitable opportunity for students with disabilities to achieve the criteria.
3. Include the written description of the plan with the request that is submitted at least two weeks prior to beginning the program.

- II. Time Consideration
 - A. The time of year/day and the impact on the student schedule, building/district schedules and transportation.
 - B. The length of the trip and note the amount of time out of the classroom.
 - C. The number of student travel trips taken including the current request and describe the impact the cumulative time of trips will have on student instruction.
- III. Supervision and Safety Considerations
 - A. Identify:
 - 1. Number of students attending the trip
 - 2. Student travel environment
 - 3. Number of chaperones
 - 4. Additional chaperones needed based on student medical and/or behavioral needs.
 - 5. Prior to the travel day submit to administrator:
 - 1. schedule of adult chaperones
 - 2. verification of student roster
 - 3. plan for parent contact, medical, and emergency information access.
 - 6. Age of the students
- IV. Transportation Considerations
 - A. Identify distance to be traveled
 - B. Identify departure and return times
 - C. Identify type of transportation needed—District transportation, Charter bus, or other.
- V. Cost/Funding Source
 - A. State cost of student travel per student.
 - B. Identify funding source (student, grant, parent, organization, building budget, fund raising, etc.).
 - C. Describe the plan to ensure funding source for students with fee waivers.
- VI. Administrator may use discretion for student travel requests based on travel criteria, District policy guidelines, and impact of the student travel cost of families.

APPROVED: