

Rogers Public Schools  
Student Extended Travel Guidelines

The purpose of these guidelines is to provide general parameters for student extended travel on travels sponsored through the Rogers School District. All students are entitled to an equitable opportunity to learn and experience a high quality education. The opportunity to travel and participate in a variety of activities can provide students with an enhanced opportunity to learn by further experiencing the world around them. When planning any student travel, equity of opportunity for all students must be a basic consideration, with full attention paid to social and economic circumstances that may impact a student's opportunity to fully participate in a specific travel. In order to meet district approval, each extended travel proposal must consider individual student economic and social circumstances and indicate how the needs of individual students will be accommodated so that no student is unable to participate in the travel due to social, economic or related circumstances.

**Definition of a Student Extended Travel**

Student extended travel is defined as a trip lasting more than 24 hours from the time of departure, and requiring an overnight stay of one or more nights away from Rogers, Arkansas.

**Purpose of Student Extended Travels**

All student extended travel must fulfill one or more of the following purposes.

1. Instruction: Student travel for the main purpose of participating in a specific educational event such as a conference, workshop, camp, museum visit, etc.
2. Performance: Student travel for the main purpose of participating in a performance such as a concert at Carnegie Hall, marching in the Macy's Day Parade, etc.
3. Competition: Student travel for the main purpose of competing in a specific sporting event, tournament, music competition, forensics competition, FBLA competition, Odyssey of the Mind (OM) competition, etc.

**NOTE:** All student extended travel (Instructional, Performance, and Competition) must include an activity of educational value (historical, cultural, etc.). Student extended travel may also include an entertainment activity. The educational activity and the entertainment activity may take place traveling to the specific event, returning from the specific event, or during the dates of the specific event. If the educational and entertainment activity takes place during the days of the focus event(s) of the trip, these activities must be within a reasonable distance of the location of the focus event of the travel and not interfere with participation in the focus event. Entertainment may not serve as the sole purpose of student extended travel.

**Extended Student Travel Guidelines**

1. In general, student extended travel should be restricted to Arkansas and states contiguous to Arkansas.
2. All student extended travel should follow Arkansas Activities Association (AAA) guidelines. Under these guidelines, a group may spend no more than one school night *out of state* Monday through Thursday. This will allow out of state travel days on Thursday through Sunday or Friday through Monday during the regular school calendar. An exception to this guideline for organizations not subject to AAA regulations may be granted by district administration under extenuating circumstances. This guideline does not apply to travel during extended breaks including winter break, spring break and summer break.
3. All student extended travel out of state requires the approval of the principal of each school involved in the travel and the executive director for secondary curriculum and instruction or the assistant superintendent for elementary education as appropriate.
4. Student extended travel out of state that exceeds AAA guidelines or includes travel beyond the states contiguous to Arkansas requires approval from the principal of each school involved, the executive director of secondary curriculum and instruction or the assistant superintendent of elementary education, and the superintendent of schools.
5. Under AAA guidelines, extended travel to athletic events exceeding 600 miles round trip requires National Federation approval. All other AAA guidelines also govern athletic events and competitive events sponsored by or including groups affiliated with the AAA including \*ASBOA and \*\*ARKCDA. Major athletic and competitive events that will draw participation from long distances often have prior approval from

the National Federation. Contact the district athletic director's office for details on AAA and National Federation requirements.

6. All extended athletic travel must focus on interscholastic competition and shall be included in the contest limits (number of games or tournaments) allowed by the Arkansas Activities Association.
7. Sponsors of any proposed student extended travel must submit a Student Extended Travel Request Proposal to the appropriate building principal at least 60 calendar days before the scheduled departure date of the travel. If the travel involves multiple schools, the proposal must be submitted to the principal of each school with students participating in the travel. The principal will submit each proposal to the appropriate district administrator as outlined in these guidelines. For certain travels scheduled for the fall semester, this guideline may require that the travel proposal be submitted during the previous spring semester due to the extended summer break.
8. The use of school or district funds to support student extended travel is to be limited and must be approved by the principal and the appropriate representative of the district administration. The majority of the funding should be provided through other sources including but not limited to booster club donations, student fund raising activities, grants, individual student self-funding, etc.
9. No fundraising for student extended travel may begin before approval of the trip has been granted. All fundraising to support student extended travel must follow district fundraising guidelines and must be approved by the principal of each school with students involved in the travel.
10. Student extended travel sponsors may hold preliminary discussions with interested groups such as booster clubs to determine the feasibility of a specific travel, but student extended travels may not be announced or promoted formally or informally prior to full district approval of the proposed travel under these guidelines.
11. Student extended travel to areas outside of Arkansas does not have the tort liability protection held by schools, school districts, school district employees and chaperones, within the borders of Arkansas. Sponsors and chaperones will be assuming liability responsibility for the students participating in the travel when outside of Arkansas. Sponsors and chaperones of student extended travel shall be informed of this liability in writing. A sponsor is an adult officially sponsoring, planning, and organizing the travel. A chaperone is an adult who officially accompanies a group of students to an event or activity and during an event or activity for the purpose of supervising the students to ensure safe and appropriate behavior by the students.
12. Chaperones for any student extended travel will be selected and names submitted to the building principal no later than **45** calendar days before the beginning of the travel. Once per school year a limited background check will be required for any chaperone at the expense of the school district. If there is an existing background check in place on any chaperone, the background check will apply for one calendar year from the original date of the background check.
13. These guidelines apply to all student extended travel including travel taking place when school is not officially in session such as weekends and all extended breaks (winter, spring and summer breaks).
14. Waiver of these guidelines may be granted for specific extenuating circumstances. The request for a waiver of any of these guidelines should be made to the appropriate principal(s) and district administrator(s).
15. The administration will report regularly to the Board of Education on each student extended trip prior to the departure of the trip.

\*Arkansas School Band and Orchestra Association

\*\*Arkansas Choir Directors Association

Revision October 19, 2010

**Request for Approval of Student Extended Travel**

School \_\_\_\_\_ Date of Request: \_\_\_\_\_

Trip Sponsor: \_\_\_\_\_

Group Involved: \_\_\_\_\_

Trip Destination: \_\_\_\_\_ Trip Dates: \_\_\_\_\_

Purpose of Trip (Instruction, Performance, Competition, etc.): \_\_\_\_\_

\_\_\_\_\_

How does this trip align with the purpose, goals and/or objectives of your group and/or the Arkansas Frameworks and RPS TIA documents for the group? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Method of Transportation: \_\_\_\_\_ Lodging (Hotel, dorm, etc.) \_\_\_\_\_

Estimated Total Cost of Trip: \_\_\_\_\_ Estimated Cost per Student: \_\_\_\_\_

Method(s) of Funding: \_\_\_\_\_

Specific provisions for students with economic or social need: \_\_\_\_\_

\_\_\_\_\_

Anticipated Number of Chaperones Required\*: \_\_\_\_\_

Chaperone names must be submitted 45 days before the departure of the trip. Chaperones shall be informed of the personal liability issue and must submit to and pass an Arkansas State Police background check prior to serving as a trip chaperone.\*

**Required Signatures for Approval**

Trip Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal(s): \_\_\_\_\_ Date: \_\_\_\_\_

District Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

Exec. Director/Asst. Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_