

Student Travel

In-state trips

All activity trips to be authorized must be made by school-recognized clubs and organizations or in direct support of a school extra-class activity.

1. The activity trip must be requested by the activity sponsor and authorized by the administration in advance of any transportation arrangements.
2. If school transportation is used, the appropriate transportation vehicle request must be filed with the administration office.
3. All summer activity trips must be authorized before school closes in the spring.
4. Each vehicle used for transporting students on activity trips must be accompanied by an adult.
5. All students must ride to and from the activity in the authorized mode of transportation. Exceptions may be made only if the parents make prior arrangements with the building administrator for the student to return from the activity trips with them.
6. Regularly-sanctioned activities approved by the Board of Directors or building administrators will be covered by TPCA liability insurance. Parent chaperones will be included when specific arrangements are made for parents who act in an advisory and assistant capacity or for other persons delegated this responsibility by the principal.

Out-of-state trips

1. A student activity trip will not be sanctioned or authorized by the Board of Directors unless the group complies with these regulations. No school group is authorized to participate in an activity trip unless and until approval is obtained from administration. Any trip which is undertaken by a student group involving participation outside the state or the United States will not be considered to be the responsibility of the school or the Board unless approval has been obtained pursuant to these requirements.
2. School groups expecting to be invited or seeking to be considered for an invitation to activities outside Colorado must make requests for prior approval through the administration and the appropriate Committee prior to the request being submitted for Board of Directors approval. Such request must be made before submission of any tapes, materials, etc., and prior to making any commitments as to the availability of the group to participate. The request must be submitted on the "Request for Out-of-State or Foreign Travel" form available from the District Risk Manager.
3. When invitations are received for participation in an activity without prior knowledge of the group or school, such invitation must be brought to the attention of the administration immediately. Similar kinds of information as indicated above will be required before consideration will be given by the appropriate Committee.

4. An adequate number of sponsors including teachers and parents must be provided. A minimum will be one certificated employee and additional adult sponsors as approved by the administration to accompany the group with a minimum of one approved sponsor for each 15 students.
5. In most instances, the group involved, working within the school as approved by the principal, will identify the type of fund-raising activities and the amount of money to be generated. That amount must pay for the cost of student participants, adult sponsors and teachers who will participate in the trip. Such fund-raising activities must be approved in advance by the Board of Directors in consultation with the Principal.
6. When any School funds are to be used, an amount not to exceed 10 percent of the costs may be allowed.
7. Funding for one sponsor's travel expenses may come from School funds if moneys are available and provided the student(s) have placed either 1st or 2nd in the qualifying event.
8. Money allowed for such activities will be available on as equitable a basis as possible with each activity being given due consideration in accordance with previously allowed funds, nature of activity and other relevant factors with senior high school principals assisting in the review of all requests and making recommendations through the Committees.
9. No student club or organization should expect approval for extensive trips and/or financial assistance more often than once in any three-year period.
10. Activities approved are expected to be consistent with regulations of the Colorado High School Activities Association and policies of Twin Peaks Charter Academy.
11. The necessary release forms and permissions will be obtained by the sponsors from the District's Risk Manager and provided to parents and students for completion prior to the trip. The sponsors will also provide the "Code of Conduct for Extended Trips and Exchange Programs" (JH-E) to parents and students for completion prior to the trip.

Adopted May 4, 2011