

**Van Buren Public Schools**  
**Student Extended Travel Guidelines**

The purpose of these guidelines is to provide general parameters for student extended travel on trips sponsored through the Van Buren 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 a chance 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 any trip out of state or any trip lasting more than 24 hours from the time of departure, and requiring an overnight stay of one or more nights away from Van Buren, 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, marching event, etc.
3. Competition: Student travel for the main purpose of competing in a specific sporting event, tournament, music competition, forensics competition, FBLA competition, etc.

**NOTE:** All student extended travel (Instructional, Performance, and Competition) must include an activity of educational value (historical, cultural, etc.) and should not require absence from school for more than one day. 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 requires the approval of the principal of each school involved in the travel and a district administrator. Out of country travel requires the approval of the Superintendent.
4. 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 for details on AAA and National Federation requirements.
5. 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.

6. Sponsors of any proposed student extended travel must submit a Student Extended Travel Request Proposal to the appropriate building principal and district administrator at least 60 calendar days for in-state, 4 months for out-of-state and 1 year for out-of-country travel 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 trips. The principal will submit each proposal to the appropriate district administrator. For certain trips 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.
7. 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.
8. 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 trip and a district administrator.
9. Student extended travel sponsors may hold preliminary discussions with interested groups such as booster clubs to determine the feasibility of a specific trip, but student extended travels may not be announced or promoted formally or informally prior to full district approval of the proposed trip under these guidelines.
10. If required, chaperones for any student extended trip will be selected and names submitted to the building principal immediately after approval. Once per school year a full background check will be required for any chaperone going on an overnight trip. See Board Policy 6.4 Volunteers.
11. 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).
12. 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).
13. If approved, the sponsor must provide a copy of the Extended Student Travel form with attachments and any other requested information to the district travel office for arrangements to be made.

\*Arkansas School Band and Orchestra Association

\*\*Arkansas Choir Directors Association

Submit 60 days in advance (Intrastate)  
Submit 4 months in advance (Out of State)  
Submit 1 year in advance (Out of Country)

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

In State \_\_\_ Out of State \_\_\_ Out of Country \_\_\_

### Van Buren School District

### Request for Approval of Extended Student Travel

School \_\_\_\_\_ Sponsor \_\_\_\_\_ Contact Info \_\_\_\_\_

Group \_\_\_\_\_ Destination \_\_\_\_\_ City & State \_\_\_\_\_

Trip Dates \_\_\_\_\_ Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Number of Students \_\_\_\_\_ Grades \_\_\_\_\_ Number of Staff \_\_\_\_\_ Number of Chaperones \_\_\_\_\_

How does this trip align with the purpose, goals and/or objectives of your group and/or Arkansas Standards?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of Transportation: School District Bus \_\_\_\_\_ Charter Company \_\_\_\_\_

Accommodations: Hotel \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Estimated Cost of Trip \_\_\_\_\_ Estimated Cost Per Student \_\_\_\_\_

Method(s) of Funding\*: Boosters \$ \_\_\_\_\_ Fundraisers \$ \_\_\_\_\_ Student Pay \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Donations \$ \_\_\_\_\_ Budget \$ \_\_\_\_\_ Fundraisers: Type \_\_\_\_\_ Dates \_\_\_\_\_

Special provision for students with economic or social need \_\_\_\_\_

Must attach the following:  Student List  Itinerary  Chaperone List  Detailed Cost Breakdown\*  
 Proposed Information Sheet To Parents  Club Minutes (if applicable)

#### Required Signatures for Approval

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

Building Principal \_\_\_\_\_ Date \_\_\_\_\_

Administrator \_\_\_\_\_ Date \_\_\_\_\_

Superintendent (Out of Country) \_\_\_\_\_ Date \_\_\_\_\_

#### AFTER APPROVAL

- Provide a copy of this packet and all necessary paperwork to the district travel office.
- Submit necessary paperwork for bus, fundraisers, background checks and other departmental requests.
- Obtain Parent Approval/ Release Forms

**Van Buren School District  
Extended Student Travel  
Parent Approval/Release Form**

**Student's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Trip Date** \_\_\_\_\_ **Destination** \_\_\_\_\_

I, the undersigned parent/guardian of \_\_\_\_\_, do hereby authorize my child to participate in an overnight trip. I am aware the trip requires travel outside the city of Van Buren and I have been informed of the details regarding the trip, including destination(s), mode(s) of transportation, name(s) of adult chaperones and time and place of departure/return. I understand that during this trip my child will be under the direction and general supervision of the \_\_\_\_\_ (school) and adult chaperones selected by school representatives and that my child is subject to discipline for his/her conduct during the trip.

**Medical Release**

In the event my child needs medical attention during the trip, I hereby give my permission to \_\_\_\_\_ (school) representatives for the trip to take my child to a physician, hospital or other medical institution for treatment. I expressly authorize any and all medical treatment, which a physician determines necessary under the circumstances and understand that it may not be feasible to contact me prior to the provision of medical treatment to my child. I understand and agree that I, and/or my child's other parent(s)/legal guardian(s), am responsible for all medical expenses incurred in treating my child and that the representatives for \_\_\_\_\_ (school) trip are not responsible for such expenses.

**Parent/Legal Guardian Name:** \_\_\_\_\_

**Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Parent/Legal Guardian Name:** \_\_\_\_\_

**Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Emergency Contact** *(In case I cannot be reached):* \_\_\_\_\_

**Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Health Insurance Co.** \_\_\_\_\_ **Policy Nbr.** \_\_\_\_\_

**Parent/Legal Guardian Name (Print):** \_\_\_\_\_

**Parent/Legal Guardian Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_


