

**Littleton
Public
Schools
Exhibit**

Policy Code	JJH-E-1
Policy Name	Student Travel
	September 24, 2009
	September 15, 2011

APPLICATION FOR DISTRICT AUTHORIZED STUDENT TRAVEL*

Name of school _____

Name of activity/travel program _____

Class/group participating _____

Dates of travel: departure on _____; return on _____

Purpose of travel and relationship to curriculum _____

Sponsor _____ cell phone _____

Sponsor _____ cell phone _____

A. Itinerary

Destination(s) _____

Times: departing school _____; arriving at destination _____

departing destination _____; arriving at school _____

Lodging(s) _____

Telephone contact at lodging _____

Amount of anticipated unstructured time a.k.a. "free time" _____

B. Participants

Number of student participants _____

Names of sponsor/chaperons _____

Names of nondistrict participants _____

Number of days students will not attend regularly scheduled classes _____

Names of other LPS school(s) involved, if any _____

* Application due 90 days prior to trip. Completed application packet due 30 days prior to trip. Any exceptions must be obtained from principal/designee.

C. Cost

Cost per student _____ Amount of sponsors' expenses included in student cost _____

Amount of sponsors' expenses to be paid by sponsors _____

Number of substitute teacher days required for this travel program _____

Account for paying substitute(s) _____

Is fundraising a requirement for this travel program? Yes _____ No _____

If yes, attach brief description of fundraising plan and dates.

D. Transportation (check all appropriate boxes) LPS does not allow the use of 12 or 15 passenger vans.

- LPS transportation
- Charter Bus, attach copy of contract
- Commercial Airline, attach copy of itinerary
- Rental car, attach copy of contract
- Private vehicle, attach appropriate forms
- Other, _____, attach appropriate form

E. Other Attachments

1. List of students, including birth dates and ages, planning to attend (due 30 days prior to travel).
2. Complete listing of itinerary, travel costs, amenities (e.g., tours, excursions), transportation, accommodations, meals, activities, insurance.
3. Statement/provision for emergency/disciplinary situations.
4. List of risky or potentially dangerous (if any) activities or options.
5. Statement of proposed learning objectives for student participants, description of any work product that students will develop as a result of the trip, and plan for participating students to share their trip experiences with other student body members upon trip return.
6. Any variations from or additions to standard supervisory responsibilities as detailed in JJH Administrative Procedures.

F. Insurance

1. Determine availability of travel insurance, including medical, trip cancellation, and expenses for emergency returns. Attach summary of provisions for each of these issues, including cost, and attach copy of policy.
2. If travel insurance is not available, attach statement of efforts made to make this determination and that travel insurance is not available. This will need to be conveyed to parents/guardians and all trip participants.

Sponsor(s) Signature(s)

Date

Principal's Signature

Date

Level Director Signature

Date

Superintendent/Designee's Signature

Date