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Title/Subject:	Travel Policy		
Proposed by:	Policy Committee		
Date Proposed:	April 20, 2010	Date Approved:	May 24, 2010
Type & Proposed	l Number: <u>LSP – 6325</u>	Effective Date:	July 1, 2010
Replaces/Modifies:		Signature:	

Aquinas Catholic Schools Policy / Regulation

The Education Commission of Aquinas Catholic Schools (ACS) believes that educational trips can be of significant value in broadening student's experiences. It also recognizes that such trips take students and staff out of the regular learning environment and therefore must be well-organized, adequately supervised, and safe.

The Education Commission expects that school sponsored travel will:

- 1. Enhance the spiritual, academic, cultural, artistic, or athletic dimensions of the school program and provide worthwhile learning experiences that are consistent with Catholic values.
- 2. Receive advance approval from the building administrator and/or president (as specified in administrative regulations).
- 3. Provide an educational value that is proportional to the time spent traveling, the time spent on the activity, and the cost.
- 4. Not place an undue financial burden on students and families, the school, or school system.
- 5. Be well planned and demonstrate adequate preparation.
- 6. Include adequate supervision under the direction of a teacher, administrator, or coach employed by ACS.
- 7. Comply with safety standards and diocesan safe environment requirements.
- 8. Provide for participants and chaperones to attend Mass on Sundays and Holy Days of Obligation if they occur during the travel period.

The Commission delegates to the President the responsibility and authority to establish and implement regulations and procedures for ACS school trips. The President shall ensure that regulations and procedures are developed from diocesan policies for schools, diocesan safe environment policies, risk management guidelines, applicable statutes, and the Commission policy guidelines outlined herein. The president shall be empowered to create overall regulations as well as differentiated procedures to account for different issues that arise in travel of various distances and lengths of time (i.e. local, regional, long distance, and international travel).

The Commission defines and distinguishes school sponsored travel from travel sponsored by others as follows:

A school trip is one planned and led by ACS staff (teacher, administrator, coach). Such trips are subject to the travel policies and regulations established by the Education Commission and President of ACS. (Examples include: field trips, athletic travel, travel to academic or co-curricular competitions)

A **diocesan trip** is planned by another group or employee of the Diocese of La Crosse (or even an ACS employee acting in another diocesan capacity, eg. priest, deacon, professed religious, youth minister, etc.). Such trips may also involve other students and participants from outside ACS. These trips shall be subject to the guidelines of the Diocese of La Crosse. Such trips may be publicized through ACS schools provided that materials clearly specify that the trip is sponsored by another diocesan entity. (Examples include: March for Life, Pilgrimages, Mission Trips, Youth Rallies)

A **non-sponsored trip** is one which is planned or led by someone independently from the school system or diocese. Such trips may not involve ACS schools in any way. <u>School premises and publications may not be used to share information about non-sponsored trips or fundraise for trip expenses</u>. Non-sponsored trips are the sole responsibility of each child's parent. (Examples include: holiday ski trips and other recreational trips)