

## 3306 Student Travel

1. Maeser recognizes the educational value of off-campus experiences planned with a specific purpose. School-sponsored travel serves as an extension of the Maeser education experience, and all involved should remember that they represent themselves, their families, and Maeser.
2. All student travel must align with the school's mission and be consistent with the objectives of the class.
3. All student travel must have prior approval by the Director.
4. Faculty Coordinator
  - a. All school-sponsored travel must have a designated faculty member to act as Coordinator. The Faculty Coordinator is responsible for overseeing:
    - i. All preparatory work before the planned travel;
    - ii. Compliance with all school policies during the trip;
    - iii. Making decisions regarding scheduling, room arrangements, and discipline during travel.
5. Financial management
  - a. The Faculty Coordinator must submit a budget for approval to the Finance Office and the Director before publicizing the trip to students.
  - b. Students who qualify for a fee waiver may not be precluded from participating in school sponsored travel, including overnight and extended travel.
    - i. Students who qualify for a fee waiver must coordinate with the Finance Office prior to traveling.
6. Conduct & Safety
  - a. All appropriate Maeser policies, including the Discipline Policy, are in effect during student travel.
  - b. Students may swim only with permission from an adult chaperone, and there must be an adult chaperone present poolside.
  - c. Students must remain with an assigned chaperone at all times Chaperones will establish a reasonable curfew and perform a bed-check each night to make sure all students are accounted for.
  - d. Students or groups of students may not be left alone at the hotel/motel for any reason.
  - e. No one associated with school-sponsored activities is allowed to consume alcoholic beverages, regardless of local laws.
  - f. It is the responsibility of each parent/guardian to communicate any medications and/or dietary restrictions, including allergies, to the Faculty Coordinator.
    - i. The Faculty Coordinator is not responsible for dispensing prescription medications.
7. Chaperones
  - a. Non-employees who serve as chaperones are subject to the provisions of Maeser's Volunteer Policy (3107).

- b. Only adults over the age of 21 may serve as chaperones for school-sponsored travel. Adults under the age of 21 may accompany school-sponsored travel under certain circumstances, but may not serve as chaperones.
  - c. All chaperones, including drivers, must be fingerprinted and receive a background check prior to departure.
  - d. A chaperone may not be alone with a student
    - i. There should be at least two chaperones for all student travel.
      - 1. Exceptions must be approved by the Administration prior to travel.
  - e. A ratio of one chaperone for every seven students is recommended (1:7), but there can be no more than fifteen students for every chaperone (1:15).
  - f. The primary responsibility of all chaperones is to ensure the health, safety, and acceptable conduct of students.
8. Overnight and extended travel
- a. Students are not to remain overnight if returning home is practical and feasible.
  - b. Before any overnight or extended travel, the Faculty Coordinator will communicate details, expectations, and procedures to students and parents, either in a meeting or an email.
  - c. Room assignments
    - i. Students will be assigned to rooms based on the sex that appears on their birth certificate.
    - ii. Male and female rooms may not have an adjoining internal door.
    - iii. Reasonable arrangements will be made for transgender students and requires a written request from the student's parent/guardian. Special accommodations will be handled with respect and sensitivity based on the individual needs. Any additional costs incurred by these arrangements will be the responsibility of the student.
    - iv. Adults may not sleep in the same room as students.
      - 1. A parent may share a room with their own student under following conditions:
        - a. No other students who are not that parent's children are in the room;
        - b. such an arrangement does not adversely affect the room assignments for the rest of the group, in the opinion of the Faculty Coordinator; and
        - c. the arrangement is approved by the Faculty Coordinator ahead of time.
    - v. Maeser students may not share hotel rooms with students from other schools.
    - vi. Students may not be in a room alone with students of a different sex.
    - vii. An adult may not be in a room alone with a student.
  - d. While on the trip, any participant, including faculty and non-employee chaperones, who violate this or any other applicable school policy will be sent home at their personal expense.
9. Transportation

- a. The Faculty Coordinator and the Activities Director work together to make necessary travel arrangements.
- b. Whenever possible, student groups should use transportation provided by or arranged through the school. Other travel arrangements may include:
  - i. chartered travel provider arranged by Maeser; or
  - ii. parent and other volunteer drivers
    - 1. Any parent or other volunteer driver must provide a valid driver's license and proof of current insurance, and is required to complete the defensive driving course offered by the state before the trip.
    - 2. A parent may drive their own student to an event under the following circumstances:
      - a. No other students who are not that parent's children are in the vehicle and
      - b. The parent signs the transportation waiver provided by the School.

Reviewed & Approved: June 26, 2025

## Travel Protocol

All Faculty Coordinators should be familiar with Maeser's Transportation Policy (#4102)