



EARLY LIGHT ACADEMY

Overnight Travel Administrative Procedures

I. Purpose

Early Light Academy (the “School”) recognizes the benefits that overnight and extended travel can have for students. The School also recognizes that such travel includes exposure to increased liabilities and extra costs. Therefore, the School adopts the following requirements to help meet the needs of student teams and organizations while mitigating exposure and costs for students and the School.

II. Definitions

- A. **Common Carrier:** A commercial enterprise that transports passengers for a fee and is insured and licensed for hire as a public service.
- B. **Student Team or Organization:** A student group which is approved and sponsored by the School and meets one of the following criteria:
 - 1. The group represents the School in a competitive athletic capacity;
 - 2. The group represents the School in a recognized student organization; or
 - 3. The group is part of an approved School curriculum/class/grade level.

III. Overnight Travel Requirements

A. Permissible Overnight Trips

Only students in grades 7-9 may travel overnight. Overnight trips are limited to trips necessary to provide students with experiences they cannot have with local options. These trips should not be seen as unnecessary, nor involve increased risks not covered by any current insurance policy.

All overnight trips must meet the following requirements:

- 1. A similar educational or competitive experience is not available closer to campus. The team or organization may be asked to justify that the need for overnight travel is providing an experience not available closer to campus;
- 2. All overnight travel must align with the curriculum standards and objectives of the School; and
- 3. Students may not miss more than 5 days of school due to a multi-day School sponsored trip.

B. Expenses and Travel Costs

Fees for travel may only be collected from students if the fees are listed as part of the Board-approved fee schedule. The School must cover the travel costs of any student on a fee waiver. Students with an approved fee waiver may not be excluded from participation.

C. Transportation

Consistent with the School's Student Transportation Policy, all teams or organizations must use a common carrier for transportation or receive prior permission from the School's Executive Director for a staff member or volunteer to drive students in an approved rental or private vehicle. The School's Executive Director shall establish the necessary qualifications for such drivers and other requirements that must be met prior to using private or rental vehicles to transport students. The School shall inform parents and guardians when it intends to provide student transportation in connection with School activities and a student's parent or guardian must provide consent in order for their student to be transported to and/or from School activities as described in this section. Parents are not allowed to drive non-relative students to events further than 150 miles.

D. Lodging

All overnight sleeping arrangements must meet the following criteria:

1. Teams or organizations must stay at a commercially operated hotel, suite, or resort. Staying in on-campus housing is also allowed for events run through a university or college campus. The use of private homes, vacation home rentals, or other similar property is not permitted.
2. Teams or organizations must abide by the location's limits in occupancy.
3. Students and chaperones are required to lodge with other students or chaperones of their same biological sex. A request for another option (such as in the case of a transgender student) may be made by a student's parent or guardian and will be considered by the School's Executive Director on a case-by-case basis.

E. Chaperones

Members of the School's staff are the preferred choice as a chaperone for any overnight trip. If more chaperones are needed, responsible parents may be asked to assist as a chaperone. All chaperones must, in accordance with the School's Background Check Policy and Procedures, pass a criminal background check and submit to ongoing monitoring before traveling with the team or organization.

There should be at least one chaperone for every ten students. If the group includes both male and female students, there needs to be at least one chaperone of each gender.

Chaperones are expected to follow all School rules and policies while traveling with students. This includes a prohibition on the use of nicotine, alcohol, and other controlled substances.

Chaperones are not allowed to enter students' hotel rooms. Students are not allowed to enter the hotel rooms of chaperones. Reasonable exceptions may be made in emergency situations to address injury, illness, student discipline issues, or in appropriate circumstances where a chaperone and a student have a parent or guardian-child relationship. In these instances, a second chaperone or student should also be in the room.

A chaperone may never be alone with a student unless that student is their own child.

F. Medications

All School staff, chaperones and students will follow the School's Administration of Medication Policy and Procedures.