**Section I.HH. – UHS Travel Policy**

University High School values the opportunities and experiences that students receive by traveling, but recognizes the importance of having students engaged in content within the classroom.  To maintain student success and our high graduation standards, it is important that school sponsored travel have minimal impact on student attendance.

**I.HH.1.** All non-competitive travel, including single-day field trips, should make every attempt to schedule trips during breaks.  If such arrangements cannot be made, the sponsors of the trip will be required to have the travel approved by the Instructional Council. **(Res 27-2, 5/13/14)**

**I.HH.2.** All non-competitive travel must follow the following travel policy requirements:

1. Work with an established travel company that provides liability insurance (ex: EF Tours, Explorica, World Strides, or others approved by UHS administration)
2. Use established transportation services including a tour bus company, airlines, subway or vans. No student shall drive, rent a car or take single forms of transportation including cabs.
3. A male and a female chaperone are required for all trips that include male and female students. All chaperones must be finger printed and approved by administration as well as complete TUSD volunteer packets. All volunteers must be over 25 years old or a current UHS teacher. It is preferred that all chaperones be UHS teachers.
4. The club sponsor or leader must participate in the trip/tour or have a designated UHS teacher as the alternate. In this case, an additional alternate must be set in case the lead teacher/sponsor cannot attend. This must be identified at the time that the tour/trip is requested.
5. Students will complete behavior contracts that cover behavior that occurs before the trip as well as on the trip.
6. All student tours/trips must have clear curricular connections with a specific focus (Art History tour for AP Art History students, GAPP for German students etc…) and will be open to all students who participate in that class/club/group.
7. All students involved in the class/group/club are initially eligible to participate in the trip. The sponsor cannot hand pick which students get to participate and which do not get to participate.
8. All fundraising must follow district policy and maintain accurate financial records. In addition, there must be complete transparency in advertising and accounting. No fundraising for a trip shall occur until the trip is approved to move forward by administration.