

RESIDENTIAL PARENT TRAVEL FOR STUDENTS IN RESIDENTIAL PLACEMENT

Oxnard Union High School District shall pay for a parent/guardian of a student placed in an out of District Residential Treatment Center (RTC) through a District generated Individualized Education Program (IEP) to make therapeutically necessary trips to visit the student.

The district shall fund expenses for up to three *individual trips* per calendar year, which includes extended school year/summer school.

An *individual trip* is defined as one person making one round trip.

Additional trips in a calendar year may be authorized due to therapeutic need as determined by the IEP Team or the Director of Special Education and the Superintendent or Superintendent's Designee

Prior to booking and before travel arrangements can be authorized, a travel authorization form must first be sent to the residential facility for approval of a visit by a therapist.

The travel authorization form must then be approved by the Director of Special Education and the Superintendent or Superintendent's Designee.

District paid expenses shall not exceed limits established by Administrative Regulation 6159.5(a).

Following each *individual trip* the Director of Special Education and the Superintendent or Superintendent's Designee shall review and verify any and all expense claims.

Any non-authorized expense claim will not be reimbursed by the District

ADOPTED: 10/25/2017