Travel Policy

Please keep this copy for your records & reference

- **GCSD** will pay for travel to and from a student's hometown in August and May.
- **GCSD** will pay for travel to and from the hub community nearest a student's hometown in December and January for holiday break.
- A student's **parent/guardian** will be responsible to arrange and pay for travel from the hub, to their hometown before holiday break, and vice versa at the end of break.
    - We are willing to schedule students to travel to a different hub community but we must have written permission from their parent/guardian based on the established deadline for each school year.
- If your child misses their scheduled charter, it is your responsibility to contact us immediately and you may be held responsible for travel costs – the only exceptions would be in case of weather delays, mechanical issues, or some other airline based delay/cancelation.
- If a student travels due to out of school suspension, their **parent/guardian** will be responsible to pay for travel costs.
- If a student chooses to leave GILA prior to the end of the semester, their **parent/guardian** will be responsible to pay for travel home ***and*** to reimburse GCSD for travel costs from the beginning of the semester.
- If a student travels for vacation, to visit family, or for any other non school related reason, their **parent/guardian** will be responsible to pay for student travel. They must also complete the attached Travel Voucher form and submit it to GILA at least 24 hours before the students scheduled departure from Galena.