

Article VIII.A.18. Student Travel

A. Student Travel

1. Statement of Purpose

The Board believes that students should devote as much time as possible to the pursuit of their educational program at their assigned school. The Board also believes that student travel may enrich school activities. Therefore, student travel may be a valid part of the educational experience. Administrators must balance these benefits with considerations of time students are away from home and/or school and the economic burden travel costs can have on individual families.

2. Guidelines

It is important that guidelines be established to assist in planning travel. The Board authorizes the administration to approve requests for student travel within the United States based upon the following guidelines and other reasonable considerations arising from individual requests:

- a. All travel must relate directly to the curriculum or activities for which the group is organized.
- b. Day trips within the State of Utah are acceptable for all students. Out-of-state/overnight travel is subject to approval by the principal and School Accountability Director.
- c. Standard application forms for student travel are to be submitted to the principal and appropriate School Accountability Director for approval at least 60 calendar days prior to the proposed trip. Under no conditions shall teachers, students, or parents make arrangements for student travel until the request has been approved by the principal and School Accountability Director. To proceed otherwise will nullify the request.
- d. Overnight travel is limited to a maximum of three school calendar days per trip. The principal may recommend exceptions to the School Accountability Director for review and recommendation to the Superintendent and Board of Education. Exceptions shall be rare and will require approval from the Board of Education.
- e. In most cases, overnight travel within the state will be by District transportation or insured commercial carriers. The principal may recommend exceptions to the School Accountability Director. Without exception, travel outside of the state will be by insured commercial carriers. (*See Administrative Memo No. 58.*)
- f. In an effort to control costs and make travel safer and more convenient, travel outside of the State of Utah will be limited to the following states: Arizona, California, Colorado, Idaho, Nevada, New Mexico, Oregon, Washington, and Wyoming. The principal may recommend exceptions to the School Accountability Director for review and recommendation to the Superintendent and Board of Education. Exceptions shall be rare and will require approval from the Board of Education.
- g. Lodging for overnight trips must be provided in a commercial lodging facility. The principal may recommend exceptions to the School Accountability Director in consultation with the Assistant Superintendent of School Accountability and/or Superintendent.

- h. There shall be at least one adult, either a chaperon or a supervisor, for every 10 students, with both male and female chaperons if there is a co-ed group. A District employee/teacher shall supervise all travel, and parents may be included as chaperons.
  - i. The Board of Education annually establishes a fee schedule that specifies the maximum fees that can be required for travel costs. However, all fees are subject to waiver for eligible students.
  - j. For travel that exceeds the maximum out-of-pocket expense, students shall be given sufficient opportunities to participate in various school-sanctioned fundraisers to raise all or some portion of the costs. Alternatively, students may elect to pay their own additional travel costs. Fundraising for travel should conform with the District policy Article V.C.11., Fundraising. Schools shall consider the following two basic premises when considering student travel:
    - (i) principals shall work closely with school community councils regarding decisions on student travel options and should only approve travel that does not exceed the District Fee Schedule or preclude, for whatever reason, some student(s) from traveling with their peers and
    - (ii) students shall be given sufficient fundraising opportunities to cover the entire cost of the trip, if desired.
- k. The parent or legal guardian of each student participant will submit a written release to the advisor prior to all travel events and fundraising activities indicating permission to participate and assuming liability for foreseeable risks. The release shall also indicate acknowledgement of the school's right to send a student home from any event or activity for disciplinary reasons at the parents or guardians' expense.
- l. If a student decides to withdraw from participation or to cancel travel plans, all funds generated during fundraising will remain in the team or organization's account. Fees paid out-of-pocket by students are refundable unless the fees have been spent on the student's behalf and cannot be recovered by the school. Students must receive a disclosure containing a provision clearly establishing deadlines for payment and an explanation that non-recoverable expenses will not be refunded.
- m. All costs will be subject to the District's purchasing procedures.
- n. Parents shall be offered reasonable opportunities to provide input regarding travel events for their student(s) and fundraising activities before travel plans are finalized.

## B. Student Foreign Travel

The Board of Education recognizes the educational value of foreign travel. However, foreign travel does not fit within the basic program of study for which the District can assume cost or liability; therefore, the Board does not authorize foreign travel in connection with the District, schools, or employees in their District capacities. Credit can be arranged for students participating in pre-approved study programs.