

**Provo City School District**  
**Policy Series 4000: Curriculum, Instruction, Assessment**



**Policy No. 4006**

## **Student Travel: Field Trips & Overnight Trips**

The Provo City School District Board of Education recognizes that experiences beyond the classroom may provide meaningful enrichment for learning. The Board expects that as a foundational purpose, all such experiences - defined as a form of an authorized field trip - will have clear connections with the related curricular/co-curricular program. Such connections must have meaningful, relevant and defensible justifications to support missed class time, cost, etc. While student travel may include activities that are not part of the approved curriculum, it is understood that the general purpose of student travel is to supplement regular school educational programs.

Student Travel is defined in the following manner:

- 1) Non-Overnight field trips.
- 2) Overnight field trips of less than 270 miles distance from Provo and in-state.
- 3) Overnight field trips of more than 270 miles distance from Provo, out of state.

The Board directs the superintendent to develop procedures for each of the Field Trip categories noted above to include:

- 1) Approval processes,
- 2) Non-commercial sponsorship,
- 3) Justifications for travel,
- 4) Limitations on the number of overnight trips per group per school year,
- 5) Risk Management Approval and Insurance
- 6) Adherence to Deadlines for requests/approvals
- 7) Chaperoning and Supervision of Students
- 8) Emergencies, Accidents, and Student Discipline
- 9) Trip organization and Planning
- 10) Costs and per-student charges, including chaperone expenses
- 11) Fee waivers
- 12) Fund-raising
- 13) Travel Safety
- 14) Transportation and Travel Arrangements
- 15) Travel conditions, including national and international issues

To have a better chance of receiving approval, all travel arrangements must adhere to the procedures developed to accompany and implement this policy. In accordance with recent state guidance, the State Travel service must be used for all overnight trips.

The Board is concerned about the financial demands placed upon families with a child/children wishing to participate in student travel events. Since all school sponsored activities are eligible for fee waivers for low income students, the overall costs must still be borne for the trip. Traditionally, the impact of fee waivers would be covered in one of four ways: fund-raising, donations, levying additional costs on non-fee waiver students, and/or the costs would be absorbed by a school budget.

In an effort to protect overall financial impacts on families regarding student travel – along with all other impacts and concerns of travel - the board reserves the right to limit costs, distances, etc. of requested student travel. In so doing, the board may deny travel requests that would have excessive cost, undue loss of instructional time, minimal education value, and/or other characteristic(s) that the board would deem to be an unworthy travel event.

The Board will not approve trip requests for travel outside of the United States.

Non-School District (private) trips such as "Senior parties " or "graduation" trips that take place after high school graduation or trips sponsored by staff or parent groups outside of the regular school calendar are not approved, sponsored, or otherwise endorsed by the School District. These trips are private, and/or commercial ventures and are not District "field trips." There is no approval process since these are not school-sponsored trips, but the building principal must be notified, prior to any trip promotion by a staff member, of any independent private trip organized by a staff member and involving school district students. School communication systems, supplies, or equipment may not be used for the planning, promotion, or conduct of such trips.

Legal References:

Synopsis

Utah Code 53A-12-103

Waiver of Fees

Utah Administrative Code Rule R277-407

School Fees

Utah Administrative Code Rule R277-515

Utah Educator Standards

Utah Administrative Code Rule R277-600

Student Transportation Standards & Procedures

Approved by Board of Education:

March 12, 2013

Revised:

October 10, 2016