

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

4006 P1

Student Travel: Field Trips and Overnight Trips

Field Trips and Overnight Trips are subject to the criteria of possessing a clear educational purpose per Policy 4006. Student Travel will not be approved if it is seen to be more of a vacation than an educationally defensible experience. Extended excursions should not be requested if comparable experiences are available closer to home. Students are not to remain overnight if it is practical to return home. Frequent trips to the same location every year may require additional justification by the trip sponsor to verify the educational purpose.

This procedure delineates all aspects related to student travel. Principals, teachers, coaches and other district staff intending to conduct Field Trips and/or Overnight Trips are required to follow all aspects of this procedure.

Trip Types

Three general categories of Field Trips/Overnight Trips may occur under Provo City School District oversight:

“Non-Overnight Field Trips” are approved at the school level by the building principal.

“Overnight Field Trips of less than 270 miles from Provo and within the state of Utah” are approved by the superintendent* and are to be submitted not later than three (3) weeks prior to the proposed event. Further criteria for approval of this type of overnight field trip are a) per-student costs of < \$500, and b) no more than 2 school days missed.

“Overnight field trips of more than 270 miles from Provo and out-of state” are approved by the PCSD Board of Education* twice yearly. Approvals occur in the September and February business meetings** of the Board with no exceptions to this schedule. All applications must be submitted for Board review not later than one week (7 calendar days) prior to the respective board meeting. The Board will consider trip applications in this category that exceed the criteria noted in the two previously listed types of trips and with no more than 2 school days missed.

* The superintendent is authorized by the board to approve out of state travel requests for:

- a) CTE-based courses/activities including those where students have qualified for regional/national competitions following local and state competitions. This includes individual entrants as well.
- b) Athletic and activity groups where students have qualified for regional/national competitions following local and state competitions. This includes individual entrants as well.
- c) Athletic groups traveling to the same locations for the same events each year.

**** Trip sponsors and principals are required to attend the board meeting where the trip request is being considered, prepared to answer questions from the board.**

I. Approval Processes

The Board of Education respects the right of parents to take their own children to competitions or performances that are not approved by the Board or its designee. However, non-approved activities are not considered activities of Provo City School District and the district assumes no liability for these events. The use of the name/title of the district or its schools in fund raising for this type of activity, or in identifying supervisors who are district employees, is forbidden. All other activities or actions that imply district support of these events are also forbidden.

No student will be subjected to undue pressure to participate in school-sponsored travel activities. Non-participation in student travel may not result in loss of credit, reduction of grade, removal from a team or any other negative consequence to students.

Though a final number of students participating in an upcoming travel and /or field trip may not be exact, travel requests needing approval from the Superintendent or Board of Education must be submitted well in advance of the proposed excursion.

Parent Approval

Parents/guardians must provide written consent for all travel. A parent/guardian consent form may be signed at the beginning of each school year giving permission for students to participate in all regularly scheduled local field trips. Overnight trips require a separate consent from that is specific to the particular trip. Overnight trip consent forms must include the nature of all of the activities in which the student will participate. They must also include permission to participate signature line(s), emergency contact telephone numbers, and permission to provide emergency medical care. All such documentation must be in hand not later than 24 hours prior to departure. The staff sponsor is required to take a copy of all such documents with him/her on the trip. A copy of this same documentation must be left at the school.

Principal Approval

While some travel requests receive final approval by the Superintendent and/or Board of Education, all travel must first be approved and recommended by the principal after safety, supervision and educational justification have been verified.

When the principal is forwarding applications on to the superintendent and the board for approval, all criteria on the form must be clearly and defensibly addressed, and all appropriate signatures are to be in place. A written itinerary detailing planned daily activities must accompany the travel request form. The application forms being approved are considered to be binding in that no material variation of the approved plans will be permitted. "Material variation" is defined as no increase in cost per student, no levying of additional fees, no additional days of school missed, etc. It also includes destinations/activities not included in the submitted itinerary.

The principal and event sponsor must also be prepared to address concerns around testing schedules, fee waivers, and all other aspects of the proposed trip.

II. Non-Commercial Sponsorship

School employees are not to solicit students to participate in any commercial or non-school sponsored trip or excursion. District approved and sponsored trips will not occur through for-profit agencies.

III. Justifications for Travel

The study of curriculum at the school site provides the basis for student learning in Provo City School District. However, meaningful activities and field trips can enhance the learning and experience for students and are supported by the Board and district administration. To be considered for approval, an activity or field trip must meet the following criteria:

- Has a high degree of educational value and serves a definite educational purpose
- Enhances the quality of students' educational experience and does not disrupt the basic educational program
- Originates from a current unit of study and is appropriate for the age and maturity level of the group
- Provides understanding to students of the purpose of the trip and the expected learning outcomes
- Assures student safety and meets requirements for appropriate liability insurance

Extra-curricular Trips include travel by such groups as academic teams, athletic teams, performance teams, and other school recognized groups to recognized UHSAA meets, workshops, or other forms of state and national competition that enhance the participants' skills and performance. These trips must also meet the criteria detailed above.

Overnight travel for elementary and middle school students is not part of these educational programs and can only be approved by the Board of Education. An exception may be granted to an individual student or group that wins a competition supported by the district and qualifies for state or national competition. Fifth Grade Camp would be another notable exception.

IV. Limitations on the number of overnight trips per group per school year.

No high school group may participate in more than two overnight trips during any school year, nor miss more than two school days on any one trip. This applies to school groups, not to individual students who are participant in approved overnight travel with multiple school groups. Overnight trips for elementary and middle school students are discouraged but may be allowed with the permission of the Board of Education.

The two-day limit is waived for overnight trips emanating from qualification in national academic competitions, namely, DECA, FBLA, FCCLA, FFA, VICA, HOSA, TSA, Central Utah Science and Engineering Fair. *The Superintendent must approve this travel.*

V. Risk Management Approval and Insurance

Part of the approval process includes that requirement that all PCSD-sponsored trips are subject to review by the Utah State Risk Management agency. If Risk Management recommends that a proposed travel event (or portion thereof) does not meet appropriate standards, the trip will not be approved and/or the portion of the trip must be adjusted.

Following trip approval, Utah State Risk Management services will provide Provo City School District with liability insurance. However, as part of the approval process the Board or Superintendent may require additional risk insurance to protect the financial status of the district and to help families cover expenses should an accident occur. A detailed itinerary must be submitted for Utah State Risk Management approval. Once approved, the itinerary cannot be changed.

Trip activities including water locations (beaches, etc.) are subject to Risk Management approval.

VI. Adherence to Deadlines for Trip Approvals.

Advance principal approval for Non-Overnight Field Trips may occur on an as-needed timetable that works for the school, taking into consideration the requirements of making travel arrangements and providing ample notification to parents.

Advance superintendent approval for Overnight field trips of less than 270 miles from Provo and within the state of Utah requires that all request forms and accompanying documentation be submitted to the superintendent's office not later than three (3) weeks prior to the proposed event.

Advance Board of Education approval Overnight field trips of more than 270 miles from Provo and out-of state takes place at the Board's business meetings twice each school year; in September and February. Trip sponsors must plan well in advance to obtain Board approval, and must submit all related documentation to the superintendent's office not less than three weeks prior to the meeting where the application will be considered. No other provisions are available for Board- approved Student Travel outside of the September and February board meetings.

It is a violation of this Policy and Procedure to conduct any form of Student Travel without having advance approval and without following all applicable aspects of these procedures.

VII. Chaperoning and Supervision of Students

Whenever students travel, there shall be adequate and mature supervision to provide for the safety of the students.

Students should never be left behind and or unsupervised while under the custody of the district.

Trip sponsors will provide (and principals will ensure) enough supervision to assure the safety of students. While this supervision will vary across activities, the minimum supervision allowed will be one (1) chaperone to ten (10) students.

If both male and female students will be attending the overnight trip, both male and female chaperones are required.

Care should be exercised in selecting adult supervisors. All trip chaperones are, by definition, volunteers and therefore must pass a fingerprint/background check. They should be persons of good report, a minimum of 21 years of age, preferably older. Chaperones should be the parents

or teachers of the participating students. Other supervisors (if used) must be prior approved by the principal. Older siblings of student participants in the trip are discouraged. Supervisors may not share private sleeping rooms, such as motel rooms, with students other than their own children.

VIII. Emergencies, Accidents, and Student Discipline

In case of an emergency occurring during the trip the chaperone is authorized to make those adjustments necessary to insure the safety and well-being of the students and will immediately report the emergency to the principal of the school. All circumstances related to any accident will be documented and reported in writing to the district business administrator (risk management officer).

Academic and behavior standards shall be established prior to trip approval by the principal and published by the teacher on the approval form. Participants in any travel experience should be students in good academic and behavioral standing and approved for travel as per the published standards for the trip and outlined in this policy. Students who travel under the name of the school and adults who supervise that travel become role models for others and help establish and maintain the reputation of the school and district. Behavior and conduct of students and chaperones fall under the rules and policies for the school, district and State Code (Reference: Utah Code 53A-11-908), in addition to the specific standards adopted for the event. Members of the travel group who violate the behavior expectations outlined will be sent home from the travel experience and will travel home at their own expense.

IX. Trip Organization and Planning

Extended excursion planning should be started as far as possible in advance of the trip to permit adequate time for students to earn the necessary funds. Representative students and parents should be involved in all phases of trip planning. A parent information meeting is required for overnight travel. The school must provide evidence of substantial support by members of the group and their parents prior to principal approval.

Trip sponsors are required to develop complete itineraries, including daily 24-hour plans and activity listings. Also included in the documentation will be room assignments, code of conduct expectations, curfew requirements, and buddy groups. Assuming students will be bringing cell phones on the trip, a complete list of student and chaperone cell phone numbers will be compiled and available for chaperone use.

As noted in section XV below, all travel arrangements are required to go through the contracted Utah state travel agency.

X. Costs and per-student charges, including chaperone expenses

The cost of travel shall be kept as low as reasonably possible without compromising the safety of the students and chaperones involved. No student at any grade level shall be denied participation due to lack of funds if the excursion takes place during the school day. For more extended student travel, students will be encouraged to participate in approved fund-raising projects. Trips sponsors are discouraged from levying an amount per student to cover chaperone costs.

Trip sponsors may be concerned about needing some funds while on the trip. If so, they must make arrangements to access funds in advance of the trip. All receipts and unused funds must be returned to the school finance secretary immediately after the conclusion of the trip. The Provo City School District finance office will provide assistance to the designated school travel contact person in dealing with use of p-card and/or cash advances, and financial reconciliations related to each trip. All such records are subject to audit.

The school will designate a travel contact person who will coordinate travel arrangements per the directions in this policy and procedure. That individual will handle all trip arrangements and will coordinate with the Provo City School District purchasing office.

XI. Fee Waivers

All PCSD-approved trips are required by law to be eligible to all students regardless of a student's ability to pay for the trip. Trip sponsors cannot deny students participation in the trip due to an inability of the student to meet the cost. For this reason, all trips should be designed to incur as little cost to students as possible. Per state law fee waiver students may be required to participate in fund raising activities.

XII. Fund-raising

All approved fundraising will be in accordance with district fundraising policy and procedure.

Fundraising conducted to provide funds for student travel must be approved by the principal. Individual students may not be assessed amounts to fundraise. However, general fundraisers may be held.

XIII. Travel Safety

The safety of participants is of primary concern when travel occurs. Schools are to provide clear safety instructions to students and chaperones prior to leaving for a travel experience and review safety instructions periodically during extended travel experiences. Travel planning should include consideration of weather conditions and provide for cancellation or extended travel time in the case of inclement weather conditions. Except when taking school buses, all passengers will wear seat belts while traveling under the approval of Provo City School District or its designees.

XIV. Transportation and Travel Arrangements

Under no conditions is travel approved with student drivers. Students are never approved to drive other students to, from or during school-sponsored events.

Elementary school travel ten or more miles from the school requires use of a district bus or licensed public carrier. However, the student may travel with his/her own parent. Elementary school travel less than ten miles from the school may be provided by staff and parents who are willing to assume all legal liability associated with personal transportation, and have completed the online risk management driver video training and test.

Secondary school travel requires the use of a district bus or licensed public carrier. However, the student may travel with his/her own parent. With approval from the principal (day trips) or

superintendent (overnight trips), chaperones may transport small groups of secondary students in private, rental, or district-owned vehicles. Secondary school travel less than ten miles from the school may be provided by staff and parents who are willing to assume all legal liability associated with personal transportation, and have completed the online risk management course.

All student travel arrangements must be booked through the contracted Utah state travel agency and in accordance with state travel regulations. No arrangements with other travel agents, including those who have a connection with the school/program/trip sponsor are authorized.

All drivers of private vehicles must sign the Provo City School District Authorization to Transport Students Form (4006 F2), providing evidence of a current driver's license and automobile insurance that meets the state minimum liability requirements, and completion of State Risk Management online training. All drivers of rental vehicles must obtain insurance through the rental company. All trips shall be planned to minimize danger through wise choice of roads and decreased speeds.

No student of any age should travel anywhere alone with a staff member or parent, other than his or her own parent.

Extended travel should not be initiated after 10:00 pm and should end prior to midnight, unless it takes place on a commercial carrier.

XV. Travel Conditions

Travel shall not be approved if unsafe conditions exist. If unsafe conditions arise after travel has been approved, travel shall be cancelled or changed accordingly. Prior to departure on a trip, the Principal Superintendent and/or Board reserves the right to conduct a safety review of the trip and to cancel the trip if conditions warrant such action. Unsafe conditions include, but are not limited to adverse weather conditions, outbreaks of serious, communicable diseases and actual or threatened violence or terrorism. If relevant, US State Department Travel Warnings will be taken into account: if a country/destination appears on the Travel Warning list, the trip will be denied and/or cancelled. Should a trip be cancelled due to safety concerns, the school and/or district will not reimburse travelers for unrecoverable lost fees. Therefore, the district encourages travelers to secure cancellation insurance (at their own expense) to provide protection against possible trip cancellation.

Foreign travel will generally not be considered except for groups associated with foreign language classes (i.e., German, French, Spanish, etc.) and then only for students who have successfully completed academic work in the content area.

XVI. Conclusion

While the district administration and Board of Education recognize the educational value of off-campus experiences, it should not be assumed that making application for travel approval means the travel will always be approved. The Board and Superintendent expect that any application for extended travel has sound educational justification and meets the high expectations of the district for student safety and financial equity.

Applications for extended travel are more likely to gain travel approval if:

1. There is high educational value.
2. The cost per student is not excessive.
3. Minimal school time is missed.
4. There are not equivalent opportunities that are closer and less expensive.
5. Safety concerns have been met and cleared.
6. Adequate insurance is built into the plan.
7. Sufficient student and parent support exists to make the trip a viable education experience and worth the expense.
8. Advance planning is such that adequate time and methods exist to earn money for the trip.
9. Fee-waiver students have the opportunity to participate in the trip and the school has adequate resources to cover the fee waivers.
10. No pressure is placed on non-participating students who are members of the group.
11. The group has been reasonable in its previous travel requests (location and cost) and has had success in previous travel (i.e., no problems).
12. Students will be able to meet established and required school, state, and/or national testing schedules.

Non-School District Trip Guidelines

Non-School District trips such as “senior parties” or “graduation trips” that take place after high school graduations or trips sponsored by staff or parent groups outside of the regular school calendar are not approved, sponsored or otherwise endorsed by the District. These trips are private, and/or commercial ventures. The District does not pay wages or any other trip-related expenses for any staff member to supervise the trip and the District has no control over organization of the trip. Such activities are not District “field trips.”

Any staff member and/or parent group/organization conducting a non-District sponsored trip should state prominently on all correspondence and communications regarding the trip that:

1. The trip is not a School District field trip and that the Provo City School District accepts no liability for the trip. Neither the name *Provo City School District*, nor the name of the school (except to identify the specific parent group sponsor), shall be used in correspondence or communications regarding the trip.
2. The District is not responsible for any information, claims or representations promulgated to students and/or parents regarding the trip.
3. The name of the parent group/organization sponsoring the trip must be clearly noted on all correspondence and communications.
4. School uniforms are not permitted to be worn for non-district sponsored activities.
5. Staff participating in a non-sponsored trip shall be responsible for assuring the following:
 - a. All handling of student money/funds will be by the sponsoring organization and collected outside of the instructional day, including lunch periods.
 - b. There shall be no participation in a trip during regularly scheduled school/work days.

- c. Review the liability coverage of the sponsoring organization and consult with personal insurance company for additional coverage. The District's liability insurance does not cover any participants, including students, staff or parents on any non-sponsored event.
- d. Contracts/agreements are not to be signed by anyone acting as a representative of Provo City School District.
- e. District employees will receive no compensation or expense reimbursements from the district.
- f. Use of school facilities for planning meetings shall be in compliance with District facility use procedures.
- g. Use of District equipment and other resources is limited to musical instruments, sheet music, uniforms, costumes and other ancillary performance items that may be checked out by teachers/students/parents.
- h. Student participation must be voluntary and staff must avoid any actions that might otherwise appear to recommend or promote participation in the trip as related to the educational program.

Approved by Board of Education:
Revised:

May 1, 2013
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