

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



4006 P2

## **Student Travel: Out of State Trip Approvals**

This procedure outlines the timelines, processes, and requirements for submitting requests for approval to the Board of Education for out of state student travel. All persons involved in sponsoring out of state student travel are required to adhere to the following actions to ensure the best chance of the trip being approved. This procedure is an extension of Policy 4006 Student Travel and Procedure 4006 P1. Trip sponsors are required to adhere to the policy and the two procedures noted (4006) along with any related policies dealing with other aspects of the trip (Fundraising 6110, etc.).

Requests for student travel outside of the United States will not be approved by the board.

### **Background**

District approved and sponsored student travel must emphasize activities that support and enhance the learning of students in the program requesting travel approval. Trips that have anything other than a clear educational value will not be approved. Recreational activities may enhance but may not play a predominant role in the requested trip.

Requests for trip approval must be understood to be *requests*, and as such, commitments, deposits, promises, etc. are not to be made before formal approval is granted. Attempts to leverage approval from the board (or support from district administration) by solidifying travel arrangements prior to receiving board approval may result in the trip request being denied or cancelled.

Out of state travel invariably has a financial impact on students (and families), may result in a loss of instructional time, and comes with inherent liability, the staff member(s), the school, and the district. *Out of state travel is a serious undertaking on many levels.* Provo City School District will abide by the directions of the state Risk Management Agency regarding activities that will be covered, and by extension, approved by the Board of Education. *Failure by a staff member to follow this policy and procedure could result in disciplinary action taken against the employee(s).*

### **Processes**

The Board of Education reviews and approves Out of State travel requests twice per year:

- September study session and business meeting.
- February study session and business meeting.

*Trip approval requests for the current school year* must come to the board in the September meeting.

*Trip approval requests for the coming (next) school year* that require greater planning (and that may require earlier travel arrangements) must come to the board in the February meeting.

Trips approved in February for the coming school year do not need to be re-submitted in September, except in cases where the board may require additional information.

The Board, the superintendent, and/or the school principal may require additional information for the trip as a prerequisite for moving the trip forward for approval.

Upon the Board's review of the trip request(s) four possible decisions may occur:

1. Approval
2. Denial
3. Conditional approval (pending certain questions that must be answered and/or additional information submitted for review)
4. The decision that the district will not take responsibility for the trip; therefore, the trip is deemed a non-district trip. Please see 4006 P1 for this circumstance.

Upon receiving the approval from the board, the trip sponsor may begin to proceed with making the travel arrangements, also in accordance with Policy 4006 and Procedure 4006 P1.

Due to the cost of student travel and its impact on families, trip sponsors are expected to be very judicious about making promises about student travel. Trips to the same location(s) year after year may generate questions about their true educational value. Out of country travel might only receive approval once every few years. The Board of Education expects to see that all travel requests represent unique and quality enhancements to the respective program, team, or course of study.

### **Timelines**

As noted above, the Board of Education reviews Out of State travel requests in September and February of every school year. The following additional timelines are also provided and must be honored:

Out of State trip requests must be submitted to the superintendent's office, complete with all of the required information and signatures, not later than 5 school days prior to the Board meeting.

### **Application Form and Information**

The application form represents not only the important information about the trip so the Board can make an appropriate decision, but is also a commitment by the trip sponsor(s) that the information shared about costs, itinerary, etc. will occur as outlined. Significant changes to the trip that violate what was approved by the board (and by extension, this policy and procedure) will result in a more difficult process for gaining approval for future trip requests, and could result in cancellation of the trip.

The information provided by the trip sponsor(s) on the request form should be coherent and must clearly explain the educational value of the trip. Other details such as chaperones, fund-raising, costs, etc. must also be clearly explained. If additional space is needed, the trip sponsor should attach additional sheet(s).

A detailed draft itinerary is to be submitted with the travel request form on a separate sheet. For out of state trips that will cost each student more than \$50, a detailed cost-per-student sheet is required.

Trip approvals will not occur outside of the timelines and processes noted herein.

Approved: November 18, 2014

Revised: October 10, 2016