



NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

SECTION: I - Instruction
POLICY TITLE: Student Educational Travel
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1. PURPOSE AND PHILOSOPHY

The Board of Education recognizes a student's participation in activities that require travel, such as field trips, activity trips, conferences, competitions, workshops, exhibits, etc., may provide meaningful educational experiences. This policy provides guidelines governing student travel, including, as defined below, overnight student travel, out-of-state travel, educational field trips, and activity trips.

2. DEFINITIONS

- 2.1 "Activity trip"** means any off-campus activity which may or may not be directly connected with a unit of study. It may be a trip planned for the purpose of rewarding student behavior or attendance. It also includes extracurricular activities such as performances, interscholastic athletic competitions, etc.
- 2.2 "Educational field trip"** means any off-campus activity which meets a curriculum need and serves a definite educational purpose.
- 2.3 "Out-of-state travel"** means travel associated with an educational field trip or activity trip outside of Utah. Out-of-state travel requires approval by the Superintendent or the Board of Education.
- 2.4 "Overnight travel"** means travel associated with an educational field trip or activity trip extending beyond one (1) day. Overnight travel requires approval by the Superintendent or the Board of Education.
- 2.5 "UHSAA"** means the Utah High School Activities Association.

3. ACTIVITY DISCLOSURE STATEMENTS

- 3.1.** In accordance with [Utah Code Ann., Section 53A-3-420](#), an activity disclosure statement must be made available to the parents of students in grades nine through twelve trying out or signing up for any team, group, or program that will require the student to miss normal class

- time or take place outside regular school time, including through contests, games, performances, events, or other activities.
- 3.2.** The activity disclosure statement must be made available before teams or groups are selected.
- 3.3.** The activity disclosure statement shall contain the following information:
- 3.3.1.** the specific name of the team, group, or activity;
 - 3.3.2.** the maximum number of students involved;
 - 3.3.3.** whether or not tryouts are used to select students, specifying date and time requirements for tryouts, if applicable;
 - 3.3.4.** beginning and ending dates of the activity;
 - 3.3.5.** a tentative schedule of the events, performances, games, or other activities with dates, times, and places specified if available;
 - 3.3.6.** if applicable, designation of any nonseason events or activities, including an indication of the status, required, expected, suggested, or optional, with the dates, times, and places specified;
 - 3.3.7.** personal costs associated with the activity;
 - 3.3.8.** the name of the school employee responsible for the activity; and
 - 3.3.9.** any additional information considered important for the students and parents to know.

4. OVERNIGHT AND OUT-OF-STATE TRAVEL

4.1. Authority

The Board of Education delegates authority to the Superintendent or his/her designee to approve overnight and out-of-state student travel.

4.2. Kindergarten through Eighth Grade

Students enrolled in kindergarten through eighth grade are not permitted to participate in overnight travel except for programs sponsored by Nebo School District that are held either at Shadow Mountain or as part of the Utah Shakespeare Festival. Students in kindergarten through eighth grade are not permitted to participate in out-of-state travel.

4.3. Ninth Grade

Students enrolled in the ninth grade may participate in overnight and out-of-state travel only under the following conditions:

- 4.3.1.** to attend the Utah Shakespeare Festival;
- 4.3.2.** to travel with a high school team or organization of which the student is a member;
or
- 4.3.3.** to travel as a member of the student council attending a college- or university-sponsored in-state training seminar.

4.4. High School

Students enrolled in tenth through twelfth grades may participate in overnight and out-of-state travel when the activity has educational objectives and the travel is in accordance with this policy.

4.5. Student Eligibility

In order to participate in overnight or out-of-state travel, students must meet the following eligibility requirements:

- 4.5.1.** Students must be in good standing with the school. Students who have been suspended or expelled from school become ineligible for overnight and out-of-state travel during the period of the suspension or expulsion. Students must also be in compliance with behavior and conduct expectations as per applicable District, school, class/team/group, and UHSAA policies and rules.
- 4.5.2.** Students must not have any outstanding and unresolved Notices of Truancy and/or Nebo Attendance Court Referrals. Eligibility for overnight and out-of-state travel is restored when the Notice of Truancy and/or Nebo Attendance Court Referral has been cleared and approval given by a school administrator.
- 4.5.3.** In addition to other applicable academic standards established by UHSAA or the specific class/team/group, all students must currently be in good academic standing at the school.

4.6. Student Educational Travel Application

Overnight and out-of-state travel must be approved by the principal and the Coordinator of School Services. The teacher, coach, or advisor of the group must complete and sign a Student Educational Travel Application. The application must be approved by the principal and submitted to the Coordinator of School Services at least fifteen (15) days prior to the proposed trip's departure date. The Application shall include the following.

- 4.6.1.** The name of the team or organization.
- 4.6.2.** The proposed destination, mode(s) of travel, and number of students involved. Equivalent activities closer to the school and less expensive must have previously been explored. Applications that do not provide evidence that closer activities have been explored or that do not justify the proposed destination must be denied by the principal and the Coordinator of School Services.
- 4.6.3.** The number of school days missed. Students may not miss more than three (3) school days per overnight or out-of-state trip. Applications that do not verify that the number of missed school days is three (3) or less must be denied by the principal and the Coordinator of School Services.
- 4.6.4.** A detailed itinerary. Applications that do not include a detailed itinerary or whose itineraries contain activities not in compliance with District policy must be denied by the principal and the Coordinator of School Services.
- 4.6.5.** The estimated cost of the trip and mode of payment, including fundraising. As outlined more fully in Section 4.11 the total cost per student per trip may not exceed one thousand dollars (\$1,000), regardless of the source of funds. Applications that do not verify that the total cost per student is \$1,000 or less must be denied by the principal and the Coordinator of School Services.
- 4.6.6.** The educational justification for the trip. At least seventy percent (70%) of the entire trip or five (5) hours per day must be of an educational nature or consist

of events directly related to the educational purpose of the trip. Applications that do not verify the required educational justification must be denied by the principal and the Coordinator of School Services.

- 4.6.7.** Verification of parent approval. As more fully outlined in Section 4.13, at least eighty-five percent (85%) of the parents/legal guardians who respond by a designated deadline must approve of the travel plan. Applications that do not verify the approval of 85% of parents must be denied by the principal and the Coordinator of School Services.
- 4.6.8.** Verification of safety considerations and insurance coverage. Safety considerations must be identified and adequate insurance coverage, if necessary, must be secured. Applications that do not verify safety considerations and adequate insurance coverage must be denied by the principal and the Coordinator of School Services. Questions about safety considerations and insurance coverage should be directed to the District Risk Manager.
- 4.6.9.** A list of advisors and adult supervisors. As more fully outlined in Section 4.10, students must be supervised at a ratio of no less than one (1) supervisor per every ten (10) students. Applications that do not verify that this and the other requirements of Section 4.10 have been met must be denied by the principal and the Coordinator of School Services.

4.7. Exception Request

- 4.7.1.** If a unique/rare travel opportunity arises that exceeds the limitations set forth in Section 4.6, a request for exception may be taken to the Board of Education. Except as provided in Section 4.7.2, only the Board may grant exceptions to the limitations of Section 4.6. The school principal and the advisor/teacher of the team or organization seeking exception shall consult with the Director of Secondary Education and shall then present the request to the Board at a regularly scheduled Board Meeting.
- 4.7.2.** The Superintendent may designate certain overnight or out-of-state travel opportunities that exceed one or more of the limitations in Section 4.6 as ongoing and no longer in need of specific approval from the Board as described in Section 4.7.1. Such ongoing exceptions must be described in Exhibit 1 of this policy. To place an ongoing exception in Exhibit 1, the Board must have previously approved a similar travel experience through Section 4.7.1. The ongoing exception described in Exhibit 1 must, at the discretion of the Superintendent, be similar in cost, purpose, location, and number of school days missed to the previous exception granted by the Board under Section 4.7.1.

4.8. Limits of Travel

- 4.8.1.** School teams, classes, groups, or organizations are limited to a maximum of two (2) overnight trips per school year (first day of school in the fall until the last day in the spring). Only one (1) trip may be out of state. Overnight and out-of-state travel during the summer must comply with Nebo School District Policy #KAD – Summer/Out-of-Season Activities.
- 4.8.2.** Overnight travel may only be within the contiguous forty-eight (48) continental United States.
- 4.8.3.** The class/team/group sponsoring the trip must be self-supporting. This means that other than what the school has committed to financially support the trip, no additional school funds are to be utilized to cover trip costs or fee waivers.

4.9. Overnight Travel Sponsored by UHSAA

- 4.9.1.** Overnight travel may be approved for activities sponsored by the UHSAA.
- 4.9.2.** All school organizations or athletic teams shall abide by the regulations governing intrastate competitions outlined in the UHSAA Constitution and Bylaws.
- 4.9.3.** Any school athletic team whose practice games are over one hundred fifty (150) miles one way from the school must be approved by the Board of Education or its designee.

4.10. Supervision

- 4.10.1.** Supervision of students participating in overnight travel must be provided at a ratio of no less than one (1) supervisor per every ten (10) students.
- 4.10.2.** Supervisors must be adults who are either District personnel or official volunteers as designated under Nebo School District Policy #KB – Volunteers. Supervisors who are personnel should be advisors, coaches, or teachers of the team or group traveling; administrators; or members of the Board of Education. Supervisors who are volunteers should be parents or legal guardians of students traveling and must have read and signed the District Approved Volunteers List during the school year in which the travel takes place.
- 4.10.3.** No volunteer may travel with students as a supervisor without first complying with applicable district policies, including, if applicable, the requirement for a background check under Policy #GBN – Employment Background Checks and the requirement for a reference check under Policy #GCD – Hiring Practices.
- 4.10.4.** Supervisors must be at least twenty-one (21) years of age.
- 4.10.5.** Students must have supervisors of the same gender.
- 4.10.6.** Supervisors are considered to be on duty during the entirety of the trip regardless of location, time of day or night, or number of other supervisors present or said to be supervising. Supervisors traveling with students are never considered off duty and must therefore abide by applicable District policies at all times, including but not limited to Nebo School District Policy #GBCC – Alcohol and Drug-Free Workplace.

4.11. Cost

- 4.11.1.** All costs associated with overnight travel must be paid:
 - 4.11.1.1.** By the participants;
 - 4.11.1.2.** Through District-allocated funds;
 - 4.11.1.3.** through fundraising activities; and/or
 - 4.11.1.4.** By vocational or other state or federal monies provided specifically for the activity.
- 4.11.2.** The maximum cost per student is one thousand dollars (\$1,000) which includes any and all travel costs except for meals.
- 4.11.3.** All funds must be submitted to the school prior to departure.

- 4.11.4. All student costs associated with the overnight travel must be itemized in detail by listing exact costs per student - travel, housing, meals, registration fees (when applicable), insurance costs, event admissions, etc.
 - 4.11.5. The total anticipated cost per student must be shown on the application form.
 - 4.11.6. Students may directly pay their assessed portion of the travel costs.
 - 4.11.7. A percentage of the total student cost may be earned through fundraising activities. Earnings from fundraising must be listed and are included in the one thousand dollar (\$1,000) maximum cost per student.
 - 4.11.8. Students must be given the opportunity to participate in approved fundraising activities. Fundraising activities must conform to the requirements of Nebo School District Policy #KAC – School Fundraising Activities.
 - 4.11.9. Travel costs must be waived upon request by fee waiver eligible students.
- 4.12. Travel Cancellation
- 4.12.1. When, in the sole judgment of the District administration or the Board of Education, in consultation with the school and the participating students and parents/legal guardians, travel is suspended due to safety or other consideration beyond the control of any or all involved, Nebo School District, the Board of Education, and District employees and agents shall have no obligation and shall be held harmless with respect to refund of any expenditures.
 - 4.12.2. Participants should not expect refunds for cancellations either individually or as a group. It is the local school's responsibility to make this explicit to participants prior to commitment of funds.
 - 4.12.3. The school administration must be certain that each parent/legal guardian is aware of cancellation guidelines and also require parents/legal guardian to sign a statement of their understanding.
- 4.13. Parent Approval and Consent
- 4.13.1. Before a travel application may be approved by the principal or Coordinator of School Services, parent approval for the proposed travel, as described below, must be obtained.
 - 4.13.2. Prior to submission of a travel application to the principal, the teacher, coach, or advisor proposing the trip must communicate to the parent of each eligible student the proposed travel itinerary, anticipated costs per student, any fundraising options, and the cancellation guidelines. This information may be communicated electronically, in writing, or at a meeting to which parents have been invited. The communication must ask each parent to vote in writing (including electronically) by a designated deadline either in favor of the trip or against it.
 - 4.13.3. Parent approval is obtained if, on the designated deadline, at least eighty-five percent (85%) of those parents/legal guardians who responded to the request for a vote did so with a vote in favor of the travel plan.
 - 4.13.4. Unless time constraints prohibit, the eighty-five percent (85%) parent approval must be obtained and documented prior to any purchase or scheduling of airline tickets, hotel arrangements, or other travel plans. The coach/advisor must keep a copy of each parent's vote, both those in favor and those against, for one year.

- 4.13.5.** On rare occasions, if it is impossible to provide parents time to respond to the Parent Approval Form within fifteen (15) days of the travel experience (e.g., when tryouts for athletic teams are held less than fifteen (15) days before a pre-season athletic event requiring out-of-state or overnight travel) the travel request may go to the Coordinator of School Services for tentative approval without parent approval. However, in all cases parent approval must be obtained before the trip commences. The principal/advisor must provide parents with necessary travel information, receive written parent permission for each student to participate, and give parents/legal guardians the opportunity to approve or disapprove travel plans.

4.14. Student Non-Participation

- 4.14.1.** Participation in overnight and out-of-state travel is optional for students. Students who, for any reason, do not participate in overnight or out-of-state travel shall not be penalized. Non-participation shall not impact a student's grade in a class or the student's status in a student organization. A student's position, playing time, or other team/organization privilege shall not be removed or restricted due to the student's non-participation in overnight or out-of-state travel.
- 4.14.2.** The optional nature of overnight and out-of-state travel does not exempt schools from the requirement to waive fees for eligible students as described in Nebo School District Policy #JN – Student Fees. Fee waivers apply to the full cost of the trip. Consistent with Policy #JN, schools may require alternatives to fee waivers for students in grades 7-12.

5. EDUCATIONAL FIELD TRIPS/ACTIVITY TRIPS

5.1. Organization and Approval

- 5.1.1.** All educational field and activity trips must be approved by the school principal.
- 5.1.2.** Principals and teachers/advisors share the primary responsibility for planning, organizing, and conducting educational field and activity trips.
- 5.1.3.** Activity trips planned as a reward for student behavior or attendance must have approval from the School Community Council. The School Community Council shall be provided sufficient information, such as any costs, the destination, and criteria for student participation, to allow it to approve the trip.
- 5.1.4.** Except when an Activity Disclosure Statement has already notified parents of an activity trip, as required in Section 3, a Field Trip/Activity Consent Form shall be completed and signed by each student's parent/legal guardian granting permission for their student to participate in the field trip/activity trip.

5.2. Supervision

- 5.2.1.** It is the responsibility of the principal to insure that at least one (1) supervising teacher will ride with each busload of students on a local educational field trip or activity trip.
- 5.2.2.** An increase in the above teacher-to-student ratio may be required by the principal.
- 5.2.3.** Supervisors are considered to be on duty during the entirety of the trip regardless of location, time of day or night, or number of other supervisors present or said to be supervising. Supervisors traveling with students are never considered off duty and must therefore abide by applicable District policies at all times, including but not limited to Nebo School District Policy #GBCC – Alcohol and Drug-Free Workplace at all times.

5.3. Funding

- 5.3.1. Local educational field trips held during the school day are to be financed primarily through District and school funds.
- 5.3.2. Principals may invite voluntary donations to offset the cost of field trips held during the school day. Principals or teachers shall not disclose the students' names that have or have not made voluntary donations. A student may not be penalized or denied participation in the field or activity trip for not making a donation.
- 5.3.3. Students in grades seventh through twelfth who participate in an activity trip may be required to bear a portion or all of the travel costs.

6. **TRANSPORTATION**

Commercial transportation, rental vehicles, school buses, or District vehicles are the generally approved methods of travel. With the exception of school buses, District and rental vehicles designed for more than ten (10) passengers, including the driver, may not be used to transport students. Rental or District vehicles may be operated by an authorized adult driver who is at least twenty-one (21) years of age and who has a current and valid driver license. The driver must have no prior drug/alcohol driving citations. District vehicles may only be driven by school employees or officially approved volunteers who have read and signed the Volunteer Approval List as referenced and defined in Nebo School District Policy #KB - Volunteers. Students are not allowed to operate any vehicle. All passengers must wear seatbelts whenever a vehicle is moving except when traveling by bus that is not equipped with them.

6.1. **Out-of-State Travel**

Transportation for all out-of-state travel must generally be provided by commercial carrier or rental vehicles. Employees and volunteers may not transport students out of state using private vehicles. The use of District vehicles for out-of-state travel is prohibited unless the use of commercial carrier or rental vehicles is not feasible. In such event, specific written approval must be given by the school administrator or department supervisor. Upon arrival at a destination by air travel, appropriate ground transportation may be utilized in accordance with this policy. Arrangements for ground transportation must be made prior to travel departure.

6.2. **In-State Overnight Travel**

Transportation for all in-state overnight travel must generally be provided by commercial carrier, school buses, District vehicles, or rental vehicles. The use of private vehicles for in-state overnight travel is strongly discouraged and may only be used when other authorized methods of transportation are not feasible. In such event, the Automobile Transportation Record for Student Activities form must be completed by the driver of a privately owned vehicle, approved by the school administrator or department supervisor, and a copy of the form submitted to the District's Elementary or Secondary Director, as applicable.

6.3. **Educational Field Trips/Activity Trips**

Transportation for educational field trips/activity trips must generally be provided by school buses or District vehicles. Use of privately owned vehicles for educational field trips/activity trips is strongly discouraged and may only be used for field trips/activity trips when other authorized methods of transportation are not reasonably feasible. In such event, the Automobile Transportation Record for Student Activities form must be completed by the driver of a privately owned vehicle, approved by the school administrator or department supervisor, and a copy of the form submitted to the District's Elementary or Secondary Director, as applicable.

7. VEHICLE RENTAL

- 7.1. All vehicle rentals for school purposes should be arranged through the State of Utah's travel contract via the District's Operations Department, unless it can be shown that no automobile was available: (a) at the time needed; (b) at the place needed; or (c) of the type needed.
- 7.2. The largest vehicle that school district personnel can rent is a ten (10) passenger vehicle, including the driver.
- 7.3. If a vehicle is not rented through the Operations Department, vehicle insurance shall be secured to provide liability coverage in the amount which meets or exceeds the minimum insurance coverage required for the state in which the vehicle is licensed. The required insurance coverage may be satisfied by combining coverage from the driver's personal automobile policy and insurance coverage purchased from the rental agency. If the driver's personal automobile policy does not extend full collision damage coverage to the rented vehicle, a collision damage waiver must be purchased as part of the rental contract.
- 7.4. In order to provide appropriate liability coverage, only individuals listed as authorized drivers on the rental agreement are allowed to drive the vehicle.

8. DISTRICT, RENTAL, AND PRIVATE VEHICLE USE GUIDELINES AND PROCEDURES

- 8.1. District personnel who operate a District, rental, or private vehicle on a *consistent* and *regular* basis shall complete the District's approved driver safety training course prior to operating a vehicle for any job-related purpose, including transporting students. District personnel shall also complete the driver safety training course periodically thereafter in accordance with the State of Utah Risk Management guidelines.
- 8.2. District personnel who operate a District, rental, or private vehicle on an *occasional* basis shall complete the District's approved driver safety training course prior to operating a vehicle for any job-related purpose, including transporting students. District personnel shall also complete the driver safety training course periodically thereafter in accordance with the State of Utah Risk Management guidelines.
- 8.3. If feasible, authorized non-employee adult drivers of District or private vehicles shall undergo a criminal background check and complete the District's approved driver safety training course prior to transporting students to any approved activity or event.
- 8.4. If a privately owned vehicle is used for in-state overnight travel or educational field trips/activity trips in accordance with this policy, the following guidelines and procedures must be followed:
 - 8.4.1. An Automobile Transportation Record for Student Activities form must be completed by the driver of a privately owned vehicle, approved by the school administrator or department supervisor, and a copy of the form submitted to the District's Elementary or Secondary Director, as applicable.
 - 8.4.2. Drivers of privately owned vehicles must be twenty-one (21) years or older, provide to the school or department a copy of a current and valid driver's license, and provide proof of vehicle insurance including policy coverage and amounts. Private vehicle insurance coverage shall meet the minimum standards required by Utah State law and is the sole responsibility of the insured of the private vehicle. The District's vehicle insurance policy does not extend primary property damage coverage, primary liability coverage, or personal injury protection (PIP) coverage to private vehicles, but will extend secondary liability coverage after the liability limits of the private vehicle insurance policy have been exhausted.

9. DRIVER RESTRICTIONS

- 9.1.** District personnel who operate school buses shall comply with any and all federal and state laws, regulations, and rules; and any and all District policies, procedures, and guidelines, in regards to the transportation of students.
- 9.2.** Other authorized District personnel and adult drivers who operate a District, rental, or private vehicle while transporting students, as set forth in this policy, shall adhere to the following restrictions:
- 9.2.1.** A single driver shall:
- 9.2.1.1.** Drive no more than a maximum of ten (10) hours per day.
 - 9.2.1.2.** Take frequent breaks while driving (i.e., rest, food, refuel, etc.).
 - 9.2.1.3.** Drive during daylight hours as much as possible.
 - 9.2.1.4.** Rest a minimum of eight (8) hours after driving ten (10) hours in a day.
 - 9.2.1.5.** Not drive between 1:00 a.m. and 5:00 a.m.
 - 9.2.1.6.** Comply with any and all applicable traffic and safety laws, including the use of seatbelts, while operating the vehicle.
- 9.2.2.** Multiple drivers shall:
- 9.2.2.1.** Drive no more than a maximum of fourteen (14) hours per day.
 - 9.2.2.2.** Take frequent breaks (i.e., rest, food, refuel, etc.) and change drivers often while driving.
 - 9.2.2.3.** Drive during daylight hours as much as possible.
 - 9.2.2.4.** Rest a minimum of eight (8) hours after driving fourteen (14) hours in a day.
 - 9.2.2.5.** Not drive between 1:00 a.m. and 5:00 a.m.
 - 9.2.2.6.** Comply with any and all applicable traffic and safety laws, including the use of seatbelts, while operating the vehicle.
- 9.3.** When a parent/legal guardian chooses to transport his/her own student to or from an activity or event, the teacher/coach/advisor may give approval under the direction of a school administrator.

10. ACCIDENT PROCEDURES

In the event of an accident, District personnel and other authorized adult drivers should follow these procedures:

- 10.1.** Call the police.
- 10.2.** Call and notify the District’s Risk Manager and/or appropriate school principal or department supervisor.
- 10.3.** Request a copy of the Driver Exchange Report from the investigating police officer. If such a report is unavailable, request the officer’s name, contact information, and a case number.

- 10.4. If possible and appropriate under the circumstances, document information concerning the accident, such as the: (a) date, time, weather, and exact location; (b) person driving the vehicle; (c) other party's insurance information; (d) description and probable cause; (e) names and contact numbers of witnesses; (f) description of property damage and drivability of the vehicle, injured person(s), and complaint(s) of injury.
- 10.5. If the accident occurs while driving a rental vehicle, call the rental company and report the accident.
- 10.6. District personnel and other authorized adult drivers who are involved in an "at-fault" accident shall not be allowed to operate District or private vehicles while on school business until the accident and driving privileges have been reviewed by the District's Risk Manager. The District's Risk Manager may require the driver to complete the District's approved driver safety course or some other required course, at the employee's expense, in order to maintain driving privileges. This driver safety training shall be in addition to any District imposed discipline, corrective action, or counseling.

EXHIBITS

None

REFERENCES

Utah Code Ann., Section 53A-3-420
Nebo School District Policy #GBCC – Alcohol and Drug-Free Workplace
Nebo School District Policy #GBN – Employment Background Checks
Nebo School District Policy #GCD – Hiring Practices
Nebo School District Policy #KAD – Summer/Out-of-Season Activities
Nebo School District Policy #KB - Volunteers

FORMS

Student Educational Travel Application
Activity Disclosure Statement
Automobile Transportation Records for Student Activities
Nebo School District Field Trip/Activity Consent Form
