

DESCRIPTOR TERM: Students	Millard District Policy File Code: 6330 Approved: 01-11-24
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EXTENDED STUDENT TRAVEL

A. Purpose

Opportunities arise where a student's educational experience can be enhanced through participation in field trips, attendance at conferences or competitions, through extended travel, etc. In order to protect students, from travel experiences that may be excessive and disruptive to the educational process, threatening to the health and welfare of students, or lacking in educational merit, the following procedures have been established.

B. Definitions

1. "Athletic" means any athletic team or individual competing in an athletic event that is sponsored by the Utah High School Activities Association (UHSAA). Examples are basketball, football, volleyball, track, drill team, and baseball. There are organizations under the umbrella of the UHSAA, such as debate and music, that are not considered athletic teams or organizations.
2. "Board" means the Board of Education of Millard School District.
3. "Host Sponsorship" means a sponsoring agency, group, or individual that extends an invitation to an individual, group, team, or organization for the purpose of competing, performing, touring, or participating in an event.
4. "Non-athletic" means any individual, group, or organization that is not considered an athletic team. Examples are cheerleaders, debate, science clubs, choral groups, bands, and other non-athletic organizations.
5. "Team Camp" means any camp promoted by or associated with the school in which school groups, organizations, teams, or potential members of a team attend a camp with coaches or advisors from the school for the purpose of team preparation or instruction.
6. "Student Travel" means an Instructional Field Trip, Extra Curricular Travel, or Extended Travel.
 - a. An instructional field trip is a planned visit outside the school taken by students, under the supervision of a teacher or other school official, to enrich and extend the classroom instructional program. Field trips provide a link between the school and community, and assist the school staff in relating the ideas and theories of the classroom to practical application.

- b. Extra curricular travel is in-state travel outside the school taken by students, under the supervision of a teacher or other school official, in support of academic/athletic teams, performing groups, or other extracurricular activities sponsored by the UHSAA or the Board of Education.
- c. Extended travel is an instructional field trip or extracurricular travel, which requires district approval pursuant to this policy involving circumstances, not limited to one or more of the following:
 - i. Missed school days;
 - ii. Student Fund Raising;
 - iii. Travel regulated by the Federal Department of Transportation (DOT);
 - iv. Travel out of state

C. Student Travel - General Guidelines

In order to ensure that meaningful extended travel experiences provide equity in travel opportunities for both curricular and extra-curricular programs, students, teachers, parents, and school administrators shall consider the following as they plan meaningful extended travel experiences.

All requests for field trips or extended travel require approval by the superintendent's office or designee.

- 1. Extended travel requests shall recognize different types of individual and group activities within the school setting, particularly in the high schools.
- 2. Extended travel requests shall be considered from middle schools and elementary schools only when it is an extension of, and integral to the academic core, and/or the student representative(s) shall have won a state competition related to the program.
- 3. Extended travel shall be allowed only when it is demonstrated that the trip is of such value to students that the infringement of the trip on other classroom instruction justifies the time lost.
- 4. Extended travel shall not be used as an incentive or reward for participation in activities without prior approval. Schools should encourage and motivate individuals and groups by properly placing trips in the total curricular structure.

D. Criteria for Extended Travel

The District cannot assume liability for extended travel which was not pre-approved by the superintendent's office. Such travel is prohibited and is a violation of District policy.

Extended travel shall not be approved under the following conditions.

1. It is primarily recreational in nature or rewards for accomplishments, such as trips to amusement or theme parks.
2. It requires a student to miss more than five (5) consecutive days of school without Board approval.
3. It requires travel outside the continental United States or Canada.
4. The trip is judged to be hazardous.
5. It requires participation as part of a course requirement or there is a grading penalty for students who choose not to go on the trip.

Extended travel shall be considered when the following criteria are met:

1. The trip shall be part of a planned sequence of educational activities and contribute to the accomplishment of specific objectives for the course of study or the activity.
2. A student shall meet all District and school eligibility requirements. Eligible students may travel with more than one (1) group per year.
3. Teachers, advisor, administrators, and others acting in the capacity of chaperones/supervisors of students in an extended travel activity, which has been approved pursuant to this policy, may accept lodging, per diem and fare payments or mileage reimbursements in connection with their supervisory assignment. Parents, guardians, relatives, or other persons who voluntarily join the activity must pay all costs associated with their participation. Unless prior approval is granted, the time spent by teachers and students participating in field trips or extended travel activities shall not be rewarded with salary compensation, class participation credit or grades.
4. Each school shall be limited to no more than one (1) out-of-state travel trip per year per organization.
5. The total cost of the trip to each student should be kept to a minimum whether obtained through fund raising activities, community or individual contributions. Any amount over \$1,000.00 must receive prior approval by the Superintendent.
6. Transportation shall be by district busses unless an exception is approved by the superintendent's office. Travel to, at, and from a destination shall be detailed in the trip application. Any requests for exceptions to the use of public conveyance shall be explained in the extended trip application.

7. Travel must be consistent with UHSAA moratorium requirements.
8. Extended travel requests for an athlete or an athletic team to compete in an athletic contest, except the regular region and state UHSAA sponsored competitions, shall be to events where the sponsor is approved and sanctioned by the UHSAA.
9. Because all out of state travel requires the approval of the Board of Education, if the extended travel request requires out of state travel, it must obtain board approval before contracting with those entities arranging the travel.

E. Exceptions to Superintendent's Approval

All student travel requires approval of the school principal prior to travel, however, if it is a sanctioned activity of the UHSAA, it does not require the approval of the superintendent's office and is not included in the school's trip limit.

F. Process for Approval

The following procedures shall be followed in gaining approval for extended travel.

1. Invitations or plans for extended travel with student groups shall first be discussed with the school principal.
2. Students shall not be involved in making formal travel plans for extended travel until the principal has approved the request.
3. The request shall include information on cost, destination, and days away from school.
4. Approval of travel for a team or organization of five (5) or more persons shall require a confidential vote of parents of involved students administered by an impartial representative before proceeding with the request to the superintendent's office.
 - a. There shall be one vote per student.
 - b. Non-voting parents shall count as a "no" vote.
 - c. Requires eighty percent (80 %) approval.
 - d. Non-attendance at a voting meeting cannot affect team membership
 - e. Players who choose not to participate in an out of state team event cannot have their status on the team adversely affected.

To ensure that parents can vote on the issue without pressure from students or other persons, the vote may be conducted using a secret ballot, telephone survey, or other method determined by the impartial representative.

5. Each group shall have a disclosure statement signed by each student and the student's parent or guardian acknowledging the expectations and guidelines of the trip.
6. Principals shall submit requests using the approved District form. All requests shall include the impartial representative survey results. No request shall be considered without full information. All requests shall include official travel costs, airfare costs, hotel costs, and the cost to each student for any incidental or additional activities (theme parks, etc.).
7. Approval of the superintendent's office or designee shall be obtained before raising funds for the trip or making financial commitments.
8. The superintendent's office or designee shall receive requests for all trips, which can be logically anticipated during the school year. The principal shall submit any additional requests (not to exceed the school's trip limit) in a timely manner, consistent with the procedures of this policy.
9. If after receiving approval travel plans change (including such changes as the destination, date or purpose of the trip), the request shall be resubmitted to the superintendent's office for approval.
10. Students and Guardians will review, complete, and return appropriate attachments.

G. Financing Extended Travel

All plans to raise finances for extended travel shall have the approval of the school principal and superintendent's office. All money shall be collected and disbursed according to District accounting procedures as outlined under the District School Fees, Fee Waivers and Provision in Lieu of Fee Waivers policy (2100). Fund raising shall be conducted according to provisions under the District Commercialism, Fund Raising and Donations policy (7030).

H. Travel Plans

In order to eliminate any unnecessary problems that may arise regarding any extended travel, the following shall take place prior to any travel.

1. Parents and guardians shall be made aware of the plans as soon as possible following District approval. They shall be informed of the expenses, date(s), destination(s), and mode(s) of transportation. All provisions as outlined under the District "School Fees, Fee Waivers and Provisions in Lieu of Fee Waivers" policy shall be complied with. Students owing outstanding school fees should not be eligible to participate in extended travel unless they pre-pay their expenses for the trip.

2. The school shall obtain parent's written permission for their student's participation.
3. In addition to the teacher/advisor, one administrator or designee may accompany each class or group of students.
4. No student will be on an overnight activity with only one adult chaperone, unless that adult happens to be their parent or guardian.
5. Additional adult chaperones shall be provided on the basis of one adult to every five to ten students. The ages of the students and the nature of the trip shall determine the number of chaperones needed. Except in rare cases, all chaperones should be at least 21 years of age, but all chaperones should be approved by the principal.
6. The adults who accompany the students shall be aware of all plans and where necessary, be capable of continuing if the leader should become incapacitated.
7. The "buddy" system or "squad" system of student responsibility shall be organized for all excursions.
8. All students and their parents or guardians should discuss and agree to standards of safe and considerate conduct and responsibilities for everyone concerned with the trip.
9. Each student should have identification listing name, home address, telephone number, and business address and telephone number of one parent or guardian and emergency contacts. This information should be available to the responsible adult chaperone.
10. An all-inclusive itinerary, (including free time) should be prepared for both students and their parents or guardians.
11. Students with known physical problems must make the instructor and the adult chaperone aware of their condition and the prescribed medication.

I. Insurance Coverage

Parents shall assume responsibility for appropriate insurance coverage. All students and their parent/guardian shall complete the District "Registration, Personal and Liability Release Form" Prior to the extended travel.

J. Privately Sponsored Tours

Privately sponsored and commercial student tours:

1. An employee must purchase advertising space to advertise an activity in a publication that accepts advertising, whether or not sponsored by schools in the school district or by the school district. Such publications include school newspapers, but not school newsletters. Unless the activity is sponsored by the school district, the advertisement shall state clearly that the activity is not sponsored by the school or school district.
2. Employees affiliated with private tour agencies are prohibited from using students as a captive audience for soliciting tour participation.
3. School facilities, supplies, and equipment may not be used for the purpose of advertising privately sponsored tour participants.
4. Tour agencies may rent building space in accordance with Policy.

K. Post-Graduate Travel

District schools shall not sponsor activity travel for post-graduate students such as graduation trips, music tours, etc.

Attachments

- Attachment A - Personal Liability and Medical Release Form and Code of Conduct Agreement
- Attachment B - Extended Trip Form
- Attachment C - Registration, Personal and Liability Release Form
- Attachment D - Suggested Telephone Survey for Out-of-State Travel

*(6330 Attachment A)***Personal Liability and Medical Release Form and Code of Conduct Agreement****Personal Liability and Medical Release Form**

I hereby agree to release the Millard School District, its representatives, agents, and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending the event listed, including travel to and from the competition, performance, activity, or conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants, and employees.

I do voluntarily authorize the Millard School District administrator and/or designees to administer and/or obtain routine or emergency medical treatment for the named person as deemed necessary in medical judgment. Parents/guardians of participant will allow emergency medical treatment to be administered as needed. Any further treatment will require parental/guardian consultation.

I agree to indemnify and hold harmless the Millard School District and administrator and/or assistants and designees for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards.

Having read and understood completely the “Code of Conduct” of the Millard School District, I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing the Millard School District.

NOTE: All persons under legal age must have a parent or guardian sign this form. If you are age 18 or older, please indicate it on this form. Otherwise, this form will be returned for a parent/guardian signature. All participants must sign this form.

PARTICIPANTS: Be sure that you understand the “Code of Conduct.” Any person violating these rules may be sent home at their own expense, may cause other contestants from their state to be sent home, or may otherwise disqualify their group from participation.

Code of Conduct Agreement

Millard School District Extended Travel is designed to be an educational function and all plans are made with that objective.

All participants will be expected to conduct themselves in a proper manner when representing the school and Millard School District.

In order that everyone may receive the maximum benefits from their participation, the “Code of Conduct,” must be followed at all times.

Note that attendance is not mandatory. By voluntarily participating, you agree to follow the rules and regulations or forfeit your personal rights to participate. We are proud of our students and know that by signing this "Code of Conduct" you are simply reaffirming your dedication to be the best possible representative of your school.

1. I will, at all times, respect all public and private property, including the hotel/motel to which I am housed.
2. I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not remain in the sleeping room of the opposite sex unless the door is completely open at all times, unless the person is my spouse.
5. I will not use alcoholic beverages. I will not use drugs except for appropriate prescriptions or over-the-counter drugs. Any prescription medication will be in the appropriate labeled container. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel/motel without the express permission of my advisor, chaperon, or school administrator. I will leave a written notice of where I will be.
7. My conduct shall be proper at all times.
8. I will keep my advisor or chaperon informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will attend, and be on time for, all activities that I am assigned to and registered for.
11. I will adhere to the dress code at all required times.

Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the competition, performance, activity, or conference, I may be brought before the appropriate discipline committee consisting of the advisor and/or chaperone for an analysis of violation and be subject to appropriate disciplinary action. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

1. Violations of items one through six of the "Code of Conduct" may be grounds for disqualification, immediate removal from office or competition and relinquishment of awards and recognition. In addition, the violator may be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's principal and parents or guardians.
2. Violations of items seven through eleven may result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's principal and parents or guardians. Repeated violations of items seven through eleven may result in the participant being sent home at his/her own expense.

I agree to these rules of conduct by signing my name on this release form.

Student's Signature

Date

Parent/Guardian Signature

Date

(6330 Attachment B)

EXTENDED TRIP MILLARD SCHOOL DISTRICT Delta Utah		
School:		Date of Request:
Group Requesting Trip:		Number of Students In Group:
Instructor(s):		
Destination:	Departure Date:	Return Date:
Total Number of School Days (or parts of) Students will be absent from school:	Time of Day:	Time of Day:
Reason for Trip:		
Method of travel (to and from destination and at location):		
Adults who will be accompanying group:		Ratio of Students to Adults:
The last time this group traveled out-of-state was:	Date	Place Number of school days missed
Describe the educational value of this trip. Can the above educational value be met in any other way?		
Cost per student (attach Detailed cost breakdown): \$	Trip Agenda attached: Yes No	
Chaperoned:		
My signature indicates that I have read the Extended Travel Policy, understand it, and have complied with its provisions Signature of Sponsoring Instructor:		Signature of Sponsoring Principal
FOR DISTRICT USE ONLY		
Signature of Area Director	Reason for Rejection: <input type="checkbox"/> Parent Survey Missing <input type="checkbox"/> Exceeds District Allotment <input type="checkbox"/> Other	Date: Received: Authorized: Rejected:

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(6330 Attachment D)

SUGGESTED TELEPHONE SURVEY FOR OUT-OF-STATE TRAVEL

"Hello. I represent _____ (school) _____ and the _____ (school) _____ administration. We are conducting a confidential survey of _____ (group name) _____ parents regarding a proposed trip to _____ (place) _____ in _____ (month/time) _____.

Your replies to the following questions will be kept strictly anonymous so please answer candidly. We will report only totals and comments if desired, not individual replies, to the principal. If you have further comments or questions, please call the principal at _____ (school number) _____."

Question #1 Would you approve of your student traveling out-of-state provided the teacher/advisor shows curricular reasons for the trip?

Question #2 Do you understand that the cost of the trip, possibly as much as _____ (cost) _____, must be paid by the student and parents?

Question #3 Would you prefer your student remain home even if the rest of the group goes?

Student Name & Number	Response #1	Response #2	Response #3	Comments