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## **STUDENT TRAVEL**

### **Legal Authority/Requirement**

R 277-600 Student Transportation Standards & Procedures

#### **1. Statement of Purpose**

The Board of Trustees believes that student travel may enrich school activities. Therefore, student travel may be a valid part of the educational experience. Administrators must balance these benefits with considerations of time students are away from home and/or school and the economic burden travel costs can have on individual families

#### **2. Guidelines**

It is important that guidelines be established to assist in planning travel. The board authorizes the administration to approve requests for student travel within the United States based upon the following guidelines and other reasonable considerations arising from individual requests:

- a. All travel must relate directly to the curriculum or activities for which the group is organized.
- b. Day drips within the state of Utah are acceptable for all students. Out-of-state/overnight travel is subject to approval by the principal and Board of Trustees.
- c. Student travel requests are to be submitted to the principal for approval at least 60 calendar days prior to the proposed trip. Under no conditions shall teachers, student, or parents make arrangements for student travel until the request has been approved by the principal and Board of Trustees. To proceed otherwise will nullify the request.

- d. Overnight travel is limited to a maximum of three school calendar days per trip. The principal may recommend exceptions to the Board of Trustees
- e. In most cases, overnight travel within the state will be by contracted transportation or insured commercial carriers. The principal may recommend exceptions to the Board of Trustees. Without exception, travel outside of the state will be by insured commercial carriers.
- f. In an effort control costs and make travel safer and more convenient, travel outside of the State of Utah will be limited to the following states: Arizona, California, Colorado, Idaho, Nevada, New Mexico, Oregon, Washington and Wyoming. The principal may recommend exceptions to the Board of Trustees for review.
- g. Lodging for overnight trips must be provided in a commercial lodging facility. The principal may recommend exceptions to the Board of Trustees.
- h. There shall be at least one adult, either a chaperon or supervisor, for every 10 students with both male and female chaperons if there is a co-ed group. A school employee/teacher shall supervise all travel, and parents may be included as chaperons.
- i. The Board of Trustees may annually establish a fee schedule that specifies the maximum fees that can be require for travel costs. However, all fees are subject to waiver for eligible students.
- j. For travel that exceeds the maximum out-of-pocket expense, students shall be given sufficient opportunities to participate in various school sanctioned fundraiser to raise all or some portion of the costs. Alternatively, students may elect to pay their own additional travel costs. The school shall consider the following two basic premises when considering student travel:
  - (i) Principal shall work closely with PTSO, school community councils and the Board of Trustees regarding decisions on student travel options and should only approve travel that does not exceed the AMES Fee Schedule or preclude, for whatever reason, some student(s) from traveling with their peers and
  - (ii) Students shall be given sufficient fundraising opportunities to cover the entire cost of the trip, if desired.
- k. The parent or legal guardian of each student participant will submit a written release to the school prior to all travel events and fundraising activities indicating permission to participate and assuming liability for foreseeable risks. The release shall also indicate acknowledgement of the school's right to send a student home from an event or activity for disciplinary reasons at the parents or guardians' expense.
- l. If a student decides to withdraw from participation or to cancel travel plans, all funds generate during fundraising will remain in the team or organization's account. Fees paid out-of-pocket by students are refundable unless the fees have been spent on the student's behalf and cannot be recovered by the school, student must receive a

disclosure containing a provision clearly establishing deadlines for payment and an explanation that non-recoverable expenses will be refunded.

- m. All costs will be subject to the AMES' purchasing procedures.
- n. Parents shall be offered reasonable opportunities to provide input regarding travel events for their student(s) and fundraising activities before travel plans are finalized.

### 3. **Student Foreign Travel**

The Board of Education recognizes the educational value of foreign travel, however, foreign travel does not fit within the basic program of study for which AMES can assume cost or liability; therefore, the Board does not authorize foreign travel in connection with the school, or employees in their AMES' capacities. Credit can be arranged for students participating in pre-approved study programs.