

STUDENT TRAVEL POLICY

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ADMINISTRATOR APPROVAL OF TRAVEL

The Student Travel and Tours Policy shall be administered according to the following guidelines:

SCHOOL PRINCIPAL APPROVAL

Principals shall be responsible for coordinating development of student activity and travel plans according to the following criteria:

DISTANCE OF TRAVEL

Whenever possible, student activities shall be scheduled in close proximity to the local school and the need for long distance or overnight travel avoided.

OVERNIGHT TRAVEL GRADES K-6

Overnight travel shall not be included as part of grades K-6 educational programs. Learning experiences away from the local school shall be provided by field trips during the school day.

OVERNIGHT TRAVEL HIGH SCHOOL & ACTIVITIES ASSOCIATION

Overnight travel may be part of the educational program for high school students when the travel is for an activity sponsored by the Utah High School Activities Association, a state or nationally affiliated educational organization, or an approved school program.

OVERNIGHT TRAVEL HIGH SCHOOL SPONSOR

Overnight travel may be part of educational programs for high school students when the anticipated educational benefits warrant the required expenditures, comparable experiences are not available at the local school, and the travel costs will not burden families unduly.

ABIDING BY HIGH SCHOOL ACTIVITIES ASSOCIATION RULES

Schools shall abide by the regulations governing intrastate competitions outlined in Article VI of the Utah High School Activities Association bylaws.

SUPERVISION

Supervision for student travel must be provided at a reasonable ratio of responsible adults per students. Supervisors shall be primarily advisors and parents.

PAYMENT OF TRAVEL EXPENSES

All expenses associated with the trip must be paid by the participants themselves, covered by fund raising, or financed by vocational or other state or federal monies provided expressly for the activity. School student body funds may not be used. All funds must be received prior to travel or expenditure of funds for such travel.

TRANSPORTATION METHODS

Transportation shall be by commercial carrier or by School District Transportation services, for all overnight travel. Parents or legal guardians wishing to transport their **own** children, with the approval of the administration and/or the team coach/advisor, will not be under the jurisdiction of the School District. No **private** aircraft may be used for student travel. Ground transportation guidelines are as follows:

1. Only those commercial carriers licensed to operate in Utah shall be used.
 2. School District buses may be used in the following circumstances:
 - a. Plan the trip, avoiding missing school days if possible. School days missed should be pre-approved.
 - b. The request for service is submitted through Trip Direct in advance.
 - c. The request is approved by the Director of Transportation.
 - d. Commercially rented buses or other modes of ground transportation may be used upon arrival at destination.
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1. District bus transportation is the **preferred** method of transporting students.
 2. A parent/guardian may give their student permission to use other transportation as they deem necessary, rather than the transportation offered by the school. The parent/guardian must inform the principal, coach or advisor prior to the activity. If a parent/guardian allows their student to travel by other transportation, rather than the school's transportation, the district will be released of any liability for that student.

REQUESTS FOR TRAVEL

Requests for overnight travel shall be submitted to the principal or designee at least 5 days prior to the proposed trip. The request must be submitted through Trip Direct.

1. The name of the group requesting permission to travel.
2. The objectives of the trip.
3. The proposed destination, mode of travel, and number of students involved.
4. The estimated cost of the trip and mode of payment.
5. A list of advisors and adult supervisors.

NO PENALTIES

Students who, for any reason, do not participate in activity travel shall not be penalized. Non-participation shall not impact grades or the student's status in the class or organization.

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 should not be used for the purpose of advertising privately sponsored tour participants.
4. Tour agencies may rent building space in accordance with Policy.

POST-GRADUATE TRAVEL

The District shall not sponsor activity travel for post-graduate students.