

POLICY 5320

Student Travel – Overnight, Over 150 Miles, Out of State

A. All Student Travel

- ~~1. Reward trips to commercial sites, recreational sites or businesses are prohibited on school days unless the trip directly relates to the current curriculum being studied by the students involved in the trip.~~
2. Out of state trips will only be approved if an appropriate alternative is not available within the State.
- ~~3. Overnight trips should be avoided.~~
4. All student travel must be approved in advance by the principal. Requests must be made using the District approved form and address each of the following:
 - a. Educational value of the trip and program - Each request for student travel must include the educational goals and objectives of the trip. Athletics teams should be competing at a higher level. (High school activities under the jurisdiction of the Utah High School Activities Association and within the permitted mileage radius or as part of the state play-offs do not require completion of this section.)
 - b. Distance – Priority will be given to shorter trips. Trips involving extensive travel should be replaced with local trips where possible.
 - c. Cost - Priority will be given to less expensive trips.
 - d. Class time missed - Priority will be given to trips that do not take students away from class time.
 - e. Quality of planning, chaperoning, etc.
 - f. Plans for make-up of class work - Make-up should be done in advance whenever possible.
5. Parental permission is required for all students participating in off-campus activities.
 - a. Parents may elect to opt their students out of off campus activities based on information provided by the teacher.

6. All ground transportation within the State must be in District owned buses or vehicles.
 7. Students riding in District vehicles to any activity will be required to return by the same means. Exceptions may be made where the parent requests deviation from the policy. Such requests must be in writing and presented in person prior to the departure time.
 8. Each bus must have at least one responsible adult supervisor, in addition to the bus driver, traveling on the bus at all times.
- B. Secondary Grades – 10-12 (This includes 9th graders for activities in which they are officially a part of a high school team or organization). The Board of Education, Superintendent, and/or building principal may take action to place additional restrictions on travel including, but not limited to, the number of trips that can be taken during the year, placing a moratorium on certain types of travel, and placing a limit on the amount that can be spent for a trip.
1. Travel Outside of the State of Utah (Excludes SE Idaho and Western Wyoming)
 - a. Each trip must be approved in advance by the principal and the Superintendent.
 - b. The trip may not take students away from school more than ~~2.5~~ 3 days.
 - c. Travel outside of the United States is prohibited.
 - d. Each high school is limited to a **maximum of four trips** during any given fiscal year *with the following exceptions and under the stated restrictions:*
 - 1) Waiver exceptions include: Situations where the success of a specific program exceeds the level of competition readily available within the state or the opportunity provided is highly selective and considered a very unique educational experience.
 - 2) Waiver restrictions include: An organization being granted a waiver will not be eligible for a trip outside of the State of Utah (excluding SE Idaho and Western Wyoming) for at least two years, and each high school will be limited to no more than one waiver per year.

- 3) Waivers will be issued by the administration when both the high school principal and the Superintendent are in agreement that the request meets the stated criteria.
 - 4) In exchange for a school not using their waiver in any given year, a school may apply for a thirteenth trip within the State of Utah that exceeds the 150-mile radius under the following conditions:
 - a) The opportunity is a learning experience, athletic competition, or activity that is unique to the team, program, department, and/or the school.
 - b) The team, program, activity, or department has not used a trip that exceeds the 150-mile radius within the State or one of the school's trips beyond 150 miles and outside of the State of Utah during the current or the previous school year.
 - e. Organizations are not permitted to take a trip in consecutive years.
 - f. A minimum of 80% of the parents from the organizations sponsoring the trip must agree to have their student(s) participate in the activity. The balloting process is under the jurisdiction of the building principal and must be conducted by the principal or a neutral party authorized by the principal.
 - g. Families and/or students who decide not to participate in the trip for any reason are free from discrimination including but not limited to academic grades and future participation in the organization.
 - h. All travel cost associated with the trip, both student and staff, are the responsibility of the organization and those who are participating.
 - i. Organizations making a trip outside of the State of Utah and beyond 150 miles one-way are not eligible for other trips that exceed 150 miles one-way during the same school year.
 - j. CTE trips (Career and Technical Education) are exempt from the preceding provisions of this section b, d, e, f, and i when the trips are funded by the organization itself or through the District's CTE funds.
2. Travel within the State of Utah and Beyond 150 Miles One-way

- a. Required trips associated with UHSAA regions, regional playoffs, and state tournaments are exempt from gaining administrative approval and will be supported financially by the respective high school and the district. (Including cheerleaders)
- b. All other trips must be approved in advance by the principal and the Superintendent.
- ~~c. Overnight travel should be avoided whenever possible.~~
- d. All travel will be by District owned buses and vehicles.
- e. With the exception of UHSAA activities outlined in section a, the travel cost for all trips within the State of Utah that are more than 150 miles one-way is the responsibility of the organization sponsoring the trip.
- f. With the exception of UHSAA activities outlined in section a, **each school is limited to twelve trips within the State of Utah that exceed 150 miles one-way**. Busses carrying student spectators to state playoff/tournament contests are exempt from the twelve-trip maximum.
- g. Each trip must be justified by at least one of the following criteria:
 - 1) The trip will save instructional time by avoiding multiple trips during the same school year.
 - 2) The trip will reduce the total mileage (money) required to travel during the same school year.
 - 3) The trip provides a unique learning experience that cannot be replicated in an area within a 150-mile radius of the respective schools.
 - 4) The trip provides an athletic team with a superior level of competition that can't be replicated in an area within a 150-mile radius of the respective schools.
 - 5) The trip provides an athletic team with an opportunity to extend their competitive season as a result weather conditions.

- h. **Organizations are not permitted to take more than one trip that exceeds 150 miles one-way during any given school year (inside or outside the State of Utah).** Due to the nature of the CTE program, this provision may be waived for organizations within that program with the approval of the building principal and Superintendent.
- C. ~~For all field trips within the 150-mile radius, see Policy 5321 Education Field Trips. Intermediate/Middle Grades (6-9)~~
- ~~1. All student travel must be within a 150-mile radius of the school.~~
 - ~~2. Caution should be used seeking student donations and/or limiting participation based on a student's ability to pay.~~
- D. ~~Elementary Grades (K-5)~~
- ~~1. In any school year, schools may not exceed the number of field trips equal to three (3) times the number of grade levels in the school.~~
 - ~~2. All student travel must be within a 150-mile radius of the school. (Park Valley and Grouse Creek may calculate the radius from Snowville.)~~
 - ~~3. Field trips including elementary age students may not be scheduled to leave before the first bell or return after the last bell.~~
 - ~~4. Elementary students must be accompanied on all trips by their regular classroom teacher.~~
 - ~~5. Fees may not be charged for student travel, (i.e., field trips). Organizations and individuals may donate funds for field trips.~~

UHSAA 150 MILE Contest Approval Form

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

School _____ **Sport** _____ female ☐ male ☐

Date of contest	Number miles (one way)	Destination	Level of play (var., j.v., soph. fresh.)



Signature of Superintendent



Date

Please duplicate this form for use in each sport

**Box Elder School District
Out of State or Overnight Travel Request**

School _____
Organization/Team/Club/Etc. _____
Purpose of Trip (Educational Value) _____

Destination _____ Miles to be traveled (one way) _____
Number of Students Traveling _____ Freshmen _____
Sophomore _____
Junior _____ Senior _____

Number of Adults (Chaperones) Traveling _____
Departure Date _____ Time _____
Return Date _____ Time _____
Means of Travel ____ Bus ____ Van ____ Other (please
list) _____

Anticipated Actual Cost of the Trip per Individual Student _____
Anticipated Direct Cost to Each Student _____

**THIS SECTION MUST BE COMPLETED AND SUBMITTED TO THE SUPERINTENDENT
PRIOR TO ADVERTISING FOR THE TRIP OR CONDUCTING THE REQUIRED PARENT
SURVEY.**

List all methods of transportation that will be used and when they are being used

**A copy of the parent survey must be submitted for approval prior to sending the
survey to parents.**

How will the survey be distributed? _____

How will surveys be collected? _____

Who will tabulate survey results? _____

Does the trip involve some type of performance or competition? _____

Did the students have to qualify for this performance/competition? _____

How? _____

Signatures:

Organization/Team Leader/Coach _____ Date _____

Principal _____ Date _____

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans
_____ Date _____

**Box Elder School District
Travel Request Parent Ballot**

Box Elder School Board Policy 5320 Student Travel requires that a minimum of 80% of the parents from the organizations sponsoring a trip must agree to have their student(s) participate in the activity for travel outside of the State of Utah (excludes SE Idaho and Western Wyoming).

Organization: _____
Destination: _____
Departure date: _____
Return date: _____
Class time missed: _____
Estimated cost per student: _____

- ☐ I am in favor of this trip
☐ I am NOT in favor of this trip