

## **Morgan School District Extended Travel Policy (Updated November 14, 2023)**

### **Administrator Approval of Travel**

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

1. Whenever possible, student activities shall be scheduled in close proximity to the local school and the need for long distance or overnight travel avoided.
2. In-state overnight trips require the approval of the Superintendent.
3. Out-of-state overnight trips require the approval of the Board of Education.
4. Overnight trips and out-of-state trips are for students in grades 9-12 only.
5. No travel shall cause a student to miss more than three (3) days of school.

### **High School Activities Association Travel**

Activities which are sponsored by the Morgan School District and the Utah High School Activities Association (UHSAA) follow the guidelines of the UHSAA. Overnight travel may be part of the educational program for high school students when the travel is for an activity sponsored by the UHSAA. Overnight UHSAA trips require approval of the Superintendent.

### **Out-of-State Overnight Travel**

Each school group or team shall have the opportunity to apply for Board approval of out-of-state overnight travel every other year.

- An exception may be granted for up to eight (8) elected student leaders in each career and student technical organization (CTSO) organization if in the principal's judgment it is deemed essential to the successful completion of their program.
- An exception may be granted to an individual CTSO student or group of students if winning at the local, state, or national level provides an invitation to compete at the next level of competition sponsored by the same organization or entity.

### **In-State Overnight Travel**

In-state overnight travel may be part of the educational program 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. All in-state overnight travel requires the approval of the Superintendent.

### **Out-of-State Same-Day Travel**

All travel out-of-state requires the approval of the Superintendent.

## **Supervision**

Supervision for student travel must be provided at a ratio of at least one (1) adult per fifteen (15) students. However, there must always be at least two (2) chaperones regardless of the total number of students traveling. Supervisors shall be primarily school advisors and other school personnel, but may also include parents, as approved by the school. If parent or grandparent volunteers (non-employees) will have significant unsupervised access to students as advisors or supervisors, those individuals must have criminal background check clearance consistent with Utah Code 53G-11-410(2).

## **Student Conduct**

Students are subject to all school, district, and state student conduct and discipline standards during travel experiences, including when traveling on school buses or commercial carriers.

Students will always obey directives from school advisors during travel, irrespective of the attendance of parent supervisors or chaperones.

Students and parents must acknowledge that students who disobey school rules or supervisor directives may be sent home immediately at their parents' expense.

## **Approval by Application**

All out-of-state and/or overnight travel requests must be submitted by the school principal to the Superintendent at least 45 days prior to the proposed trip. The Board will consider travel requests only three (3) times per year at scheduled Board meetings in August, December, and March. Applications are available in the school and district offices and on the district website [www.morgansd.org](http://www.morgansd.org). Incomplete applications or applications that do not meet the requirements of this policy will not be considered.

## **Payment of Travel Expenses**

All expenses associated with the trip must be paid by the participants themselves, covered by fund raising, or financed by Career and Technical Education (CTE) or other state or federal funds. All funds must be received prior to travel or expenditure of funds for such travel. Cost per student shall not exceed one thousand dollars (\$1,000) per travel experience.

## **Fee Waivers for School-Sponsored Student Travel**

All travel-related fees must be waived, consistent with Utah Code 53G-7-5-1 through 505 and R277-407, for students who have been determined to be eligible for fee waivers consistent with 53G-7-504.

## **Transportation Requests**

All district travel requires the submission of the appropriate MSD Vehicle/Bus Request Form. Requests for vehicles should be received no later than 2 weeks in advance for busses and district cars. A request submitted in advance of the two weeks is appreciated.

## **Transportation Methods**

Ground transportation guidelines are as follows:

1. Licensed, insured commercial carriers shall be used for all out-of-state travel.
2. District vehicles or licensed, insured commercial carriers shall be used for all in-state travel. No private vehicles may be used in overnight travel or school sponsored student excursions. 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. All students who travel with their own parents must follow all school rules and directives from trip advisors.

## **Parent Meeting**

A meeting shall be held at the school for parents of potential student participants. The principal or principal's designee shall review the proposed travel itinerary, anticipated student costs, and fundraising options. Parents shall be given the opportunity through a confidential vote to express their approval or disapproval of the proposed travel plan.

- If the confidential vote, fails to gain eighty (80) percent of the voting parents'/guardians' approval, an application for the trip shall not be submitted to the Superintendent.
- If eighty (80) percent of the voting parents do approve of the plan and give written permission for their children to participate, the organization may proceed with the application.
- Prior to a student travel experience, parents and students must sign an acknowledgement that they understand and accept the travel participation requirements, that they will be responsible for associated fees, and that they understand and accept transportation arrangements (see Exhibit A).

## **No Student Penalties**

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

**Privately Sponsored 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 expressly that the activity is not sponsored by the school or school district.
2. Employees affiliated with private tour agencies or opportunities are prohibited from using students as a captive audience for soliciting tour participation. Travel opportunities or information shall not be discussed by school employees during contract time.
3. School facilities, supplies, time, and equipment may not be used for the purpose of advertising or promoting privately sponsored tour participation.
4. Tour agencies may rent building space in accordance with district Policy.

**Morgan School District**  
**Parent and Student Travel Acknowledgement**

***Student Conduct***

*Students are subject to all district, school and state student conduct and discipline standards during travel experiences, including when traveling on school buses or commercial carriers.*

*Students will always obey directives from school advisors during travel, irrespective of the attendance of parent supervisors or chaperones.*

**We the undersigned parent and student acknowledge that we understand and accept the travel participation requirements and that we will be responsible for associated fees, and we understand and accept transportation arrangements.**

**We also acknowledge that students who disobey school rules or supervisor directives may be sent home immediately at their parents' expense.**

_____ Parent Printed Name	_____ Signature	_____ Date
_____ Student Printed Name	_____ Signature	_____ Date