

Morgan County School District

Board Policy with Guidelines - 2008

Subject: Field Trips, Activity Trips, Overnight, and Extended Trips

Effective Date: December 10, 2008

The original Student Travel and Student Out-of-State Travel was approved on March 10, 1998 and revised September 13, 2000, February 11, 2003, March 10, 2004, January 11, 2005, and December 9, 2008.

The Morgan County School District believes that learning experiences outside of the traditional classroom setting are essential to the growth and development of each individual student. For this reason, the district supports and encourages activities that provide an opportunity for students to expand their educational experience.

The district also realizes that it is important to minimize the amount of instructional time that is lost due to any activity. The board, administration, and staff of the school district are responsible for balancing expanded experiences with the preservation of instructional time. For this purpose, the following policy is adopted.

Field Trips

Field trips are used to reinforce and expand the skills, knowledge, and experience taught in the regular classroom. They are to be planned and organized in a way that supports and extends the instructional goals and objectives. They are to be age and grade appropriate. Unless they involve an overnight activity or a destination that exceeds 200 miles round trip, the type and frequency of the field trip taken is the responsibility of the classroom teacher and building administrator. Field trips that exceed 200 miles round trip require prior approval from the superintendent. Field trips that require an overnight stay fall under the regulations controlling that type of activity.

Activity Trips

Activity trips are associated with competitions and are usually connected with activities sponsored by the Utah High School Activities Association and those associated with the state vocational leadership organizations. In athletics, once a schedule has been developed and approved, the school district has a contractual obligation to participate in the events appearing on the schedule.

Those responsible for scheduling should do so in a way that limits the time spent out of the classroom by participants as well as the financial support necessary from parents, school activity accounts, and the district. Scheduling is the responsibility of the program sponsor, the school's activity director, and the building administrators.

Activity trips associated with regularly scheduled region contests, multi region playoffs, state tournaments, state-sponsored contests or adjudications, and state vocational conventions need no approval beyond the

building level administration unless they involve an overnight stay. In those cases involving overnight stays, prior approval of both the building principal and the superintendent is required.

Activity trips that require a round trip of more than 350 miles and are not associated with region contests, multi region playoffs, state vocational leadership activities, and state tournaments are restricted by the provisions of this policy dealing with extended trips unless the specific destination is "excluded" from the 350-mile radius provision. At this time, destinations that are excluded include: North Sevier, Uintah High School, Millard, Emery, Richfield, and Delta.

Overnight Trips

Overnight trips not associated with state tournaments or the building principal and superintendent prior to being scheduled must approve multi-region playoffs under the direction of the Utah High School Activities Association.

Overnight trips not associated with competition must be focused around additional learning opportunities afforded the students involved. The cost of said trips to either the individual student or the school's activities account must be reasonable as determined by the building administrator. District funds will not be used for such expenses as student housing or student meals.

Trips that require students to spend more than one night away from home are classified as extended trips.

Extended Trips

Extended trips are those that require students to spend more than one night away from home and/or extend beyond the 350-mile round trip radius and are not part of a regional contest, a multi region or a state tournament sponsored by the Utah High School Activities Association or a state vocational activity. Extended trips must conform to the following:

- A. The purpose of the trip either must be educational or to permit students an opportunity for additional performances. When the primary purpose of a trip is to perform, those approving the trip may require that the itinerary include elements that would enhance the education of students.
- B. An extended trip must gain tentative approval from the building administrator and the superintendent prior to organizational meetings with parents and students.
- C. An extended trip must be approved by the Board before the initiation of fund-raisers or the release of plans to the general public. Board action on a proposed trip requires:
 1. A written itinerary including anticipated educational and/or performing activities, time schedules, and travel plans to include the financial cost of the trip to each individual as well as the time out of class. This will be compared to the anticipated value of the trip in relationship to the educational and/or performance benefits.

2. An anticipated maximum cost per participant including travel, meals, housing, and registration or admission fees that are being offered.
3. A description of how money will be raised. All school sponsored fund raising activities to support an extended trip must be reasonable in scope and nature as well as in conformity with the school/district's current guidelines.
4. Identification of the minimum number of adults who will be serving as chaperones including the names of any staff members who will be involved.
5. A statement describing why the objectives and goals of the activity couldn't be met within a 350-mile round trip radius of Morgan County.
6. An endorsement of the activity and the trip plans by the building administrator and the superintendent.

- D. The board will only hear requests for extended travel in April (for following year), September, and November. Requests must have preliminary approval by the building principal and the superintendent and be received in the district office before 4:00 p.m. on Thursday of the week before the board meeting *where the request will be heard*. The board may approve, reject, or tentatively approve a request. There should be no presumption of an automatic approval. *All requests must be submitted in a timely manner that will provide the coach/advisor with an opportunity to make alternative plans if the request is rejected.*

Key considerations include: time out of school, quality and relevancy of the educational/competitive experience being requested, and efforts made to make the trip as financially efficient as possible.

- E. The district will not provide financial support to students for extended trips with the exception, when approved, of transportation in a district owned vehicle.
- F. The building administrator has both the authority and the responsibility to deny a request for an extended trip due to either educational or financial reasons.
- G. Approval will be given to groups who qualify for national competition after successfully competing against other schools at the state level when it can be demonstrated that the national competition is not "open" to the majority of schools who desire to participate. Specific situations include:
- Vocational Organizations/Clubs: Individuals must qualify through a state competition.
- Academic Teams/Clubs: Individuals must qualify through a state competition.
- H. The use of district vehicles to transport students on extended trips is not guaranteed.

Requests may be denied based on issues associated with cost, staffing, mileage on buses, etc.

- I. The school district will not approve extended trips that are part of a “class activity” such as a senior class trip that qualifies as an extended trip.
- J. Students will not be required to participate in extended trips. A student’s grade will not be affected in the sponsoring class or group by a willingness or failure to participate in an extended trip.
- K. School sponsored extended trips are limited to those students who are enrolled in high school including incoming freshman during the summer between their eighth grade and ninth grade years.
- L. Private companies and/or individuals soliciting student participation in a trip not sponsored or approved by the school district are prohibited from using instructional time or school district materials and supplies to promote the activity. Staff members involved in the organization of this type of activity will not use the time assigned to supervise, teach, counsel, administer students for the organization, development, promotion, or administration of said activity. The Morgan County School District does not sponsor nor does it support foreign travel of students.
- M. All fund raising activities must be collected and disbursed through the school’s office.
- N. Groups are eligible to apply for an extended trip as long as they were not involved in an extended trip the previous school year. The following are exceptions to this rule:
 - 1. Those activities listed in Extended Trips heading.
 - 2. Multi-school activities that are both cost and time efficient.
 - 3. Situations where the success of a specific program exceeds the level of competition readily available within the 350-mile radius.

Summer Activities

There are a number of summer programs and activities that are related to the district’s extra-curricular programs. These include team camps and other related activities. Participation in these activities is voluntary and will have no negative consequences on a student’s status with the team or the group.

All such activities where students have a direct or implied association with the high school and/or are supervised by members of the staff as an out-growth of the staff member’s official positions in the district are subject to the district’s “Field Trips, Activity Trips, Overnight and Extended Trips” policy. This includes, but is not limited to the provision that all extended trips require Board approval. The one exception to the extended trip section of this policy for summer activities is in the “every-other-year” restrictions. Programs are eligible to participate in summer activities each year.

Those individuals responsible for the activity are highly encouraged to limit travel as well as the total cost to the student and their family.

Participants in summer activities are encouraged to use district transportation. The building principal and the superintendent must approve any means of transportation other than that provided by the district before the trip will be approved.

All such trips during summer months are to be fully funded by sources outside of the district and/or student activity fees. Failure to conform to the provision of this subsection will result in the group's inability to attend the summer activity. Any incidence where an employee disregards this policy will be handled as a personnel issue.

Parent Authorization

Parents or guardians must provide authorization for all travel covered by this policy with the exception of those activities covered by the U.H.S.A.A.

Authorization releases must include pertinent health/medical concerns, health/accident insurance information, and emergency phone numbers where the parent can be reached during the activity.

Supervision

All student travel must include adequate adult supervision. The district will be responsible for the following expenses incurred by a limited number of staff members as identified before the activity occurs:

1. Transportation to and from all activities that are associated with the primary objectives of the trip.
2. Reasonable cost for lodging.
3. A per-diem amount for meals based on current district rules and regulations.
4. Entrance fees to activities when required to supervise students for the primary objective of the trip.

All other expenses and/or those expenses that are associated with activities that are beyond the primary objective of the trip are the responsibility of the advisors.

Rules and Regulations for Student Conduct Under This Policy

It is the responsibility of the building administrator to develop, implement, communicate, and enforce rules and regulations dealing with student conduct while under the school's jurisdiction during activities covered

by this policy.

Authority for Final Decision

The final authority to make decisions regarding Field Trips and Activity Trips rests with the building principal when they are operating within the guidelines of this policy.

The final authority to make decisions regarding Overnight Trips that are not considered under the provisions of this policy as being "extended" rests with the superintendent and building principal, working in cooperation, when operating within the guidelines of this policy. With regards to Extended Trips, the building principal and superintendent have the authority and responsibility to either reject the trip or recommend approval of the trip to the board. The Board of Education has the final authority to take action on an Extended Trip after it has been recommended by the administration or following an appeal. Appeals regarding Extended Trips may be made to the Board of Education. Arrangements for an appeal should be made through the superintendent.

Responsibility to Communicate

It is the responsibility of the building principal and/or his/her designee to communicate this policy to all coaches as well as any other employee involved with field trips, activity trips, overnight or extended trips.