

## KEARNS HIGH SCHOOL

Memo No. 26

August, 2011

SUBJECT: STUDENT TRAVEL POLICY (In/Out of State, Permission to Use Private Vehicle, Chaperons, etc.)

The Board is concerned that students devote as much time as possible to the pursuit of their educational program at their assigned school. The Board also recognizes that enrichment activities are an integral part of the school program and cannot always be conducted on the school campus. Therefore, student travel may be a valid part of the educational experience. The Board authorizes the administration to approve travel for students within the following guidelines.

1. All travel must relate directly to the curriculum or activity for which the group is organized.
2. All activities that require students to leave school should have prior approval of an administrator from Hunter High School.
3. Off-campus activities can be defined as leaving school:
  - a. during the school day
  - b. during the afternoon or evening of a school day
  - c. on the weekend (not overnight)
  - d. overnight and/or out of state  
(These activities require additional approval from the district)
  - e. any combination of the above
4. It is required by the administration at Kearns High School that all groups or organizations that have knowledge, expectation, need, or desire of travel or off-campus activities during the school year have a general information meeting for all parents of participants. Parents should be aware of the needs, costs, and expectations of off-campus activities. Many of the required forms can be completed and placed on file at this time.
5. It is also recommended by the administration and PTSA that at the beginning of the year, a written agreement or contract of requirements and expectations of membership for school groups, including extra-curricular activities, travel, and money for participation, be signed by both the parents and the student.
6. Travel within the state of Utah is acceptable for all students. Travel outside of the state of Utah is subject to approval by the principal and area administrator. No approval will be given for travel outside the North American continent, with the exception of Hawaii.
7. Travel away from school should be limited to a maximum of two school calendar days per trip. Exceptions to this policy may be made by the principal.
8. In most cases, overnight travel will be by district transportation or insured commercial carrier. Exceptions will be recommended by the principal and approved by area administrator.

There shall be at least one adult, either a chaperon or a supervisor, for every 10 students, with both male and female chaperons if there is a co-ed group. A teacher will be supervisor, but parents may be included as chaperons.

9. Chaperons and Supervision:

- a. Refer to Policies, Rules, & Regulations of the Board of Education - Page 923 dated 5/01/90 -
  - b. Chaperons should be selected first from among the faculty and then second from among the parents of the participants involved. Chaperons will be required to adhere to the same Agreement of Conduct and Behavior that applies to student group. (if student group is co-ed, chaperons must be also)
10. Final approval will be contingent upon the student travel group assuming total costs for participants who qualify under the district waiver policy.
11. All off-campus activities must include the following completed form - Off Campus Approval (**Form 1**) - which combines parent permission release liability and proof of insurance as well as teacher recommendation and excuse from class.
12. All costs should be subject to the district's purchasing procedures.
13. Costs for travel, excluding field trips grades K - 8, shall be paid by the individual student. Fund raising may be used to defer cost in accordance with district guidelines.

Other requirements of Kearns High School administration include:

DURING THE SCHOOL DAY:

1. Teacher approval for each class to be missed must be completed and turned in to the sponsoring teacher before the activity occurs: - **Form 1** - Sponsoring teacher must submit a completed excuse list to attendance office prior to the activity. (See Memo #27)
2. Transportation: (attached District Administrative Memo #58 for your information)  
If non-students are driving (**Form 3**) and/or being driven by other students or parents (**Form 2**) (**Form 4**)

DURING THE AFTERNOON AND EVENING OR ON A WEEKEND -not overnight

3. When a longer time is being considered, it is expected that a teacher and/or advisor will have a travel Tour Conduct & Behavior agreement and a Drug & Alcohol Policy with participants on file. (This could be signed at the beginning of the year and kept on file.) This may be adapted to meet specific needs. Forms 5, 6

OVERNIGHT AND/OR OUT OF STATE ACTIVITY

4. District policy requires "Application for Overnight Student Travel" to be processed prior to any travel arrangements. **Form 7**

5. A parents' information meeting for specific event or travel should be held prior to the activity. Information should include:
  - Itinerary
  - Cost and payment due dates
  - List of forms required
  - Names of Chaperons
  - Outline of time schedule of travel

#### WRITTEN TOUR BEHAVIOR POLICY

6. If students will be missing any days of school: Out of Class/Off Campus Activity Approval - **Form 1** must be completed
7. **REQUIRED PRIOR TO LEAVING:** Tour Conduct & Behavior Agreement with Drug & Alcohol outline signed by parents and participants. **Forms 5,6**
8. Itinerary and phone numbers of accommodation or release
9. Travel must conform to District policy as to time, number of chaperons, transportation. See Page 923 of the Policies, Rules & Regulations of the Board of Education (dated 5/01/90)  
"One chaperon or supervisor per 10 students, with both male and female chaperons if coed."

See **Form 8** (Granite District Memorandum 58 on use of Private Cars to Transfer Students to Approved Student Activities)