

# I-19: Administrative Procedures Overnight and Extended Trips or Activities



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## REFERENCES

- [Board Policy I-19](#)
  - [Board Policy G-8: Transporting Students](#)
  - [Board Policy S-10: Student Fees and Fee Waivers](#)
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## DEFINITIONS

**Parent:** For purposes of these administrative procedures and the corresponding board policy, “parent” means:

- A. a biological or adoptive parent;
- B. a legal guardian or other individual legally authorized to make educational decisions for the child;
- C. an individual, with whom the child lives, who is acting as a parent in the absence of a natural parent or a guardian;
- D. a foster parent if the authority of the biological or adoptive parents to make educational decisions on the child’s behalf has been terminated or specifically limited by a court order;
- E. in the absence of any individual qualified under parts A-D, a surrogate parent appointed pursuant to the Individuals with Disabilities Education Act; and/or
- F. a stepparent if the stepparent is present on a day-to-day basis with the natural parent and child, and the other parent is absent from the home. A stepparent who is not present on a day-to-day basis in the home of the child does not have rights under Family Educational Rights and Privacy Act (FERPA) with respect to the child’s education records. Stepparents without guardianship of a child do not have the authority to enroll or register a child in school.

“Parent” does not include the state or any political subdivision of government.

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## PROCEDURES FOR IMPLEMENTATION

### I. Overnight and Extended Trips and Activities

- A. Overnight and extended trip requests must have a specific educational purpose and may only be conducted if comparable experiences are not available in the local area.
- B. Overnight and extended trips are not recommended for elementary students but may be requested and approved in unique or unusual circumstances, such as invitations to perform, participation in special camps or projects with other educational institutions, or to receive awards.
- C. Trips may be conducted if they do not result in the absence of any student for more than:
  - 1. three consecutive school days, per trip, for high school students;
  - 2. three consecutive school days, per trip, for middle school students; or
  - 3. two consecutive school days, per trip, for fifth or sixth grade elementary students.Absences necessary for participation in Utah High School Activities Association (UHSAA) will not be counted in the three-day total. If unusual circumstances require more than the allowed days, prior approval of the board must be obtained using Form I-19E: Special Trip Request.
- D. All trips are optional educational opportunities, and non-participation shall not affect students’ grades or educational standing. If the trip occurs during school hours, an appropriate educational experience must be provided for any non-participating students. Similarly, participating students will be held harmless for unanticipated delays that result in an additional absence from school, i.e. no penalties, loss of grade, or disciplinary action will be taken. In such cases, participating students will be allowed to make-up missed work or exams.
- E. Trips may be conducted when financial costs are assumed by the participating group, students and/or parents. Expenditures should not place an undue burden on families to provide travel funds, and travel costs are subject to fee waivers. See, S-10: Administrative Procedures, Student Fees and Fee Waivers.
- F. Trip requests are required for single student competition winners as well as groups of students.
- G. The UHSAA requires that notice of any practice game scheduled for travel over 150 miles, one way, be forwarded to the UHSAA office. In such instances, Form I-19H: UHSAA Approval, must be signed by the board president and then forwarded to the UHSAA office.

### II. Overnight Activities

- A. Overnight travel may be allowed if the destination is within a 50-mile radius of the applicable school building in certain circumstances.

1. Faculty sponsors seeking permission for overnight travel within the applicable 50-mile radius must obtain written approval from their principal to submit their request to the Executive Director of School Leadership and Performance ("ED of SLAP"). The request must include information on the following:
    - a. the expected weather and/or time of year;
    - b. road conditions;
    - c. time of day of expected travel (departing and returning);
    - d. number of consecutive days of travel (e.g., length of competition or activity);
    - e. enhanced opportunities provided to students by overnight stay;
    - f. additional costs imposed on students if overnight stay is approved; and
    - g. any other information the sponsor deems relevant.
  2. The ED of SLAP will make an initial determination as to whether the request for overnight travel should be approved or denied taking into account the factors listed above. The ED of SLAP may request additional information or clarification from the sponsor if necessary. The recommendation of the ED of SLAP, including the initial request and accompanying materials, will be forwarded to the superintendent for a final determination.
  3. The superintendent will make a final determination to grant or deny the overnight travel request and will provide written notification of the decision to the faculty sponsor and ED of SLAP.
- B. No overnight travel is allowed to take place without prior board approval.
- C. Activities that do not involve travel of more than 100 miles from Salt Lake City must comply with all requirements of G-8: Administrative Procedures, Transporting Students, including obtaining signed permission forms.

### III. Supervision Requirements

- A. Supervision must be provided at all times at a ratio of 1 adult to 15 students for secondary overnight trips and activities, and at a ratio of one adult to eight students at the elementary level. At least one adult chaperone must be of the same gender as the students participating.
1. If the school or faculty sponsor/advisor needs parents to chaperone an overnight trip due to an inability to provide/recruit a sufficient number of school/district employees as chaperones, the school/group will be responsible for paying the travel expenses of the parent chaperone.
    - a. In no event will students be required to pay or fundraise for the money to pay for a chaperone's travel expenses.
  2. If a parent volunteers to chaperone an overnight trip regardless of the school/group's ability to provide a sufficient number of employee chaperones, the parent will be responsible for paying the parent's own travel expenses.
- B. A head coach or faculty sponsor/advisor must travel on the same bus/plane as the students.
- C. An administrator must accompany all student groups/teams on out-of-state trips.
1. If an administrator is unavailable to accompany the student group/team, the administrator may designate another school employee to serve in their place.
    - a. At a minimum, the designee must be a licensed educator with experience supervising student groups outside of school time.
    - b. The designee must be listed on the applicable I-19 forms as the administrator's designee, including Form I-19D.
    - c. No last-minute designations will be allowed without the written permission of the superintendent.
- D. Faculty sponsors will provide each chaperone an orientation to learn what is expected and become familiar with Board Policy I-19: Overnight and Extended Trips or Activities and these administrative procedures.
- E. All chaperones must:
1. complete a background check and Form I-19F; and
  2. be at least 25 years of age.
- F. It is also preferred that chaperones have a cell phone, know CPR, and have a valid driver's license or a driving privilege card.

### IV. Board and Local Approval Process for Overnight and Extended Trips and Activities

- A. All trips outside of Utah require board approval.
- B. No student travel is permitted outside of the contiguous 48 United States.
- C. All overnight trips or activities within Utah must also be reviewed and approved at the school level.
- D. When determining the total trip cost per student, the applicable forms must reflect the actual cost of student participation not the amount the student will pay to participate after any fundraising activities have taken place.
- E. The review and approval process for these trips should begin in the spring of the school year preceding the anticipated travel dates. The process is as follows:
1. The principal and/or appropriate supervisor will review each travel request for compliance with board policy and these procedures by:

- a. reviewing for cost, distance, and time out of school;
  - b. considering comparable educational experiences available within Utah or close to Utah; and
  - c. discussing and resolving any concerns with the appropriate staff at the school and/or with school leadership and performance.
2. The school community council (SCC) will review and discuss the completed Form I-19D: School Program Request, at least two times prior to making its decision. The principal or the SCC may deny a trip or overnight activity request that is not consistent with board policy, these procedures, or the school's Excellence and Equity Plan (EEP) (also known as the School Improvement Plan (SIP)), or that is determined to be unnecessary or too expensive.
  3. Form I-19D must include a list of the estimated total cost to the student, including travel, meals, lodging, etc.
  4. The principal must forward the completed Form I-19D to the executive director for school leadership and performance (EDSLP) for preliminary approval.
    - a. All trips for the upcoming school year should be submitted to the EDSLAP by mid-February.
    - b. Trips for the current school year, which were not approved in the Spring of the prior year, should be submitted to the EDSLAP by the first week in October.
  5. If the EDSLAP approves the request, s/he will forward the request to the superintendent's office for placement on the board's agenda.
  6. EDSLAP may also question and require further justification and documentation for any trip or overnight activity request that is not consistent with board policy, these procedures, or the applicable EEP/SIP, or that s/he determines to be unnecessary or too expensive.
  7. All trips and activities requiring board approval must have the completed and signed Form I-19D submitted to EDSLAP by:
    - a. the second Wednesday in March in order to be approved by the board for travel in the upcoming school year.
    - b. the third Wednesday in October in order to be approved by the board for travel during the current school year.
  8. For trips that fail to meet either of these deadlines but still require board approval, the special trip request process outlined in Section VI must be followed.
- F. Any request that is beyond the scope of these administrative procedures but is fully supported by the trip sponsor, principal, and SCC, may be submitted to the superintendent and board to be considered for a possible exception.

**V. Procedures Following Board and/or Local Approval**

- A. After board approval of the applicable Form I-19D, faculty sponsors will hold a meeting with the parents of the involved students before any fundraising or commitments are made. Educational objectives, estimated financial requirements for the group, fundraising plans, and costs for chaperones must be discussed.
- B. Faculty sponsors will then develop a complete plan, including costs, for the trip or overnight activity. They will send a detailed itinerary and breakdown of costs to parents, mailed to the home address of the involved students.
  1. Faculty sponsors will obtain approval for trips or overnight activities from the school improvement council (SIC) and 80% of the parents of participating students.
  2. Any changes to the itinerary, either before the trip or activity begins or while it is in progress, must be communicated to the parents.
  3. Faculty sponsors will develop a back-up plan for possible delays, transportation difficulties, or other emergencies, including a way to communicate such information to parents.
  4. Faculty sponsors will provide trip information in their open disclosure documents, including modes of transportation and drivers.
  5. Faculty sponsors will obtain a signed Form I-19A: Parent Approval from each parent of a participating student.
  6. Faculty will obtain a signed Form I-19G: Student Code of Conduct from each participating student, which mandates his or her adherence to the Student Code of Conduct during the trip or activity.

**VI. Request for Overnight/Extended Travel Not Included on a Prior Form I-19D**

- A. If a trip or overnight activity is proposed that was not on a prior Form I-19D, the request must go through the same review and approval process as other trips or overnight activities, see Sections IV and V above.
- B. In this instance, that the principal must submit the completed Form I-19E to EDSLAP at least sixty days prior to the anticipated travel date.
- C. A letter must be submitted to the board explaining the circumstances of the trip or overnight activity along with a completed Form I-19E: Special Trip Request.

**VII. District Sponsor Requirements**

- A. For trips sponsored by district departments, approval may be obtained as follows:
  - 1. The sponsor should complete either Form I-19B or I-19H, whichever is applicable.
  - 2. The sponsor must assure the requirements contained in the G-8 and I-19 administrative procedures have been met, with the exception that SIC and SCC approvals and signatures are not required.
  - 3. The sponsor must comply with all faculty sponsor requirements outlined in the applicable board policies and their accompanying administrative procedures.
  - 4. All forms must be reviewed, approved, and signed by the appropriate principal or department director.
  - 5. All due dates and board approval requirements apply.

**VIII. Transportation, Lodging, and Travel Requirements**

- A. While not required, faculty sponsors should discuss with their principal whether or not to utilize state travel in making travel arrangements for the trip, including transportation, lodging, etc.
  - 1. The district encourages the use of state travel when making such arrangements in order to improve efficiency, increase the potential for cost savings, and ensure identical itineraries for all travelers.
  - 2. All employees travelling with a student group should have their travel arrangements made at the school level as part of the arrangements for the student group. Employee faculty sponsors and/or employee chaperones cannot submit travel requests through the process outlined in F-3: Administrative Procedures, Conference Attendance and Travel Expense Reimbursement.
- B. When transportation is not being provided through a carrier agency using commercially licensed drivers, the requirements of Board Policy G-8 and its accompanying administrative procedures must be complied with.
- C. Overnight trips that involve travel of more than 100 miles from Salt Lake City must ensure that transportation is provided by school buses, commercial, or public carriers.
- D. Use of district school buses and private or rental vehicles is prohibited for travel to destinations outside of Utah. After arriving at a destination outside of Utah, rental vehicles may be used for local transportation.
- E. No students, regardless of age, may drive on overnight or extended trips.
- F. Students are not permitted to utilize ride-sharing services, such as Uber or Lyft, unless accompanied by a chaperone in the vehicle.
- G. Shared economy lodging, which can be arranged through an on-line vacation rental platform, such as AirBnB, HomeAway, VRBO, etc., is prohibited for student groups.