

Cache County School District Policy Series 5000: Personnel

Policy No. 5730

Activity Trips

A school employee who organizes an outside special program or trip not covered by the Activity Trip Policy Section II.15 is advised to adhere to the following: (Utah Code 67-16-[1-14]).

- A. A school employee must not use his or her position, school time, district resources, or special access to information about students, including names and addresses to promote, advertise, solicit, or require outside student travel.
- B. The school district cannot participate or cooperate with an outside activity trip or program in any way. A school employee who organizes such an outside activity trip must ensure a complete and absolute separation of the school district, schools, and other district entities from the activity trip.
- C. The school employee who organizes an outside activity trip is advised to have participants in the program or activity sign a letter of acknowledgment that the school district has not sponsored or sanctioned in any way the proposed activity or program. Examples of this letter of acknowledgement can be obtained from the office of the superintendent of schools.

Legal References:

Synopsis:

Approved by the Board of Education: January 1, 1974. Last Revised: June 1, 1997. Prior Revised Dates: 7/1/1988; 10/1/1994.