

## **Student Travel and Field Trip Policy**

### **Purpose**

The Bonneville Academy Board of Directors recognizes that the educational program for students can be enhanced through the wise use of off-campus experiences. The objectives for all student trips are to be clearly defined and consistent with the objectives of the class or activity of the school. Overnight travel must always be grounded in educationally oriented activities. While student travel may include activities that are not part of the approved curriculum, it is understood that the general purpose of student travel is to supplement regular school educational programs.

### **Policy Guidelines**

All student travel must be approved by the school director after safety, supervision and educational justification have been verified.

Travel that includes overnight stays must be approved by the Board of Directors.

Extended excursions should not be requested if comparable experiences are available closer to home. Students are not to remain overnight if it is practical to return home.

Whenever students travel, there shall be adequate adult supervision to provide for the safety of students.

All fundraising conducted to provide funds for student travel must be compatible with Bonneville Academy policy. Non - school sponsored student travel will not allow fundraising to be done at the school.

Tax deductible corporate donations may be made to the specific Bonneville Academy travel group, but not to individuals of that group. Bonneville Academy is a non-profit organization with a 501c3 status.

Extended excursion planning should be started as far as possible in advance of the trip to permit adequate time for students to earn the necessary funds. Representative students and parents should be involved in all phases of trip planning. A parent information meeting is required for overnight travel. The school must provide evidence of substantial support by members of the group and their parents prior to board approval.

No student will be subjected to undue pressure to participate in school-sponsored travel activities. Nonparticipation in student travel may not result in loss of credit, reduction of grade, removal from a team or club or any other negative consequence to students.

Bonneville Academy rules of conduct and behavior are to be applied during field trips and travel activities. The same consequences will be enforced for all those caught violating the rules.

Non-authorized participation by those ineligible to attend the field trip or activity will be sent home immediately at their own expense. Those joining the field trip or activity while in progress will also be sent home at their own expense.

Students not registered at the school will not be allowed to participate in field trips and student travel activities.

### **Cost of Travel**

The cost of travel shall be kept as low as reasonably possible without compromising the safety of the students and chaperones involved. Elementary students shall not be denied participation due to lack of funds on school sponsored activities. However, if approved fund-raising projects are initiated and middle school students are provided options to assist in fundraising, those students who do not assist in fundraising may be denied participation on the excursion or will be required to pay the full balance.

### **Approval of Travel**

The Board of Directors respects the rights of parents to take their own children to competitions or performances that are not approved by the Board or its designee. However, non-approved activities are not considered activities of Bonneville Academy and the school assumes no liability for these events.

Though a final number of students participating in an upcoming travel and/or field trip may not be exact, travel requests needing approval from the director and/or Board of Directors should try to be submitted at least two months in advance of the excursion. Travel that includes overnight stays must be approved six months prior to the date of the event.

Parents/guardians must give written approval for all travel. Overnight trip consent forms must include the nature of all the activities in which the student will participate. They must also include permission to participate signature line(s), emergency contact telephone numbers, and permission to provide emergency medical care.

### **Travel Requiring Approval**

While some travel requests receive final approval by the Director and/or Board of Directors, the Director is permitted to approve in-state day trips (no overnight stay) without the endorsement of the Board of Directors.

Trips that require an overnight stay and out-of-state trips must be approved by the Board of Directors.

Board approval is required for travel outside of Utah and for trips requiring a per-student payment or fund-raising of \$500.00 or more. The Board reserves the right to require travel insurance for all approved trips.

## **Student Eligibility for Travel and Conduct of Participants**

Academic and behavior standards shall be established prior to trip approval and published by the teacher on the approval form. Participants in any travel experience should be students in good academic and behavioral standing. Students who travel under the name of the school and adults who supervise that travel become role models for others and help establish and maintain the reputation of the school. Behavior and conduct of students and chaperones fall under the rules and policies of the school, in addition to the specific standards adopted for the event. Members of the travel group, who violate the behavior expectations outlined, will be asked to leave the travel experience and travel home at their own expense.

## **Travel Safety**

The safety of participants is of primary concern when travel occurs. Principals/teachers are to provide clear safety instructions to students and chaperones prior to leaving for a travel experience and review safety instructions periodically during extended travel experiences. Travel planning should include consideration of weather conditions and provide for cancellation or extended travel time in the case of inclement weather conditions. Except when taking school buses, all passengers will wear seat belts while traveling under the approval of Bonneville Academy or its designees.

## **Transportation**

All school sponsored in-state travel with more than 10 students will be by chartered bus.

All school sponsored in-state travel with less than 10 students may be by chartered bus or rental car. Volunteers and staff that will be driving rental cars will need to complete the Risk Management Safe Driving course.

No student of any age should travel anywhere alone with a staff member or parent, other than their own parent/guardian.

When traveling out-of-state, groups are encouraged to use rental cars and charter buses instead of Bonneville Academy vehicles and personal vehicles to reduce school and personal liability. Volunteers and staff that will be driving rental cars will need to complete the Risk Management Safe Driving course.

## **Supervision of Students**

Students should never be left behind and/or unsupervised while under the custody of Bonneville Academy.

Care should be exercised in selecting adult chaperones. They should be persons of good report. They should be the parents or teachers of students.

Other Chaperones (if used) must have prior approval by the Director, be over age twenty-five and have a full background check on file.

Chaperones may not share private sleeping rooms, such as motel rooms, with students other than their own children.

### **Emergencies and Accidents**

In case of an emergency occurring during the trip, the chaperone is authorized to make those adjustments necessary to insure the safety and well-being of the students and will immediately report the emergency to the director of the school.

All circumstances related to any accident will be documented and reported in writing to the Director.

### **Insurance**

Utah State Risk Management services Bonneville Academy with liability insurance. However, as part of the approval process, the Board of Directors may require additional travel insurance to protect the financial status of the school to help families cover expenses should an accident occur.

### **Travel Conditions**

Travel shall not be approved if unsafe conditions exist.

If unsafe conditions arise after travel has been approved, travel shall be cancelled or changed accordingly. Thus, prior to departure on a trip, the Director or Board of Directors reserve the right to conduct a safety review of the trip and to cancel the trip if conditions warrant such action.

Unsafe conditions include, but are not limited to, adverse weather conditions, outbreaks of serious communicable diseases and actual or threatened violence or terrorism.

Should a trip be cancelled due to safety concerns, the school will not reimburse travelers for unrecoverable lost fees. Therefore, the school encourages travelers to secure cancellation insurance (at their own expense) to provide protection against possible trip cancellation.