

OVERNIGHT TRAVEL

The Board of Trustees recognizes that students benefit from educational experiences outside the classroom. Trips designed to provide such an experience for students may be approved on a case-by-case basis.

1. Approval for Overnight Travel

- a. Any student trip that will require overnight lodging must receive the prior approval of the building principal, the Superintendent / designee, and the Board of Trustees.
- b. Overnight travel for in-state activities under the direction of the Idaho High School Activities Association or the Idaho Division of Career Technical Education may be submitted to the School Board as a group list on or before the regularly scheduled Board meeting in August.
- c. All other overnight trip requests must be submitted using Form 2555F (<https://d93.org/2555F>) by the following deadlines:
 - i. To the Board for approval at least one month prior to the proposed travel date,
 - ii. To the school principal at least two weeks prior to the regularly scheduled Board meeting,
 - iii. To the Board Clerk at least one week prior to the regularly scheduled Board meeting.
- d. Overnight trip requests must include a full itinerary, details regarding the transportation of students and a copy of the transportation request if applicable.
- e. The following factors should be considered when determining whether to approve an overnight trip request:
 - i. Whether the activity supports the District's approved curriculum;
 - ii. Whether the activity is school sponsored,
 - iii. Whether the activity is sponsored by the Idaho High Schools Activities Association,
 - iv. Age of participating students,
 - v. Quality and uniqueness of the experience,
 - vi. Availability of chaperones,
 - vii. Financial impact to students and families, and
 - viii. Availability of transportation.

- f. The school principal, superintendent, and Board of Trustees may
 - i. approve the travel request as proposed,
 - ii. approve the travel request with modifications or stipulations, or
 - iii. deny the travel request.

2. Purposes for Travel

- a. Due to the additional costs and potential impact to regular academic instruction, overnight travel should only be proposed when necessitated by special circumstances. Examples of such circumstances include state and national competitions and tournaments that students qualify to participate in and exceptional opportunities for learning that students would not otherwise be able to participate in.
- b. All requests for out-of-state and overnight travel must include a clear rationale justifying the reason for the trip.

3. Methods of Transportation

- a. Overnight travel should be scheduled to minimize students' absences from school. Whenever possible, such travel should be scheduled after regular school hours, on weekends, or during scheduled school holidays.
- b. Pursuant to Board Policy 8215, to assure the safety of students, transportation for approved overnight travel will be provided by the Bonneville Joint School District No. 93 Transportation Department. Students will be required to ride District transportation to and from scheduled events unless other arrangements are approved by the Building Administrator /designee.
 - i. Arrangements for travel should be made with student safety as the primary concern and student comfort as the secondary concern.
 - ii. When a regular school bus is not available, the District Transportation Supervisor / designee may contract with a charter bus company pursuant to Board Policy 8200 Activity Trip Transportation (<https://d93.org/8200>).
 - iii. Prior to submitting an overnight travel request to the Board of Trustees, the principal may approve the use of rental vehicles when transporting twelve or fewer students to an activity.
 - iv. Unless receiving prior authorization from the Superintendent, in no situation should private transportation be arranged or expected for overnight travel pursuant to Board Policy 8270 Transportation of Students in Private Vehicles (<https://d93.org/8270>).

4. Lodging

- a. Parents shall be informed of lodging arrangements so that they may provide other arrangements such as sleeping pads, inflatable mattresses, cots, and/or sleeping bags if they do not wish for their child to share a bed with another student.
- b. Pursuant to Board Policy 3281, Gender Identity and Sexual Orientation (<https://d93.org/3281>), students will be assigned rooms and bathrooms pursuant to the student's identified sex in their official school records.
 - i. If other accommodations are requested by a parent or student, a plan will be developed by the parent(s) or guardian(s) and the trip advisor with the goal of supporting the student to help him/her feel safe and cared for.
- c. Pursuant to Board Policy 2565 Chaperones (<https://d93.org/2565>), students shall not stay in the same room with a chaperone unless such chaperone is the student's parent/guardian.
- d. Arranged lodging shall provide separate bathrooms for chaperones and students and a minimum of one bathroom for every six students.

5. Chaperones

- a. Any trip authorized by Bonneville Joint School District No. 93 must include the presence of an employee of the District or other authorized adult throughout the experience.
- b. Pursuant to Board Policy 2565 Chaperones (<https://d93.org/2565>), one (1) chaperone should be provided for every eight (8) students who are traveling.
- c. Pursuant to Board Policy 2565 Chaperones (<https://d93.org/2565>), students may not stay in the room with a chaperone unless the chaperone is the student's parent/guardian.
- d. Groups with both male and female participants shall have supervision of at least one (1) male adult chaperone and one (1) female adult chaperone.
- e. Trip proposals must include the names of each chaperone.

6. District Financial Support

- a. Costs for overnight travel are primarily the responsibility of the sponsoring team or club.
- b. If the sponsoring team or club requests financial support from the District, the Superintendent and Chief Financial Officer shall review the request to determine how much financial support can be provided from District funds.

- i. The Chief Financial Officer shall include the financial support to be provided when approving the Overnight Travel request form.
- c. **Federal Forest Land Revenues:** The Board of Trustees directs the Chief Financial Officer / designee of the District to budget all funding from Federal Forest Land Revenues to be used for assisting with the travel expenses of teachers and students who have won the right to represent the District and/or the State of Idaho in national competitions unless directed otherwise by action of the Board of Trustees.
- d. The Chief Financial Officer / designee will determine the set aside amount in the annual budget and will determine the allocation amount for trips on a case-by-case basis.

DEFINITIONS

School-Sponsored Trips: are generally understood to mean those trips which are part of the educational program of the school classroom, in which a credit is given, attendance is required, and all students in the class participate.

Adopted: 03-10-1993 Reviewed: 01-17-2018 Revised: 02-07-1996
10-13-2010
04-10-2013
11-02-2016
02-14-2024

Cross Reference: Elementary Field Trips #2560
 Unsponsored Student Activities or Trips #2557
 Chaperones #2565
 Indemnification/Hold Harmless Agreement #2565F
 Student Clubs and Organizations #3382
 Activity Trip Transportation #8200
 Bus Supervision of Activity and Field Trips #8210
 Student Travel to and from Extracurricular or Co-curricular Activities #8215
 Transportation of Students in Private Vehicles #8270