



# STUDENT TRAVEL AND FIELD TRIP POLICY

## Purpose

This policy outlines the procedures and expectations for student travel and field trips sponsored by Bonneville Academy. All student travel is conducted within the state of Utah and must support academic goals, ensure student safety, and comply with school policies, USBE guidance, and Utah state law.

## 1. Trip Approval

- All field trips must have a clearly defined educational purpose.
- Day trips and in-state overnight trips must be approved by school administration.
- A detailed itinerary, supervision plan, transportation method, and budget must be submitted for administrative review.

## 2. Supervision

- Trips must maintain an appropriate adult-to-student ratio based on age group.
- All chaperones must complete a background check and follow Bonneville Academy's Code of Conduct.
- Staff and chaperones are responsible for student safety, emergency response, and upholding school rules.

## 3. Student Conduct and Discipline

- Students must follow school policies during all off-campus activities.
- Violations may result in removal from the trip and disciplinary action upon return.
- Parents/guardians will be notified of significant behavior issues.

## 4. Parent Consent and Medical Information

- Written parental consent is required for all field trips.
- Emergency contact and medical information must be submitted prior to the trip.
- Staff must carry emergency and health documentation during the trip.

## 5. Transportation and Safety

- All transportation arrangements must follow school and state safety regulations.
- Preferred transportation is via chartered buses; use of private vehicles is discouraged and must be pre-approved.
- All drivers must be trained and insured in accordance with Utah Risk Management standards.
- Seatbelt use is mandatory where available.





## 6. Fundraising and Fees

- All fundraising activities must be approved and follow the school's fundraising policy.
- Students will not be excluded from participation in academic trips due to inability to pay.
- Alternative funding or scholarship options may be provided if needed.

## 7. Insurance and Liability

- Parents are encouraged to consider travel insurance for overnight trips.
- The school's coverage is provided through Utah Risk Management.
- Third-party vendors must provide proof of liability insurance when applicable.

## 8. Emergency Procedures

- Chaperones are responsible for student supervision during emergencies.
- Incidents must be documented and reported to school administration immediately.
- Each group must carry a first aid kit and emergency contact information.

## 9. Compliance

This policy complies with Utah Code § 53G-7-501 through 503, USBE Rule R277-113, Utah Risk Management requirements, and applicable charter school standards. All student travel shall be within Utah and must be authorized by the school administration.

