

## NON-APPROVED STUDENT TRAVEL

Bonneville Joint School District No. 93 shall not assume any responsibility or liability, financial or otherwise, for District students or employees while they are participating in non-approved travel. District insurance policies will not cover students or employees during such activities or trips.

### 1. School Employee Organization, Advertisement or Participation in Non-Approved Activities or Trips

When school employees or approved volunteers organize, advertise or participate in non-approved student travel directly related to the responsibilities of their employment with the School District, they are responsible to comply with Board Policies 5240 Personal Conduct and 5385 Conflict of Interest as well as the Code of Ethics for Idaho Professional Educators (Code of Ethics), by following the procedures established in this policy.

School employees who participate in or act as an advisor for a student activity or trip that has not received the necessary approval by the Board of Trustees shall notify their principal or direct supervisor by submitting Form #2557F1 Release and Indemnification Agreement for Non-Approved Travel prior to the date of such trip or activity.

**Compensation and Benefits in Kind.** Pursuant to Board Policy 5385, any school employee who will receive compensation, benefits in kind, gifts, or any other form of remuneration for organizing, advertising, or participating in non-approved travel must disclose the compensation on Form #2557F1.

- i. Compensation to school employees for non-approved activities or travel must be limited to the following:
  1. Reimbursement for travel expenses at the current District mileage rate or actual costs of other travel,
  2. Reimbursement for meal expenses at the current District per diem rates,
  3. Reimbursement for lodging expenses,
  4. Compensation for labor that is commensurate with the employee's compensation on the current year's approved stipend schedule.

### 2. Communication with Participants and Parents / Guardians

School employees and volunteers are expected to clearly communicate to all participating students and their parents/guardians that the activity or trip has not been approved by the school or District.

All written promotion or advertisement regarding non-approved trips or activities must include the following information:

- i. Assumption of Liability Statement
  1. Notification that the trip has not been approved by the School Board, and is an independently organized activity. This notification shall also include the following disclaimers:
    - a. the activity does not qualify for coverage by the school district's liability insurance,
    - b. the activity falls outside of the School District's authority for student discipline,
    - c. the organizers of the travel assume complete responsibility and liability for the safety and well-being of participating students.
  2. Organizers are strongly encouraged to include a release of liability / indemnification form as part of the signup process prior to the date of such trip or activity. Form 2557F2 may be used as a template for this form: *Release and Indemnification Agreement for Non-School, Non-District Approved Student Travel* [d93.org/participant release](http://d93.org/participant%20release).
- ii. Names of Individuals and/or Organization Responsible for the Activity
- iii. Costs and Management of Funds
  1. Organizers are expected to inform parents of the total cost of the activity with a clear itemization of the costs, as well as the party responsible for managing funds for the activity.
  2. To avoid the risk of school employees violating Board Policy and the Code of Ethics, funds for non-approved travel may be managed by an approved school support organization as defined in Board Policy 4240 or by the school or District.
    - a. Funds allocated for the operation and maintenance of schools shall not be used for any costs associated with non-approved student travel.
  3. Fundraisers
    - a. The cost to participate in non-approved activities and travel should primarily be the responsibility of the parents/guardians of students participating in the activity or an approved school support organization.
    - b. School employees should not organize fundraising activities for non-approved travel during the school day.

- c. Provided that all associated materials clearly state that the trip or activity is not approved by the school or district, school employees may associate the name of the school and club, team, or group when raising funds for the trip or activity.

- iv. Methods of Travel

1. Organizers are expected to inform parents / guardians of how students will travel to the activity and what responsibility and assumption of risk that parents will have for transportation.

- v. Voluntary Participation

1. Organizers are expected to inform parents that participation in non-approved activities is completely voluntary.
2. Non-participation shall not adversely impact a students' opportunity for participation during the regular season.

### 3. **Advertisement of Non-Approved Activities or Travel**

All promotion and advertisement of non-approved activities and student travel must comply with Board Policy 3250 Use Of School Property For Posting Materials.

School employees may advertise and promote non-approved activities or travel provided that the employee has complied with all other provisions of this policy and the promotional materials comply with the following requirements:

- i. A disclaimer that the activity or trip is not approved by the school or the School District.
- ii. Clear identification of the sponsoring individual or agency.
- iii. A disclaimer that the activity or trip is not covered by the School District's liability insurance and that the sponsors of the activity and participants accept all risks associated with the activity.
- iv. Use of School Name. Provided that the advertisement clearly states that the trip or activity is not approved by the school or district, school employees may associate the name of the school and club, team, or group when advertising the trip or activity.
- v. Materials promoting non-approved activities and trips may only be distributed to students outside of regular class time including before and after school and during lunch periods.

4. **Use of District Owned Vehicles**

Buses or other District owned vehicles shall not be loaned or leased to non-school groups to transport students for non-approved travel.

**DEFINITION**

**Non-Approved Student Activities and Trips:** Any student activity or travel associated with a school class, club, team or activity that does not receive appropriate approval as established in relevant policies of the Board of Trustees, including

1. Board Policy 2560 Field Trips
2. Board Policy 2555 Overnight Travel
3. Board Policy 3405 Student Travel to and from Extracurricular Activities.

Such trips and activities include but are not limited to

1. Student trips to other locations, including foreign countries, that are sponsored and organized by an outside agency and directed or chaperoned by a Bonneville District No. 93 staff member or an outside individual,
2. Student participation in overnight camps, tournaments, or other extracurricular competitions held outside of the season established by the Idaho High School Activities Association that are organized, chaperoned, or advised by an employee of the School District when such trips have not been approved by the school principal, Superintendent, and Board of Trustees,

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Cross Reference: Extended Out of District or Overnight Travel #2555  
 Elementary Field Trips #2560  
 Student Clubs and Organizations #3382  
 Activity Trip Transportation #8200  
 Bus Supervision of Activity and Field Trips #8210