



POLICIES AND PROCEDURES

POLICY: STUDENT TRAVEL / OVERNIGHT FIELD TRIP MEDICATION POLICY

Policy # HR120

Monitoring: Annual Date Approved: 02/26/2025

I. PURPOSE AND SCOPE:

Spectrum Academy recognizes that the educational program for students can be enhanced through the wise use of off-campus experiences. Objectives of all student travel are to be clearly defined and consistent with the objectives of the class, curriculum school, and the district Vision for Learning. Any exceptions to this policy must be approved by the Executive Director or designee.

The “educational purpose” must be strong enough to have meaningful, relevant and defensible justifications to support missed class time, cost, etc. While student travel may include activities that are not part of the approved curriculum, it is understood that the emphasis of all student travel is to supplement regular school educational programs.

II. POLICY:

POLICY

1. STUDENT TRAVEL

The linked [Procedures](#) and [Rules and Regulations](#) are particularly relevant to student travel.

- 1.1. Students are not to remain overnight if it is practical to return home.
- 1.2. Students’ loss of time from classes should be kept to a minimum.
- 1.3. Travel should not be scheduled during the last week of the term.
- 1.4. Whenever students participate in overnight trips, there shall be a minimum of one (1) female adult supervisor for every one (1) to five (5) female students and minimum of one (1) male adult supervisor for every one (1) to five (5) male student in addition to the school employee. There must be a minimum of two (2) adults supervising any group no matter how small the group.
 - 1.4.1. E.g. A group of six (6) students of one gender require two (2) adult supervisors of the same gender, and for eleven (11) students of the same gender three (3) supervisors of the same gender are required.

- 1.5. Caution should be exercised in selecting adult supervisors. Prior to travel, adult supervisors, that are not employees, must be fingerprinted and pass background check and be a parent/guardian of a student.
- 1.6. Any fundraising conducted to provide funds for student travel and/or expenses must comply with Spectrum Academy's Fundraising policies and procedures.
- 1.7. Students shall not be denied participation due to lack of funds. For questions, please contact your building office manager.

2. STUDENT TRAVEL OUT OF STATE

The linked [Procedures](#) (including the [Report](#), if required) and [Rules and Regulations](#) (including the [Guidelines](#)) are particularly relevant to student travel out of state.

- 2.1. All travel outside of Utah that is not overnight, shall be approved by the Executive Director.
- 2.2. All travel outside of Utah that includes overnight stays, shall be approved by the Executive Director.
- 2.3. Travel that is not overnight or out of state may be approved by the Principal.

3. OVERNIGHT TRAVEL

The linked Rules and Regulations (and the Report, if required) are particularly relevant to student travel overnight.

- 3.1. No school group may participate in more than two (2) overnight trips during any school year. This limit applies to school groups, not to individual students who may desire to participate in approved overnight travel with multiple school groups.
- 3.2. No student shall have more than three (3) total school day absences per grading period due to travel with a school program or activity. A grading period refers to the semester. Therefore, students are allowed a maximum of three (3) total school day absences per semester for travel associated with a school program or activity.
- 3.3. Utah High School Activities Association-sponsored activities or principal-approved single-day absences will not be counted toward an excused absence.
- 3.4. Overnight travel plans must be made well in advance to meet the ninety (90) day application deadline and to allow adequate time for students to prepare and arrange any necessary resources. Representative students and parents should be involved in trip planning.
- 3.5. Travel applications not meeting the ninety (90) day application deadline are not approved unless an exception to policy is granted according to the guidelines herein.
- 3.6. Overnight travel is limited to the group making the request.

4. TEACHER, ADVISOR, COACH TRAVEL

- 4.1. Trips or conferences beyond the stated allotment will require the teacher or staff member to use personal days and personal funds, and must be approved by the principal prior to trip approval. If an employee wishes to extend their stay beyond the school-sponsored trip, it will be at their own expense and must be approved by

the executive director to ensure sufficient coverage is in place for the safety of the students, as well as to consider any other relevant factors.

- 4.2. Spouses and/or family members of the employee who is leading or organizing a student trip or attending the student trip, may not be chaperones on the same trip and must use personal funds to pay for their travel.

5. OVERNIGHT FIELD TRIP MEDICATION

This policy ensures the safe administration, storage, and handling of medications for students participating in overnight field trips. It applies to all students requiring routine, PRN (as needed), or emergency medications while traveling with the school.

5.1. Parent/Guardian Responsibilities: Parents/guardians must:

- 5.1.1. Inform the school nurse if their child requires medication during travel.
- 5.1.2. Provide medications in the original prescription bottle with:
 - 5.1.2.1. Student's name & date of birth
 - 5.1.2.2. Medication name, dosage, and prescribing physician
- 5.1.3. Complete and sign a Medication Administration Consent Form, allowing trained staff to administer the medication in the absence of the school nurse.
- 5.1.4. Submit medications and all necessary documentation to the school nurse at least 7 days before departure for review and planning.
- 5.1.5. Follow the same protocol for PRN (as needed) or emergency medications as for routine/daily medications.
- 5.1.6. Provide a sufficient supply of medication for the duration of the trip.

5.2. Medication Administration & Storage

- 5.2.1. At least two designated staff members will be trained by the school nurse in proper medication administration, storage, and emergency response procedures.
- 5.2.2. Routine medications will be stored in a secure, locked container accessible only to trained staff.
- 5.2.3. Emergency medications (e.g., EpiPens, inhalers, glucagon) must be:
 - 5.2.3.1. Kept with a designated trained staff member at all times.
 - 5.2.3.2. Stored in a secure but easily accessible lockable container.
- 5.2.4. Trained staff will maintain a Medication Log, documenting:
 - 5.2.4.1. Each dose administered
 - 5.2.4.2. Time given
 - 5.2.4.3. Any observed reactions
- 5.2.5. A Medical Binder will be provided to trained staff, containing:
 - 5.2.5.1. Individualized Health Plans (IHPs) for students with medical conditions.
 - 5.2.5.2. Medication administration schedules & instructions.
 - 5.2.5.3. Emergency response protocols.

5.3. Diabetes Management

- 5.3.1. In accordance with state law, parents/guardians of students with diabetes are encouraged to attend field trips.
- 5.3.2. If a student cannot independently manage their diabetes, parents/guardians should accompany them whenever possible.
- 5.3.3. If a parent/guardian is unable to attend, the school will assess accommodations case by case, including assigning a trained staff member to oversee diabetic care.

5.4. Emergency Procedures

In the event of a medical emergency, designated staff will follow these steps:

- 5.4.1. Call 911 Immediately – Staff will call 911 at the first sign of a medical emergency. If multiple staff members are present, one should call 911 while another provides care.
- 5.4.2. Administer Emergency Medication – If prescribed, trained staff will administer the necessary emergency medication (e.g., EpiPen, seizure rescue medication, glucagon) as soon as possible.
- 5.4.3. Notify Parents/Guardians – Once emergency medical personnel are en route, staff will contact the student’s parents/guardians as soon as possible.
- 5.4.4. Monitor & Report to Emergency Responders – Staff will stay with the student, monitoring their condition and providing emergency responders with details about:
 - 5.4.4.1. Symptoms observed
 - 5.4.4.2. Medication administered (name, dosage, and time given)
 - 5.4.4.3. Student’s Medical Information Card (see below)

5.5. Medical Information Card Requirement

For students with conditions that may require emergency intervention (e.g., severe allergies, diabetes, epilepsy), a Medical Information Card must be provided and included in the Medical Binder. This card should contain:

- 5.5.1. Student's Name & Date of Birth
 - 5.5.2. Medical Condition(s) & Diagnosis
 - 5.5.3. Prescribed Emergency Medications & Dosages
 - 5.5.4. Allergies
 - 5.5.5. Emergency Contact Information
 - 5.5.6. Specific Emergency Response Instructions (if applicable)
- *Designated staff will carry the Medical Binder with these cards and be responsible for providing them to emergency responders if needed.

5.6. Compliance & Training

- 5.6.1. All staff responsible for administering medication must complete a training session provided by the school nurse prior to travel.
- 5.6.2. Staff must be knowledgeable in:
 - 5.6.2.1. Recognizing adverse reactions

- 5.6.2.2. Responding to medical emergencies related to student medications
- 5.6.3. Any deviations from this policy must be approved by school administration and documented accordingly.

GUIDELINES, RULES AND REGULATIONS

1. STUDENT TRAVEL

The linked sections of the [Statement of Policy](#) and [Rules and Regulations](#) are particularly relevant to student travel.

- 1.1. Travel scheduling should be coordinated at the local school level by the principal to minimize the excessive absence of any student during the grading period. It is the responsibility of the principal to monitor student travel in order to limit the potential of a student participating in two (2) separate group excursions during the same grading period.

2. STUDENT TRAVEL OUT OF STATE (BEYOND PRINCIPAL APPROVED LIMITS)

The linked sections of the [Statement of Policy](#) and [Rules and Regulations](#) (including the [Guidelines](#), and the [Report](#), if required) are particularly relevant to student travel out of state.

- 2.1. Any overnight trip outside of Utah must be approved by an Executive Director.
- 2.2. The procedure for overnight or out of state trips is as follows:
 - 2.2.1. It is recommended that a parent meeting be held as soon as possible, even as early as a year prior to the proposed trip.
 - 2.2.1.1. Parents are to be notified of the date, time, and place for the parent meeting. This notification should go through the normal school channels for communicating with parents.
 - 2.2.1.2. At the parent meeting, the complete plan for the trip shall be discussed. All items of interest and concern should be detailed and explained.
 - 2.2.1.3. After the matter has been completely reviewed, the parents shall vote by secret ballot, indicating their support or opposition for the trip.
 - 2.2.1.4. Eighty percent (80%) or more of each group, both students and parents, must vote in favor of an overnight trip for it to be approved.
 - 2.2.1.5. All students and all parents in the group will have the opportunity to vote within one (1) week of the parent meeting. Voting will be done in a confidential manner on a private ballot, which may include a virtual vote.
 - 2.2.1.6. A parent with more than one (1) child in the same group shall be allowed one (1) vote per child. Thus, two (2) children from the same

family participating in the same group excursion would result in their parents receiving two (2) votes.

2.2.1.7. In order to maintain confidentiality, the ballots shall be tallied by the faculty member. Students are not allowed to view the ballots or assist in the tally.

2.2.1.7.1. A record of the vote is kept and included in the application materials.

2.2.2. An [Application for Student Overnight and/or Extended Trips](#) is to be completed by the faculty member responsible for the group and presented to the principal. The trip is to be planned within the applicable guidelines.

2.2.3. The principal is to:

2.2.3.1. Review the application to ensure guidelines have been met.

2.2.3.2. Deny the application or approve the application once satisfied that the proposed trip is acceptable and supported by the students, school, parents, and administration.

2.2.3.3. The principal should not approve or recommend a trip for the supervisor or superintendent approval that they themselves are not supportive of.

2.3. As soon as the trip is approved at the school level by the Administrator then the Executive Director will review the application for final approval.

3. REPORT TO PRINCIPAL

3.1. At the conclusion of any overnight or out of state excursion a principal must require a summary of the activities, a financial accounting, and a statement on whether or not the objectives of the trip had been met.

RULES AND REGULATIONS

1. STUDENT TRAVEL

The linked sections of the [Statement of Policy](#) and [Procedures](#) are particularly relevant to student travel.

1.1. Students - Grades K-3: Primary grade students may travel within a radius of fifty (50) miles from their school location.

1.1.1. Overnight trips are not allowed.

1.2. Students - Grades 4-6: Intermediate grade students may take educational field trips to points of interest within a one hundred twenty (120) mile radius from their school location.

1.3. Students - Junior High School: Junior high school students may take educational field trips to any point of educational interest within the state of Utah.

1.3.1. 7th and 8th graders who participate as part of a High School group that is traveling are an approved exception, but must be approved by the Executive Director.

- 1.4. Students - High School: High school students are permitted to travel, for educational field trips, to any point in the State of Utah or within the continental U.S.A.

2. STUDENT TRAVEL OUT OF STATE AND OVERNIGHT

The linked [Statements of Policy](#) (out of state and overnight), [Guidelines](#) and [Procedures](#) (including the [Report](#), if required), are particularly relevant to student travel out of state or overnight.

- 2.1. The principal must receive the travel application and submit it to the Executive Director or designee for their approval at least ninety (90) days before the proposed date of departure for the trip. The decision will be communicated to the principal. All student travel that requires an exception must be submitted to the Executive Director or designee before purchase of tickets or lodging, etc.
- 2.2. Parents are to complete the Parent Consent for Student Participation ([English form](#)) prior to departure. These completed forms are to be in possession of the supervising educator during the trip. They should be kept on file at the school at the end of the trip for at least six (6) months.
- 2.3. There must be at least two (2) adults on any trip with students no matter how many students are going.
 - 2.3.1. Prior to travel, chaperones shall be required to be fingerprinted and submit to a nationwide criminal background check and ongoing monitoring as a condition of appointment.
 - 2.3.2. No one whose record shows a felony, and no one whose record shows a misdemeanor conviction in an area which causes concern for the safety and well-being of students shall be approved as a chaperone.

3. GUIDELINES FOR OVERNIGHT OR OUT OF STATE TRAVEL

The linked [Statements of Policy](#) (out of state and overnight), [Guidelines](#) and [Procedures](#) (including the [Report](#), if required) are particularly relevant to student travel out of state or overnight.

- 3.1. Overnight and out of state travel must be grounded in educationally oriented activities. Excursions may include, at the maximum, one (1) day of non-educationally oriented activities.
- 3.2. Athletic competition based upon a tournament structure with a regional or national scope shall be considered by the principal on the same basis as an educational activity.
 - 3.2.1. Athletic competition involving a "home and home" arrangement with a team outside of Utah or a single game outside of Utah shall not be approved.
- 3.3. Excursions outside of the continental U.S.A. or outside of the country shall not be approved.
- 3.4. Overnight or out of state excursions at the junior high school level shall not be approved, unless a 7th or 8th grader is participating with a high school club and is approved for travel by the Executive Director.
- 3.5. Overnight or out of state excursions at the elementary level shall not be approved.

- 3.6. Non-approved activities are not considered activities of Spectrum Academy and any fund-raising, supervision, or other activities or actions that portray Spectrum Academy support of such activities is prohibited.

4. TRANSPORTATION

- 4.1. Transportation and lodging needs to be obtained according to Spectrum Academy rules and regulations.
 - 4.1.1. All travel shall use district buses, rental vehicles or approved licensed public carriers.
 - 4.1.2. All transportation and lodging must be paid in advance and all contracts signed before departure.
 - 4.1.3. If state approved vendors are not utilized, then travel insurance is required.

5. COLLECTION AND EXPENDITURE OF TRIP FEES

- 5.1. Total Cost for individual student travel is regulated by the current school fees policy and fee schedule. As of January 2025, all fees will be covered by Spectrum as outlined:
 - 5.1.1. The Travel Organizer will determine the best fit and price for accommodations by looking at the median price of hotel rooms in the area and the location of the travel event.
 - 5.1.2. Meal cost should be set at the state per diem rate.
 - 5.1.3. Money that is fundraised for the travel is included in the total cost.
 - 5.1.4. Parents and students will receive a full summary of what is being covered by Spectrum Academy.
 - 5.1.5. Any funds raised through a school sponsored fundraiser shall be accounted for through the school finance office. No trip should begin until all raised funds are accounted for and the total anticipated cost for Spectrum is finalized.
 - 5.1.6. All overnight and out of state travel arrangements may not be made until the final approval is given by the Executive Director of Academics and Finance.