



Overnight Travel Policy

Policy Number: 3206

I. Policy

Summit Academy recognizes the benefits that overnight and extended travel can have for students. The LEA also recognizes that such travel includes exposure to increased liabilities and extra costs. Therefore, the follow requirements are in place to help meet the needs of student teams and organizations while mitigating exposure and costs for Summit Academy

II. Definitions

- A. Common Carrier: A commercial enterprise that transports passengers for a fee and is insured and licensed for hire as a public service.
- B. Student Team or Organization: A student group which is approved and sponsored by Summit Academy and meets one of the following criteria:
 - a. The group represents Summit Academy in a competitive athletic capacity.
 - b. The group represents Summit Academy in a nationally recognized student organization.
 - c. The group is part of an approved Summit Academy curriculum. (Dual Language Immersion, Theater, Music, etc.)

III. Overnight Travel Requirements

A. Permissible Overnight Trips

Only students in grades 7-12 may travel overnight as part of a school-sponsored team or organization. Overnight trips are limited to trips necessary to provide students with experiences they cannot have with local options. These trips should not be seen as unnecessary, nor involve increased risks not covered by any current insurance policy.

Each team, club, or organization is limited to one trip requiring overnight travel each year. An exception to this limitation may be made if a group qualifies for a region, state, or national competition organized by the UHSAA or through membership in a recognized national organization. (e.g., HOSA, NSDA, FBLA) Additional exceptions may be made with the approval of the Director of Summit Academy and the Summit Academy Board of Trustees.

All overnight trips must meet the following requirements:

- 1) A similar educational or competitive experience is not available closer to campus. The team, club, or organization may be asked to justify that the need for overnight travel is providing an experience not available closer to campus.
- 2) All overnight travel must align with the curriculum standards and objectives of Summit Academy.
- 3) Students may not miss more than 3 days of school due to a multi-day school-sponsored trip.
- 4) The location of the event is more than a 2-hour drive away from campus OR the schedule of the event does not allow for at least eight hours between



arriving back at campus and needing to leave the next day to return to the event.

- 5) All overnight travel must be approved by the Summit Academy Executive Director. In addition, any non-region UHSAA-related travel beyond 150 miles, even if the team does not plan to stay overnight, must be approved by the Summit Academy Executive Director.
- 6) All international travel must be approved by the Summit Academy Board of Trustees.

B. Expenses and Travel Costs

All overnight travel will be paid for directly by the group's budgeted funds. Fees for travel may only be collected from students if they are listed as part of the board-approved fee schedule. The team or organization must cover the travel cost of any student on a fee waiver. Students who have an approved fee waiver may not be excluded from travel or participation.

Groups are responsible to pay for all travel costs including transportation, accommodation, participation fees, and any additional activities while traveling. At least two meals per day must be provided by the group. Students may be required to pay for one meal each day.

Exception: The general athletic budget will cover the cost of overnight travel under one of the following conditions:

- 1) The team is traveling to play an in-season opponent as part of a scheduled region competition. This excludes optional tournaments.
- 2) The team has qualified and is playing in a region or state tournament sponsored by the UHSAA.

C. Transportation

All groups must use either Summit Academy transportation (school bus, school van, or approved rental vehicle driven by an approved staff member) or must contract with a common carrier for transportation on overnight trips. Parents are not allowed to drive non-relative students to events further than 150 miles.

D. Lodging

All overnight sleeping arrangements must meet the following criteria:

- 1) Groups must stay at a commercially operated hotel, suite, or resort. Staying in on-campus housing is also allowed for events run through a university or college campus. The use of private homes, vacation home rentals, or other similar property is not permitted.
- 2) Groups must abide by the location's limits in occupancy.
- 3) Rooming assignments must be segregated by gender for both students and chaperones.

E. Chaperones



Members of Summit Academy's staff are the preferred choice as a chaperone for any overnight trip. If more chaperones are needed, responsible parents may also assist as a chaperone. All chaperones must pass a fingerprint-level background check before traveling with the group.

There should be at least one chaperone for every ten students. If the group includes both male and female students, there needs to be at least one chaperone of each gender.

Chaperones are expected to follow all Summit Academy rules and policies while traveling with students. This includes a prohibition on the use of nicotine, alcohol, and other controlled substances.

Chaperones are not allowed to enter students' hotel rooms. Students are not allowed to enter the hotel rooms of chaperones. Reasonable exceptions may be made in emergency situations to address injury, illness, or student discipline issues. In these instances, a second chaperone or student should also be in the room.

A chaperone may never be alone with a single student unless that student is their own child.

IV. Additional References and Authorities
N/A

V. Attachments
N/A

VI. Revision History and Approval Date
Version 1: October 2023: New Policy
Version 2: April 2025: Updated