

<b>Business &amp; Finance</b>	<b>Seattle Public Schools</b>  <b>FIELD TRIPS AND EXCURSIONS: Overnight Field Trip Procedures</b>	<b>Administrative Procedure 2320-C</b>  <b>7/25/2018</b>  <b>Page 1 of 5</b>
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This Administrative Procedure provides instructions for implementing School Board Policy 2320 – Field Trips and Excursions.  
This Procedure should be read after Administrative Procedure 2320-A, General Guidelines and Procedures for All Field Trips.

Principals (and/or the District Department sponsoring the trip) are responsible for ensuring that all field trip policies and procedures as outlined in this Procedure are adhered to.

Together Principals (and/or the District Department sponsoring the trip) and the trip leader must review and complete “Checklists” for this Procedure, initialing each item as completed. Signed “Checklist” must be kept on file at the school.

Transportation for field trips **must** be arranged in accordance with Business & Finance Administrative Procedures Travel Procedures and Travel Waiver Request. These procedures require completion and approval of a Request for Professional Leave for any extended travel outside of the district.

### **OVERNIGHT FIELD TRIP CHECKLIST**

\_\_\_ Review Administrative Procedure 2320-A, General Guidelines and Procedures for All Field Trips.

\_\_\_ Select a site and investigate the appropriateness of the site in relation to the category of field trip.

**Site:** \_\_\_\_\_

#### **Field Trip Category(s):**

- \_\_\_ Curricular
- \_\_\_ Cultural.
- \_\_\_ Community Building
- \_\_\_ Service Learning
- \_\_\_ Athletic

\_\_\_ Select a date and an alternate date. Note: Check with the principal, teachers and staff to ensure that trips are not scheduled on dates that interfere with important tests, religious holidays, or class work.

**Date:** \_\_\_\_\_

**Alternate Date:** \_\_\_\_\_

#### **Twelve Weeks (or More) Prior to Field Trip**

**(Recommendation: To maximize fundraising so that trips are open to all students and for thorough planning, it is recommended that overnight trips are planned at least 6 months in advance.)**

\_\_\_ Research and plan the details of your trip.

\_\_\_ Complete and submit an Overnight Field Trip Request Form to the principal. Schedule a meeting with the Principal to go over the Principal Review of Field Trip Proposal and identify any remaining requirements. When the principal has approved the trip, email or fax the Overnight Field Trip Request Form, and other required documents to the appropriate Executive Director for his or her approval of the trip.

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**IMPORTANT NOTE: Until written approval has been obtained from the Executive Director, no further planning may take place. No funds are to be collected, no deposits paid and no commitments made to outside agencies or venues. Beyond an informal “level of interest” inquiry, the trip may not be publicized to students or families.**

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- \_\_\_ Upon approval from the Executive Director, consult with and submit to the principal a list of chaperones.
- For “Overnight Trips,” the student-to-chaperone **maximum** ratio is 10:1

Please note: For students with disabilities, the ratio of staff to students must be at least the same as the ratio mandated in their IEPs for their classes.

- \_\_\_ Contact the field trip site and ensure that the necessary arrangements are in place
- Staff should carefully review Finance Administrative Procedures and ASB rules before signing any agreements, or exchanging money with parents, outside transportation companies, travel agencies, etc.
  - If the site will require proof of coverage (an “insurance certificate”) for Seattle Public Schools, complete the Application for Evidence of Coverage and submit it to Risk Management along with a copy of the contract/permit/user agreement that shows the coverage required and the reason why.
  - Insurance coverage for accidental injury to students and chaperones is available at a modest cost per day. If coverage is desired, it must be purchased for all participants on the trip. Please contact Risk Management for an application.
  - Utilizing the services of an outside provider specializing in educational travel (e.g. ACIS, EF Tours, Explorica, Passports, World Strides) can contribute to the success of your planning as these providers frequently have support systems in place at your destination that can help in case of delays, cancellations or emergencies. However, many of these providers use significant “teacher rewards” as part of their marketing strategies. The rewards may include “teacher training trips” that allow a teacher to travel before or after the student trip, “rewards points” that can be exchanged for travel, technology, or other gifts. Any perks beyond travel, lodging and meal costs during the student trip are likely to be in violation of the District’s Ethics Policy as a personal gain or a conflict of interest. All benefits received from an outside provider must be reported on the Conflict of Interest Disclosure form.
- \_\_\_ Recruit chaperones for the trip.
- One chaperone must be a Seattle Public Schools employee from the school or department sponsoring the trip. Unless the group is small (20 or fewer students) or the destination is within 90 minutes of Seattle, a second chaperone should also be a district employee.
  - Chaperones shall be at least 21 years of age for K-8 trips, at least 25 years of age for grades 9-12.
  - Volunteer chaperones must be background checked in accordance with current SPS Volunteer Program procedures. A comprehensive national background check or fingerprinting may be required for overnight field trip chaperones. Please allow sufficient time.
  - There shall be at least 1 chaperone for every 10 students on the trip.
  - Chaperones will not be allowed to bring minor family members or friends on the trip.
  - Only students, approved chaperones and the spouse or partner of a chaperone will be allowed on the trip.
  - The lead chaperone must be sure that all non-SPS chaperones are familiar with the *Basic Rules of Seattle Public Schools – Code of Prohibited Conduct* and other district and school-based rules for student conduct.
  - The Lead Chaperone must retain a copy of the signed Guidelines for Chaperones – Overnight Field Trips for each chaperone, along with the chaperones’ emergency contact information.

- \_\_\_\_ Recruit students and coordinate fundraising efforts so that the trip is open to all students. The student's and his/her family's ability to pay may not be a criterion for field trip participation. Trips must be open to all students regardless of their financial situation.
- \_\_\_\_ Share the trip details listed below with all teachers and other staff members so that they may plan accordingly.
  - Trip Overview (purpose)
  - Destination(s) (if multiple, attach detailed itinerary/agenda)
  - Specific Activities and Risks
  - Date of Trip
  - Students' Names
  - Chaperones' Names & Roles in School Community
- \_\_\_\_ Prepare and distribute the Parent/Guardian Authorization for Overnight Field Trip form, Important Medical Information Form and the Medication to Be Taken Form to each participating student and chaperone. (For preparedness and safety, it is important to have these forms from chaperones too. You may also distribute these forms at your parent/family meeting.)
- \_\_\_\_ If any student has a serious medical condition, please be sure that his/her doctor writes a letter indicating that the child may safely attend and participate in trip activities.
- \_\_\_\_ If any of the participating students are in foster care, prior approval must be secured from the state or private foster care agency caseworker for any travel that exceeds 72 hours or that leaves the USA (other than to some nearby regions of British Columbia). Please allow sufficient time for this approval, which may take up to four weeks.
- \_\_\_\_ Conduct at least one parent/guardian meeting (with each family or all families together) to review the purpose of the trip, review/sign permission forms, review logistics of travel and share medical and safety information. (Please note: If a parent/guardian is unable to attend the meeting, a chaperone (SPS employee) must be sure to speak to the parent/guardian via telephone or in person about the trip prior to taking the student on an overnight trip. Document this personal contact for your records.)  
  
Meeting Date: \_\_\_\_\_
- \_\_\_\_ Discuss with students the trip's purpose and learning goals in the weeks prior to the trip; engage students in activities before, during, and after the trip so that the field trip's learning potential is maximized.

### **Eight Weeks (or More) Prior to Your Trip**

- \_\_\_\_ Contact the field trip site and ensure that the necessary arrangements are still in place.
- \_\_\_\_ Develop transportation plans: mode of transportation, travel time, cost, etc. (If applicable, be sure to note how and with whom the child will travel to and from a field trip's departure and pick-up locations.) Transportation for field trips must be arranged in accordance with the Business & Finance Administrative Procedure "Travel Procedures", including submission of a Request for Professional Leave  
  
If yellow bus transportation will be used, it must be arranged through B2B. If charter bus transportation will be used, it must be arranged through the Transportation Department, who will ensure the carrier meets District standards for insurance and indemnity.  
  
If District employees will be transporting students, each employee must follow the Authorization to Transport Students procedure in advance of the trip. Requirements include defensive driving training, holding a first aid card and an acceptable driving record.  
  
If parents or other volunteers will be transporting students (beyond their own child), each volunteer must complete the Volunteer Driver Checklist. Requirements include adequate insurance on the vehicle, a background check and for multiple driving days, an acceptable driving record.

If the school is unable to provide transportation and will be leaving it up to the families to arrange transportation, a signed Student Transportation Agreement must be obtained from each student's family.

#### **Four Weeks (or More) Prior to the Field Trip**

- \_\_\_ Collect the completed and signed Parental Authorization for Overnight Trip form, Medical Information Form, and Medication to Be Taken Form from each participating student and chaperone and ensure that a copy of all forms (and the itinerary) is submitted to the Principal.
- \_\_\_ Prepare the chaperones on your trip (distribution of responsibilities)
  - o The lead chaperone will record the names of the chaperones and whom each chaperone is supervising.
  - o Each chaperone must have a list of the students he/she is supervising.
  - o Chaperones will organize a "Buddy System," pairing students with one another for safety purposes.
  - o If there is only one chaperone on your trip, prepare a contingency plan in case the chaperone needs additional adult support while on the trip.
  - o **The lead chaperone must carry original, signed Parent/Guardian Authorization for Overnight Trip forms, Important Medical Information Forms and Medication Administration Forms for all students at all times; all other chaperones must carry copies at all times.**
- \_\_\_ Ensure the availability of a first aid kit.

#### **Two Weeks (or More) Prior to the Field Trip**

- \_\_\_ Meet with principal to go over Mandatory Trip Supervision Plan Review document, with particular attention to assignment of duties to chaperones, supervision during unstructured time, and overnight including bed checks.
- \_\_\_ Consult with and, when necessary, receive training from and obtain written comments from the School Nurse regarding any students who have expressed medical needs (e.g. medication, asthma, allergies, etc.).
- \_\_\_ If applicable, inform the Child Nutrition Services manager at your school of the names of the students going on the trip and the date and time of the field trip.
- \_\_\_ Arrange for special equipment such as a digital or video camera if necessary or desired.

#### **One Week Prior to the Field Trip**

- \_\_\_ Verify all arrangements, including transportation and reception at the site.
- \_\_\_ Contact parent/guardian via telephone or in person to review the final details of travel and **verify** emergency, medical and safety information, and contact details. Be sure families have copies of their child's permission and medical forms as well as the trip itinerary and contact details.
- \_\_\_ Set expectations regarding communication during travel between chaperone/student travelers and the principal/families.
- \_\_\_ Leave copies of all **updated** Parent/Guardian Authorization for Overnight Field Trip forms, Important Medical Information Forms, Medication Administration Forms and the itinerary with Principal.
- \_\_\_ Set standards for safety and behavior with students and chaperones.

#### **During the Field Trip**

- \_\_\_ On the day of the trip, take attendance and leave the current list of students attending the trip with the Principal.

- \_\_\_ If applicable, record specific Bus Number and Driver's Name and leave information with the Principal and well as with all chaperones and, if age appropriate, students.
- \_\_\_ Conduct a "head count" before embarking on your trip, throughout your trip and before departing for home.
- \_\_\_ Review standards for safety and behavior with students.
- \_\_\_ Original, signed permission slips and medical forms must be carried by the lead chaperone at all times for all students; copies must be carried by all other chaperones.
- \_\_\_ A copy of the Emergency Action Plan for calling 911 on a field trip must be carried by all chaperones throughout the duration of the trip.
- \_\_\_ Organize a "Buddy System" for all students.
- \_\_\_ Chaperones must supervise all assigned students.
- \_\_\_ Ensure students have a list of the key addresses (hotel/chaperone/host family contact information) and emergency information for the overnight destination as well as copies of all travel documents.
- \_\_\_ Review with everyone where they are to go if they get separated from the group.
- \_\_\_ Set aside time to process student learning on the trip.

#### **After the Field Trip**

##### **Required:**

- \_\_\_ Within 24 hours of return, review any incidents, accidents or other problems with your principal and notify the district office as appropriate.

##### **Suggested:**

- \_\_\_ Write thank you notes.
- \_\_\_ Have group discussions in class about the students' observations while on the trip.
- \_\_\_ Conduct related creative and/or analytical projects to showcase student learning (i.e. public speaking engagements, Web 2.0 projects, etc.)
- \_\_\_ Write a news article about the trip for a local newspaper, website, or blog.
- \_\_\_ Evaluate the Trip.
  - Was the educational purpose of the trip served?
  - What were the highlights of the trip?
  - What might you do differently next time?
  - File a brief written report with the Principal.

**PLEASE SIGN THIS CHECKLIST, RETAIN A COPY FOR YOUR FILE, AND SUBMIT THE ORIGINAL TO THE SCHOOL OFFICE FOR FILING.**

**School Name:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Lead Chaperone Date

\_\_\_\_\_  
Signature of Principal or  
Sponsoring District Department Date