

## Student Travel

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The following procedures are to be followed in the planning, evaluation, and approval processes for each of the trip categories outlined in Policy 2152.

- NOTES:**
1. Timeline requirements may be waived, upon approval, when circumstances dictate such exceptions. An example would be when students unexpectedly win a local competition and qualify for regional or national competition the following week.
  2. The planning for course related trips (i.e., required field trips) should include arrangements to provide financial help for students with a demonstrated financial need.

### SCHOOL SPONSORED TRIPS

#### Category 1 - Regular Co-Curricular and Extra-Curricular Trips

1. **Examples of Category:** This trip category includes annually reoccurring events such as normally scheduled WIAA sanctioned regular and post-season athletic trips, annual Eastern Washington Music Educators' Association large group or solo/ensemble music festivals, or annual debate events.
2. **Approval Process:** The planning, evaluation and approval process is conducted at the building level.
3. **Approval Timeline:** Schedules, as soon as they are constructed, are to be approved in advance by the building principal and/or activities/athletic director. Since these schedules depend upon coordination with other organizations, such as leagues and associations, the timing will vary. Schedules should be constructed early enough to adequately plan and budget the activities.
4. **Administrative Responsibilities:** The building principal and/or activities/athletic director is/are responsible for overseeing the planning, evaluation and approval process.
5. **Funding Determination:** Funding must be within the framework of approved general funds and/or ASB funds and is to be approved by the principal and/or the activities/athletic director.
6. **Supervision Requirements:** All trips must be supervised by school staff (certified or stipend contract) and, depending upon the activity, must be supervised with a student/staff ratio that is designed to provide for the safety and well-being of the participants. The head coach/director has the primary responsibility for all aspects of the trip. Coaches/Directors and other supervisors are responsible for supervision from the time the group leaves until they return. Same sex supervisors (e.g., an all female student group requires a female supervisor/chaperone) must be assigned to all overnight trips.

7. **Specific Issues and Considerations:**
  - a. The Trip Planning Guide (provided below) is to be consulted in order to identify applicable planning needs and issues, especially for overnight trips.
  - b. Arrangements are to be made on all overnight trips for same sex supervision.
  - c. Coaches/Directors have the right and responsibility to make decisions related to the trip, including behavioral expectations, eating arrangements and other trip details.
  - d. Students must travel to and from the event on school provided or arranged transportation (e.g., school, charter, public, commercial) unless other arrangements have been made and approved in advance and all permission, liability, and documentation issues have been finalized.
  - e. All regular school and co-curricular/extra-curricular rules and procedures apply to all aspects of the trip.

## Category 2 – Regular Field Trips

1. **Examples of Category:** This trip category includes any travel off the school campus, under the supervision of a teacher, with an approved course of study for the purpose of providing learning experiences not available in the classroom. An example would be a day trip to the silver mines in Kellogg, Idaho, that does not involve an overnight stay.
2. **Approval Process:** The planning, evaluation and approval process is conducted at the building level. Complete proposals are to be submitted to the building principal, on a field trip request form, a minimum of three (3) weeks prior to the trip. The educational value, as it relates to the specific course or grade, must be stated on the request.
3. **Approval Timeline:** The timeline is to be determined by the building principal based on variables determined by the academic course, site availability, transportation issues and budget considerations. All arrangements, approvals and plans should be finalized a minimum of two (2) weeks prior to the trip.
4. **Administrative Responsibilities:** The building principal and/or designee is/are responsible for overseeing the planning, evaluation and approval process.
5. **Funding Determination:** Funding must be within the budget framework, as determined by the building principal, composed of but not limited to building field trip allocations, fundraised money or student fees.
6. **Supervision Requirements:** All trips must be supervised. The number of coaches/advisors/chaperones should be determined according to the complexity and type of activity. Duties and responsibilities of the supervisors or chaperones are to be determined and communicated in advance.
7. **Special Issues and Considerations:**
  - a. The Trip Planning Guide (provided below) is to be consulted in order to identify applicable planning needs and issues.
  - b. Itineraries are to be prepared and distributed to parents and administrators.
  - c. Permission slips for the trip must be obtained for each student participant.
  - d. School provided or arranged transportation (e.g., charter, public, commercial) is to be used unless permission is granted in advance by the principal for the use of private transportation. If private transportation is used the proper parental permission must be obtained in writing.

- e. Plans should be made for students requiring the administration of medication or other special needs such as life threatening conditions. Parents may be asked to accompany the student in some instances.
- f. A cell phone and first aid kit must to be available at all times.

### Category 3 – Extended Field Trips

1. **Examples of Category:** This category includes all extended field trips related to club, leadership or academic activities that involve overnight stays in Washington, Idaho, Oregon, Montana or British Columbia. Examples are overnight leadership camps and CTE leadership conferences not qualifying under Category 4 “Special Event Trips”.
2. **Approval Process:** Proposals are to be submitted to the building principal and/or activities/athletic director on a field trip request form. The educational value, as it relates to the specific course or grade level, must be stated on the request. Preliminary approval is the responsibility of the building principal and/or activities/athletic director(s). The recommendation for approval is then forwarded to the Director of Secondary Education or Director of Elementary Education (depending on grade level) for final approval.
3. **Approval Timeline:** The specific timeline is to be determined by the building principal based on variables determined by the academic course, site availability, transportation issues, and budget considerations. The final proposal with all arrangements finalized is to be submitted to the principal no later than eight (8) weeks prior to the trip. Because these trips involve overnight stays, they require more planning time and additional arrangements when compared to regular field trips.
4. **Administrative Responsibilities:** The building principal and/or designee is/are responsible for overseeing the planning, evaluation, budgeting, and preliminary approval process, then forwarding the request to the Director of Secondary Education or Director of Elementary Education (depending on grade level) for final approval.
4. **Funding Determination:** Sources of funding must be identified in the proposal. The building principal and/or activities/athletic director is responsible for approval of all funding sources including, but not limited to, building field trip allocations, ASB funds, student fees, and/or community raised funds. The cost for coach/advisor/chaperone travel expenses, paid by students, will not exceed a ratio of 1:12.
5. **Supervision Requirements:** All trips must be supervised. The number of coaches/advisors/chaperones should be determined according to the complexity and type of activity. As the activity risks increase so does the number of supervisors. Supervisors are to be informed of the duties and expectations prior to departure on the trip. Same sex supervisors (e.g., an all female student group requires a female supervisor/chaperone) must be assigned to the trip.
6. **Specific Issues and Considerations:**
  - a. The Trip Planning Guide (provided below) is to be consulted in order to identify applicable planning needs and issues.
  - b. Itineraries are to be prepared and distributed to parents and administrators.
  - c. Normal school rules are in effect for all school trips. This should be communicated to students and parents in the written trip information. Coaches/advisors/directors may have additional rules (e.g., curfews, meal

arrangements, etc.) that should also be communicated to students and parents in the trip information sheet.

- d. Lists of special equipment, clothes or supplies needed by the participants are to be distributed to parents, in advance, with required approval pages and itinerary.
- e. Permission slips for the trip must be obtained for each student participant.
- f. School provided or arranged transportation (e.g., charter, public, commercial) is to be used unless permission is granted in advance by the principal for the use of private transportation. If private transportation is used the proper releases, parent permission and liability insurance must be obtained.
- g. Plans should be made for students requiring the administration of medication or other special needs, including life threatening conditions. Parents may be asked to accompany the student in some instances.
- h. A cell phone and first aid kit must be available at all times.
- i. If the trip destination/site is within driving distance of the school, a parent may opt to have their child be involved in the daytime activities only (no overnight stay). In such instances, parents will be responsible for transportation between the home and the trip destination/site.
- j. Extended field trips that are part of an academic course, and take place during school time, should have, in the trip plan, arrangements for students who do not take part, for pre-approved reasons, in the overnight trip. Meaningful learning experiences must be arranged at the school site.

#### Category 4 – Special Event Trips

1. **Examples of Category:** This trip category includes all trips that are not part of sanctioned regular or post-season schedules and involve overnight stays, substantial cost to the student, and significant transportation and student supervision. Examples are band trips to a bowl parade, an athletic trip to a competition in the Midwest, trips to national technology competitions, etc. Requests for foreign travel would fall into this category if the trip does not earn graduation credit. All trips to destinations outside of Washington, Montana, Idaho, Oregon, or British Columbia fall into this category.
2. **Approval Process:** Final approval for this category is the responsibility of the Board of Directors. The building principal, after his/her preliminary approval, forwards a recommendation for approval to the Director of Secondary Education or Director of Elementary Education (depending on grade level). The proposal will be evaluated by the Director of Secondary Education or Director of Elementary Education (depending on grade level) who will confer with other related and appropriate administrators. If preliminarily approved at that level the trip will be forwarded to the Superintendent for a recommendation of final approval to the Board of Directors.
3. **Approval Timeline:** Approval timeline requirements are based on the cost of the trip if the funding is to be based on student fees or fundraising. The purpose of the sliding timeline is to allow students the time to raise money so that the opportunities for participation are equitable. If the cost to the student is less than \$1000, the trip must be approved three (3) months in advance. If the cost to the student is \$1001 to \$1,800, the trip must be approved a minimum of six (6) months in advance. A cost to the student of more that \$1,800 requires a minimum of one (1) year advance approval.

4. **Administrative Responsibilities:** The building principal and/or designee is/are responsible for overseeing the planning, evaluation, budgeting, and preliminary approval process, then forwarding the request to the Director of Secondary Education or Director of Elementary Education (depending on grade level) for evaluation as listed above in “Approval Process”.
5. **Funding Determination:** These trips are to be self-funded, meaning that the trip is paid for through student fees, fundraising, grants or contributions. Funds are to be deposited in appropriate school accounts and disbursements are to occur through the requisition/purchase order process for the purposes of proper accounting. Any cost to the school district or building general fund must be specifically outlined in the proposal. The cost for coach/advisor/chaperone travel expenses, paid by students, will not exceed a ratio of 1:12.
6. **Supervision Requirements:** All trips must be supervised. The number of coaches/advisors/chaperones should be determined according to the complexity and type of activity. As the activity risks increase so does the number of supervisors. Supervisors are to be informed of the duties and expectations prior to departure on the trip. Same sex supervisors (e.g., an all female student group requires a female supervisor/chaperone) must be assigned to the trip.
7. **Specific Issues and Considerations:**
  - a. The Trip Planning Guide (provided below) is to be consulted in order to identify applicable planning needs and issues. Fundraising may not take place until the trip has been approved.
  - b. If the trip proposal includes foreign travel, U.S. State Department travel advisories and risk alerts must accompany the proposal.
  - c. Detailed and specific itineraries must be prepared and distributed to parents and administrators. The itinerary must include all details of what, when, where, who, how and why.
  - d. Normal school rules are in effect for all school trips. This should be communicated to students and parents in the written trip information. Coaches/advisors/directors may have additional rules (e.g., curfews, meal arrangements, etc.) that should also be communicated to students and parents in the trip information sheet. Communicated information should include consequences for students that violate the rules, especially those involving the safety and welfare of the students (e.g., if students will be sent home, what will the process be).
  - e. Lists of special equipment, clothes, or supplies needed by the participants are to be distributed to parents, in advance, with required approval pages and itinerary.
  - f. Permission slips for the trip must be obtained for each student participant.

### Category 5 – Academic Study Trips

1. **Examples of Category:** This category includes school sponsored academic trips, self-contained and independent of regularly scheduled courses, that are supervised by school staff and result in educational credit for the student. Examples would be a summer trip to Washington D.C. for elective credit or a trip to Quebec, Canada for French language studies.

2. **Approval Process:** Final approval for this category is the responsibility of the Board of Directors. The building principal, after his/her preliminary approval, forwards a recommendation for approval to by the Director of Secondary Education or Director of Elementary Education (depending on grade level) who will confer with other related and appropriate administrators. If preliminarily approved at that level the trip will be forwarded to the Superintendent for a recommendation of final approval to the Board of Directors.
3. **Approval Timeline:** Approval timeline requirements are based on the cost of the trip if the funding is to be based on student fees or fundraising. The purpose of the sliding timeline is to allow students the time to raise money so that the opportunities for participation are equitable. If the cost to the student is less than \$1000, the trip must be approved three (3) months in advance. If the cost to the student is \$1001 to \$1,800, the trip must be approved a minimum of six (6) months in advance. A cost to the student of more that \$1,800 requires a minimum of one (1) year advance approval.
4. **Administrative Responsibilities:** The building principal and/or designee is/are responsible for overseeing the planning, evaluation, budgeting, and preliminary approval process, then forwarding the request to the Director of Secondary Education or Director of Elementary Education (depending on grade level) for evaluation as listed above in “Approval Process”.
5. **Funding Determination:** These trips are to be self-funded, meaning that the trip is paid for through student fees, fundraising, grants or contributions. Funds are to be deposited in appropriate school accounts and disbursements are to occur through the requisition/purchase order process for the purposes of proper accounting. Any cost to the school district or building general fund must be specifically outlined in the proposal. The cost for coach/advisor/chaperone travel expenses, paid by students, will not exceed a ratio of 1:12.
6. **Supervision Requirements:** All trips must be supervised. The number of coaches/advisors/chaperones should be determined according to the complexity and type of activity. As the activity risks increase so does the number of supervisors. Supervisors are to be informed of the duties and expectations prior to departure on the trip. Same sex supervisors (e.g., an all female student group requires a female supervisor/chaperone) must be assigned to the trip.
7. **Specific Issues and Considerations:**
  - a. The Trip Planning Guide (provided below) is to be consulted in order to identify applicable planning needs and issues.
  - b. The core academic concepts and skills are to be identified in the proposal. The proposal must include a detailed description of the hours of study as it relates to requirements for the earning of 1.0 or 0.5 credit. Prerequisite requirements must be identified.
  - c. If the trip proposal includes foreign travel, U.S. State Department travel advisories and risk alerts must accompany the proposal.
  - d. Detailed and specific itineraries must be prepared and distributed to parents and administrators. The itinerary must include all details of what, when, where, who, how and why.
  - e. Normal school rules are in effect for all school trips. This should be communicated to students and parents in the written trip information. Coaches/advisors/directors may have additional rules (e.g., curfews, meal arrangements, etc.) that should also be communicated to students and parents

in the trip information sheet. Communicated information should include consequences for students that violate the rules, especially those involving the safety and welfare of the students (e.g., if students will be sent home, what will the process be).

- f. Lists of special equipment, clothes, or supplies needed by the participants are to be distributed to parents, in advance, with required approval pages and itinerary.
- g. Permission slips for the trip must be obtained for each student participant.

### **NON-SCHOOL SPONSORED TRIPS (Private)**

These are independent trips organized by school district staff and/or involve school district students, but are not approved or sponsored by Mead School District. Such trips are not funded by the school district, are not related to course grades or credit and are not subject to normal school rules and requirements. Examples are non-school sponsored summer study trips to foreign countries that are organized by travel companies, or travel by athletic teams to summer camps.

The building principal is responsible for ensuring that:

1. The building principal must be informed, early in the process of planning, about the trip and which students are involved. This is to ensure that the principal can monitor the limitations and requirements that follow.
2. Parents and students are to be clearly informed, in writing, that the trip is not school sponsored, that the school district is not responsible and that school rules and requirements do not apply. The school district's name may not be used in promotion of the trip.
3. Staff members may not take paid or instructional time to organize or conduct such trips. No fund raising may take place at school unless the facilities are rented.
4. No district communication sources, supplies or equipment may be used by staff members in planning, promoting, or conducting such trips unless advertisements are paid for and/or equipment has been rented.
5. School facilities may be used for planning or promotion of such trips only in accordance with district facility use policies pertaining to use by outside organizations.

## Mead School District - School Sponsored Trip Planning Guide

In planning any trip, some information needs to be determined but not communicated to parents. Other information needs to be communicated to parents.

### **SAFETY EMPHASIS – DANGERS, RISKS, RULES OF CONDUCT.**

The most important planning item is the identification of dangers and risks. For example, foreign travel in times of international security alerts may not be advisable. Activities such as water sports, rock climbing, etc., require special planning and supervision. Include any safety requirements and a listing of various points of emphasis for the safety of the students. Use wording that is non-threatening but direct and to the point.

EXAMPLES:                    “All students must stay on marked trails”  
                                      “All students will be expected to stay within visual contact of the group”

**FUNDING** – Identify the funding source(s) and gain the appropriate approval. All money collected from students should be deposited in school general fund and/or ASB accounts. Expenditures should be made through approved school purchasing procedures.

1. Fundraisers are to be approved in advance by the principal and/or designee. All fund raised money is to be deposited into school district or ASB accounts.
2. An accounting procedure is to be determined for fundraisers (e.g., number of cars washed reconciles to the amount collected).
3. If individual students are being credited for money raised toward the cost of the trip, accurate records should be kept of each student’s account.

**INSURANCE COVERAGE** – It is important to identify the sources of liability and medical insurance. All trips must have liability coverage.

1. Determine whether liability coverage exists for the specific trip being planned. In certain cases the school district’s liability insurance carrier may not cover the trip (e.g., boat trips, overseas trips with risk alerts, etc.).
2. If the school district’s insurance carrier does not cover the trip, investigate the availability of riders or separate policies.
3. Communicate the need for and obtain the medical insurance information for each participant and chaperone. Obtain and protect emergency information cards that contain personal insurance information.
4. If travel vendors are used, there should be a hold harmless mutual agreement and a certificate of insurance with \$2 million in limits and the school district named as an additional insured.

**ITINERARY – WHAT, WHEN, WHERE.** Include leaving and arrival times, major event times, etc. Explain where major events and gathering sessions will take place and at what times participants are expected to be at various checkpoints. The lodging and meal plan, if applicable, should be devised and communicated.

EXAMPLES:                    “8:10 a.m. – Students assemble at school bus loading zone”  
                                      “12:00 noon – Sack lunch at Spokane House Interpretive Center”  
                                      “9:00-11:00 a.m. – hike into Riverside State Park led by John Doe”.

**SUPERVISION – WHO.** List the supervisors and chaperones and determine the student to chaperone ratio. People trained in first aid/CPR and same-sex (as the student participants) chaperones are to be included in the supervision list.

EXAMPLES: “There will be 1 chaperone for every 10 students on the trip.”  
“The chaperones and their phone numbers are .....”  
“Two of our chaperones, Jane and John Doe, are trained in First Aid/CPR.”

NOTE:

Volunteer chaperones that will have regularly scheduled “supervised” access to students shall undergo WSP background checks. In addition, volunteers that have “unsupervised” access to students must have, within the past two years, a background check (RCW 43.43.830) through the Washington State Patrol Criminal Identification System and through the Federal Bureau of Investigation. The record check shall include a fingerprint check using a complete Washington State Criminal Investigation fingerprint card (RCW 28A.400.303).

“Regularly scheduled” is defined as daily, weekly or overnight access to students in a defined volunteer capacity.

“Unsupervised access” is defined as being the only adult in a chaperone or supervisory capacity with students in groups of five or fewer with students under the age of 12 and in groups of three or fewer with students between 12 and 16.

**CONTACT INFORMATION – WHO, NUMBERS.** Include names of chaperones/supervisors and contact numbers to use in case of emergency (phone numbers at stopping points, cell phone numbers, motel numbers, bus phone numbers, etc.).

EXAMPLES: “Chaperones will be John and Jane Doe, Bula Watson, Ted Graham”  
“Emergency Contact Number: John Doe, 509-465-0000 (cell)”  
“Motel Contact Number: Holiday Inn Express, 509-465-0000”

**TRANSPORTATION – HOW, WHAT.** State the mode(s) of transportation. It is best to use only school transportation (buses, vans), licensed charter services, or public transportation. Private transportation should rarely be used and, if it is, specific written releases and permission is to be on file.

EXAMPLES: “School buses will transport the students to and from the airport.”  
“Flight reservations have been made for all participants on Alaska Airlines.”

**SPECIFIC RULES OR INSTRUCTIONS – BEHAVIORAL EXPECTATIONS, EQUIPMENT.** Include lists of needed equipment and specific expectations that are not safety concerns. Make sure that the list is complete and takes into account all aspects of the trip. Consequences for breaking rules must be outlined and the plan for handling students who break the rules must be devised in advance.

EXAMPLES: “All students should bring a bathing suit and towel”  
“All students are limited to one carry-on bag”  
“All students will be expected to be in their rooms by 10:00 p.m.”

**STUDENT MEDICAL AND INSURANCE INFORMATION – MEDICAL TREATMENT PERMISSION, INSURANCE INFO, EMERGENCY CONTACT NUMBERS, DOCTOR PREFERENCE, MEDICAL CONDITIONS.** The parent must include this information on the itinerary form or a separate emergency medical information card. Obtain all information regarding medication

needs and/or life threatening conditions of participants. If training, service, or equipment is needed from a school nurse, two weeks notice should be given to the nurse.

EXAMPLES:                   MEDICAL CONDITIONS – Peanut allergy, bee sting allergy, diabetes, etc.  
                                  TREATMENT PERMISSION - “I authorize emergency medical treatment to be given to the above named student in the event I cannot be contacted”  
                                  INSURANCE INFO – Company name, policy number, agent, phone.

**PARENT PERMISSION SIGNATURE** - Parent reads information and grants permission by signing. May include a specific statement regarding the event.

EXAMPLE:                   “I have read the itinerary and safety expectations outlined for the trip. I understand all expectations and hereby grant permission for \_\_\_\_\_ (student name) to participate.”

**ADDITIONAL ISSUES AND REMINDERS –**

Make sure that the following issues and considerations are included in planning:

1. Prior to the trip, plan how to deal with injuries or emergencies.
2. Make sure that all chaperones are aware of applicable school and trip rules and their duties and responsibilities.
3. Avoid home stays in place of commercial lodging since adequate supervision is difficult. If home stays are to be used, have plans to communicate to home stay hosts all behavioral expectations and have a plan for situations where students need to be removed from home.
4. Make sure that all behavioral expectation lists include no males and females in the same room sleeping room unless involved in a supervised, planned activity. Whenever possible assign sleeping rooms by grade level thereby avoiding 9<sup>th</sup> grade students in the same room as 11<sup>th</sup> or 12<sup>th</sup> grade students.
5. Hold parent meetings to cover expectations, costs, and other information as outline in the next section of this planning guide.

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