

Title: Field Trips/Student Travel Procedures

The Council Bluffs Community School District permits student travel for course-related and co-curricular related activities. The travel should extend the learning beyond the classroom or expand upon participation in co-curricular activities. Travel should be limited to educational experiences that cannot be acquired at the school. This regulation provides procedures for four types of student travel. It defines the approval process, transportation, chaperone requirements, student forms and other guidelines.

Schools should limit the number of out-of-District travel days and are encouraged to schedule travel around or in conjunction with weekends and school vacation days during the school year.

#### Student Travel

Student travel is divided into four types of travel—1. Field Trips; 2. Activity Trips; 3. Extended District Curriculum Travel; and 4. Music Performance Travel.

#### Definitions:

**Field Trip:** A trip that is one day or less in length within or outside the School District's boundaries. Field trips are directly related to a specific subject or course.

**Activity Trip:** A trip that is part of a school-sponsored co- or extra-curricular activity, club, sport or an event sanctioned by an Iowa High School activities association. The activities association travel rules, if applicable, must be adhered to in addition to any Board-identified requirements.

**Extended District Curriculum Travel:** A trip that is course/subject-related, includes at least one overnight.

**Music Performance Travel:** A trip scheduled for music groups on a limited basis during a student's high school career that includes at least one overnight stay. The building administration will maintain the schedule for music ensemble travel.

#### 1. Field Trips:

##### A. Approval Process:

A written plan must be submitted by the teacher in hard copy or electronically to the building principal or designee at least two weeks prior to the trip. When one group is taking

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multiple trips, they may be submitted on one document. The written plan must specify the following:

- Destination
- Educational objectives that will be accomplished
- Time of departure and return and mode of transportation
- Educational alternatives for students who do not participate in the trip
- Signature line for building administrator's approval

The principal must sign the request, keep a written or electronic copy, and return a signed copy to the teacher.

B. Transportation:

If commercial transportation is used, it must be provided by the District's contracted carrier. If District-owned or personal vehicles are used, an insured and approved volunteer or District employee (over 25 years of age) must drive each vehicle. Drivers must provide proof of driver's license, certification of insurance and relevant vehicle information to the principal in advance of the trip. Students who participate in a field trip that requires them to leave and return to the school building during instructional hours may not drive a vehicle. Students may not be transported in vans or other personal vehicles with a capacity rating of ten or more persons.

C. Chaperone Requirement:

At least one chaperone per group as assigned by administration must accompany students on a field trip. Chaperones who are not employees of the District must be approved as a volunteer by completing the District's volunteer approval process.

D. Student Approval Forms:

Parents/guardians must receive advance notification about any field trip and be provided an opportunity to approve their child's participation in written or electronic form. The parent notification shall include the mode of transportation, including the name of the driver if a district-owned or personal vehicle is to be used.

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2. Activity Trips:

A. Approval Process:

A minimum of three weeks before the start of each season the activity sponsor, advisor, or coach shall submit to the activities director for approval a schedule of all in-district and out-of-district travel related to the activity, club, sport, or Iowa High School activities association- sponsored events. The activities director shall approve the travel schedule and mode of transportation. A copy of the approved travel schedule shall be kept on file at the school.

B. Duration of the Activity Trip:

Whenever possible, activity trips should be restricted to one-day trips and should occur during the evening or on weekends or vacation periods.

C. Transportation:

If commercial transportation is used, it must be provided by a District-contracted carrier. If District-owned or private vehicles are used, a coach/sponsor/parent/guardian/ or school employee must drive each vehicle. Drivers transporting students in vehicles must meet all requirements of the District and be specifically approved for the assignment by a school administrator. Drivers must be at least 25 years and have proof of driver's license, certification of insurance and relevant vehicle information. Students who participate in an activity trip that requires them to leave and return to the school building during instructional hours may not drive a vehicle. Students may not be transported in vans or other personal vehicles with a capacity rating of ten or more persons.

D. Chaperone Requirement:

A building administrator shall determine the number of chaperones required for each activity trip. Chaperones who are not employees of the District must be approved as a volunteer by completing the District's volunteer approval process.

E. Student Approval Forms:

Parents/guardians must receive advance notification about any activity trip and be provided an opportunity to approve their child's participation in written or electronic form. The parent notification shall include the mode of transportation, including the name of the driver if a

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district-owned or personal vehicle is to be used. A signed parent/guardian consent form, medical waiver and waiver of liability must be on file for the activity trip.

3. Extended District Curriculum Travel

A. Approval Process:

Prior to the start of the school year, or as soon as practical, the school employee shall submit to the principal or designee for approval a written plan in hard copy or electronically that specifies the following:

- Destination
- Purpose of the travel
- Educational objectives that will be accomplished
- Date/time of departure and return
- Mode of transportation and lodging
- Educational alternatives for students who do not participate in the activity or trip
- Estimated costs involved and a plan for how students can raise the funds if the cost is not covered by the District
- Signature Line for administrator approval

The principal and Superintendent must sign the written request, keep a copy, and return a signed copy to the teacher.

B. Duration of the Extended District Curriculum Travel:

Whenever possible, Extended District Curriculum Travel experiences should be restricted to one school day in conjunction with weekends, or vacation periods. The maximum length for these travel experiences shall not exceed five days. The Superintendent or designee must approve any exceptions to these rules.

C. Transportation:

If commercial transportation is used, it must be provided by the District's contracted carrier. When modes of transportation other than bus are required, the most cost and time efficient mode of transportation will be used. Consideration must be given to the students' safety regarding lodging, distances traveled, length of trip, safe travel within the destination city, and

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the safe transport of District students to and from all activities and events.

If District-owned or private vehicles are used, a coach/sponsor, approved volunteer or school employee must drive each vehicle. Drivers must be at least 25 years and provide proof of driver's license, certification of insurance and relevant vehicle information to the principal in advance of the trip. Students may not be transported in vans or other personal vehicles with a capacity rating of ten or more persons.

D. Chaperone Requirement:

A building administrator shall determine the number of chaperones required for each activity trip. Chaperones who are not employees of the District must be approved as a volunteer by completing the District's volunteer approval process.

E. Student Approval Forms:

Parents/guardians must receive advance notification about the trip and be provided an opportunity to approve their child's participation in written or electronic form. The parent notification shall include the mode of transportation, including the name of the driver if a district-owned or personal vehicle is to be used.

A signed parent/guardian consent form, medical waiver and waiver of liability must be on file for each trip. The consent form may also indicate the family's agreement to be responsible for the costs associated with the trip.

F. Student Fundraising:

Travel costs not covered by the District are to be covered by student fundraising activities. When the District pays transportation and lodging, reimbursement to vendors will be made in accordance with District policy.

Fundraising opportunities shall be provided so that students can earn the entire individual travel amount through fundraising activities. The fundraising activities, including support from booster club, shall be sufficient so that all individual student costs can be raised between the time of approval and the time of departure for the trip.

4. Music Performance Travel

A. Approval Process:

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A minimum of one week prior to the end of the preceding school year the activity sponsor or advisor shall submit a written proposal in writing or electronically for approval to the building principal or designee. The proposal must specify the following:

- A detailed rationale for the travel destination, including tie(s) to the curriculum and educational growth and cultural opportunities
- The estimated size of the travel group including students, directors, and chaperones
- Name and contact information for person(s) responsible for the travel arrangements, record-keeping and handling of funds
- A proposed list of chaperones
- Costs associated with chaperones, if expenses are not paid by the individual(s)
- The proposed type of transportation to be used
- A proposed itinerary including the dates, number of school days to be missed, planned activities and special events, transportation arrangements and lodging
- A statement of estimated costs (maximum possible per student) including transportation, entry fees and accommodations
- A list of activities proposed to raise the needed funds
- A completed application to state music association, if applicable, for approval of out-of state music contest/festival travel
- Identification of the company or companies involved in providing travel arrangements; and evidence that other travel providers were considered
- Disclosure of whether any individual is acting as an agent of the travel company
- Space for signatures of approval.

Under no circumstances will the District allow the use of time, resources or facilities to support any commercial trips.

The document will need to be signed by the building principal and the Superintendent. Upon receipt of all required signatures, the request will be submitted to the Board for consideration and approval. The Board must approve all Music Performance Travel prior to implementation of the proposal.

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All final details, including a final list of chaperones and a detailed itinerary and final costs, for the approved travel proposal shall be submitted in writing to the Superintendent no less than 90 days prior to the departure date.

Upon Board approval, and not before, the music director shall:

- Provide parents/guardians with specific written information about objectives, costs (including any expenses for chaperones built into the per-student cost), deposit and payment timeline, itinerary, chaperones and accommodation details.
- Obtain a signed parent/guardian consent form, medical waiver and waiver of liability for each student participant.
- Confirm chaperones are employees or approved volunteers of the District
- Schedule conferences or orientation sessions for students and parents/guardians to assure that all plans and arrangements are clearly understood.
- Conduct fundraising activities
- Obtain signature of Board President on contract with travel vendor.

B. Duration and Calendar Selection of Music Performance Travel Schedule

The Music Performance Travel Schedule shall be limited to five total days, including the travel days. Trips shall be restricted to no more than two school days per trip. All trips shall be limited to five total days, including the travel days.

While travel may occur during long school breaks, every effort should be made to keep travel off of the actual holidays. Should circumstances make a trip exceeding five total days necessary for performance, educational, or cultural purposes, a written request for an exception shall be made to the Superintendent prior to the development of the formal proposal, with an opportunity for appeal of the Superintendent's decision to the Board.

All non-travel days must include an educational or cultural opportunity or performance for students.

C. Transportation and Lodging

In most cases, the most cost-efficient and time-efficient mode of transportation will be used. Consideration must be given to the students' safety regarding lodging, distances

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traveled, length of trip, safe travel within the destination city, and the safe transport of District students to and from all activities and events.

D. Chaperone Requirements

A building administrator shall determine the number of chaperones required for each activity trip. Chaperones who are not employees of the District must be approved as a volunteer by completing the District's volunteer approval process.

The chaperones' transportation and lodging expenses, or a portion thereof, as well as fees for required student events, may be covered in the total cost of the trip. Chaperones are responsible for meals in excess of those included in the travel package.

E. Student Approval Forms:

Parents/guardians must receive advance notification about the trip and be provided an opportunity to approve their child's participation in written or electronic form. The parent notification shall include the mode of transportation, including the name of the driver if a district-owned or personal vehicle is to be used.

A signed parent/guardian consent form, medical waiver and waiver of liability must be on file for each trip.

F. Student Fundraising

Travel costs not covered by the District are to be covered by student fundraising activities. When the District pays transportation and lodging, reimbursement to vendors will be made in accordance with District policy.

Opportunities must be made available for students to raise their share of the costs through fundraising activities.

- Fundraising opportunities shall be provided so that students can earn the entire individual travel amount through fundraising activities.
- The fundraising activities shall be sufficient so that all individual/student costs can be raised between the time of Board approval and the time of departure for the trip.



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- Students who have not participated sufficiently in fundraising activities or have not made a good-faith effort to raise the funds to cover the entire individual travel amount associated with the trip, will not be able to participate in the travel.
- Monies raised by fundraising activities for the purpose of Music Performance Travel will be kept in the school activity account. Transfers will be made to district accounts, as appropriate, as payments are made to contracted travel agents.

G. Evaluation of Music Travel Schedule

Within one month of the completion of the Music Travel Schedule experience, an evaluation of the events shall be submitted to the building principal. This evaluation shall be a narrative, showing completion of the goals outlined in the approved proposal

5. Travel Contracts and Proposals

The activity sponsor or advisor will coordinate travel proposals, and will solicit proposals from travel vendors as appropriate and in accordance with District procedures. Copies of proposals shall be submitted with the travel vendor contract to the Superintendent and the business office so the contract may be approved.

6. Disposition of Unspent Travel Money

If, after taking a trip, a group has remaining money in excess of what was needed for travel, a plan will be submitted to the principal outlining the intended use of the excess funds to support other student activities in the student activity fund in accordance with applicable law.

Refunds and transfers of trip money will be granted only in the following circumstances:

- Unspent monies will be rolled into the activity fund of the group in which the student participated.
- In the case of a student dropping out of an activity or not allowed to participate in an activity due to a violation of the District's Code of Conduct and Eligibility for Participation policies, the money will revert to the activity fund of the group in which the student participated unless monies were paid into a trustee account designated for

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the trip by personal checks from the student or his/her family and then only back to a student or family, if the funds were not committed or expended on trip expenses.

#### 7. Privately Sponsored Trips

No promotion or enrollment of students for privately sponsored trips is permitted on school property. Nor should employees of the District promote or enroll students for non-school sponsored travel on school property. Students participating in these opportunities may not conduct fundraising activities on school property.

Cross References:

512, 528, 612, 709, 907

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Legal References:

Iowa Code 279.8, 282.6, 285, 321.1(69);281

IAC 43, 98

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