

FIELD TRIPS AND STUDENT TRAVEL

1.0 Definitions.

- 1.1 **Activity Travel.** for purposes of this policy, “Activity Travel” means student travel that is part of an athletic, activity or curricular program offered by the district.
 - 1.1.1 The District’s athletic programs are those sanctioned by the Colorado High School Activities Association (CHSAA).
 - 1.1.2 The District’s activity programs are those sanctioned by CHSAA, those affiliated with an outside activities organization such as Future Business Leaders of America (FLBA), Health Occupations Students of America (HOSA) and DECA.
 - 1.1.3 For purposes of this policy, the only activity travel related to the District’s curricular program is outdoor education lab at the middle school level.
- 1.2 **Non-District Sponsored Educational Travel.** for purposes of this policy, “Non-District Sponsored Educational Travel” means student travel sponsored by an outside educational travel partner such as EF Education First and World Strides.

2.0 **Scope of Permitted Educational Field Trips and Activity Travel.** All schools shall follow and adhere to travel parameters set forth by the District Athletics and Activities Department as follows:

Pre-K: Travel permitted only within the State of Colorado (in-state travel).

Grades K-5: Travel permitted in-state and within the United States.

Grades 6-12: Travel permitted in-state, within the United States, and internationally.

- 2.1 Requests must be initiated by submitting the Student Travel Request Form (Form A, available from the District Athletics and Activities Department):
 - 2.1.1 Three (3) months prior to departure for in-state travel and travel within the United States
 - 2.1.2 Eight (8) months prior to departure for international activity travel
- 2.2 The Student Travel Request form (Form A) must be completed for all travel. The Student Travel Request form must be completed by the requesting school/department and must be approved by all designated parties prior to moving forward with the procurement of any travel details (ex: airfare, hotels, etc.). Once the Student Travel Request form has been completed at the school/department level, it must be sent to the District Athletics and Activities office for additional approvals.
- 2.3 All travel is subject to applicable District Policies, including District Policies 3310 and 3320.

3.0 **Student Participation.** Trips must be open to all current District students who qualify by meeting the curriculum, monetary and insurance requirements. Students may be required to utilize the transportation/accommodations (if applicable) and the complete itinerary of activities designated by the athletic coach or activity sponsor as a condition for participation in any portion of the trip.

4.0 **Adult Participation.**

- 4.1 **District Employees.** One District employee, approved by the principal or designee (for example, an athletic coach or activity sponsor) shall accompany the group.
- 4.2 **Other Adult Chaperones.** If needed, additional adult(s), as approved by the principal or designee, shall accompany the group.
 - 4.2.1 The number and gender of chaperones shall depend on the size, age, and composition of the group and the activity planned.
 - 4.2.2 Chaperones must be at least 21 years of age and be a District employee or a parent, legal guardian or other family member of a student participant.
 - 4.2.3 Chaperones that are not District employees must submit to screening through the school's visitor management system.
- 5.0 **In-State Travel.** Building administrators shall be responsible for reviewing proposed field trips and Activity Travel to determine that the following procedures are met for in-state travel:
 - 5.1 Field trips or Activity Travel must be directly related to the District's curricular and/or co-curricular programs;
 - 5.2 Use of buses for the regular transportation of students to and from school shall have priority over buses for field trips or Activity Travel;
 - 5.3 Approval by the principal is necessary before a request for bus service is made to the Transportation Department;
 - 5.4 All arrangements involving buses, bus routes, and drivers shall be completed by the Director of Transportation or designee;
 - 5.5 Schools shall be billed for bus service at the current rate established by the Transportation Department;
 - 5.6 Prior to engaging the services of licensed commercial carriers and private carriers, the Athletics and Activities Department must conduct a safe check using the U.S. Department of Transportation Safety and Fitness Electronic Records (SAFER) system or similar service.
 - 5.7 Depending on the number of travelers, sponsors may opt to transport students with a district-owned small vehicle, per District Policy 3610.
 - 5.8 15-passenger vans are not to be used for transportation at any time. This includes rental vehicles.
 - 5.9 Written permission from parent/guardian shall be obtained for all student passengers:
 - 5.9.1 for single-day trips in the form attached as Form I;
 - 5.9.2 for multiple-day/overnight trips in the form attached as Form E.
 - 5.9.3 Sponsoring adults shall take such written permission with them on the trip.
 - 5.10 Field trips to the Rocky Flats National Wildlife Refuge are prohibited.
 - 5.11 Refer to District Policy 3200 for per diem allowances for staff.
 - 5.12 In the event that a Taxi Cab or rideshare company, such as Uber or Lyft, is the only practical option, a chaperone must accompany students, except in unique circumstances approved by a chaperone. Examples of unique circumstances that could be approved by a chaperone include medical emergencies, and use of a

rideshare service as a back-up to an unexpected disruption in previously scheduled travel arrangements.

- 6.0 **Travel within the United States.** Administrators shall be responsible for reviewing proposed trips/activities outside Colorado to determine that the provisions of section 5.0 (as applicable) and the following procedures are met:
- 6.1 Submit in writing to the principal(s) all proposed fundraising activities, including documentation of parent support and projected amount of student time to be expended.
 - 6.2 Submit request to the principal(s) prior to making any commitment or arrangements as to the group's availability for participation.
 - 6.3 If approved by the principal(s), the request shall be submitted to the Chief Academic Officer or designee for approval/denial no later than 30 days prior to planned departure with information relative to activity, honor and/or recognition involved, time, place, estimated cost, means of transportation, school time involved, sponsoring agency, and other appropriate information.
 - 6.4 The Athletics and Activities Department shall verify that the travel organization has the required level of insurance coverage.
 - 6.5 A written plan for communication with the Chief Academic Officer or designee in the event of an emergency during the Activity Travel shall be in place and communicated with students' parents/guardians and principal(s).
 - 6.6 Written parent/guardian permission shall be obtained for all student passengers in the form attached as Form E for overnight trips.
 - 6.7 Refer to District Policy 3200 for per diem allowances for staff.
- 7.0 **International Activity Travel.** Administrators shall be responsible for ensuring that the provisions of sections 5.0 and 6.0 (as applicable) and the following additional procedures are met:
- 7.1 A school administrator may attend international activity travel. The building principal and the sponsor shall mutually agree as to whom will pay if an administrator attends.
 - 7.2 It is a requirement that the sponsor obtain phone service during international travel to allow communication with the district and families.
 - 7.3 Each participant must obtain out-of-country travel insurance.
 - 7.4 Refer to District Policy 3200 for per diem allowances for staff.
- 8.0 **Miscellaneous.**
- 8.1 **Medical History.** The medical history form in Form F must be filled out and completed by the parents or legal guardian(s) of each participant on a trip. Should a participant have a medical history which requires medical monitoring, authorization from the participant's licensed health care practitioner to attend the trip must be submitted.
 - 8.2 **BASE (Before and After School Enrichment).** Travel by District BASE programs shall be subject to all of the terms of this policy except for the provisions of section 5.1. BASE field trips shall be approved by the site director and shall be supervised by qualified adults and in such adult/child ratios as provided by state regulations.

- 8.3 **Exceptions.** If special circumstances arise, such as advancement to the next round of a state or national competition, that justify deviating from the travel restrictions and deadlines set forth in this policy, schools may request permission to travel from the Superintendent or designee. Permission will not be granted to extend deadlines that were not met due to poor planning or unfamiliarity with this policy.
- 9.0 **Non-District Sponsored Student Educational Travel.**
- 9.1 The District recognizes that occasionally District employees and students participate in trips that are associated with an outside educational travel partner such as EF Education First and World Strides. These trips are considered non-district sponsored student educational travel as defined by this policy.
- 9.2 The District is not responsible for any aspects of such travel, including, without limitation, contracting, transportation, lodging, activities, trip interruption or cancellation, supervision, chaperones, discipline, medical issues, travel warnings, emergencies and other issues related to such travel.
- 9.3 The District is also not liable or responsible for any claim, legal action, liability, injuries, losses, damages or death associated with, caused by, or related to non-district sponsored student educational travel.
- 9.4 District employees shall follow the district's "Educational Travel Guidelines and Checklist" when participating in non-district sponsored student educational travel, including notifying participating students and their parents/guardians that the travel is not district sponsored.

CROSS REFERENCE:

District Policy 3310
District Policy 3320
District Policy 3610
District Policy 4130
District Policy 3200