

STUDENT TRAVEL MANUAL



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1 PURPOSE

Student travel can be a valuable tool in providing learning experiences to our students, whether for regularly scheduled competitions, or for once-in-a-lifetime events. The procedures outlined in the Student Travel Manual are designed to ensure the **safety and well-being of students and chaperones** while enjoying these opportunities. Conducting safe trips will ensure that the District is able to continue to provide travel opportunities for our students. Advance planning, consistency, and thorough documentation are the key components of safe and successful trips.

2 SCOPE & COMPLIANCE

All individuals who schedule trips on behalf of the District, regardless of funding sources, must adhere to the procedures contained herein as well as to the policies established by the Board of Education (Board). Board policies relating to District Sponsored Trips include [IICA: Field Trips and Excursions](#) as well as all other policies that govern employee and student conduct.

All trips presented to students and families by District Employees on District property, or during District activities or events, are subject to these procedures. School employees are not to use District resources of any type, including facilities, to solicit students to participate in any commercial or non-school sponsored trips or excursions.

Quick Start Guide for Trip Managers:

This Manual is intended to be a comprehensive resource for all student travel procedures. Each employee involved in student travel is responsible for reviewing, comprehending, following, and enforcing the procedures included in this manual. Once you have an understanding of District procedures, the following tips may help you navigate this manual:

1. Links have been provided for forms and policies. Utilize the links to find necessary forms and to navigate to referenced sections.
2. Familiarize yourself with the 5 categories of travel, and determine which types of travel you will be involved in. See section [3 Student Travel Definitions](#)
3. Prior to making plans, review section [4 General Requirements for All Trip Categories](#), as well as additional sections applicable to your trip.
4. If you are only conducting trips in Categories I, II, or III, (no extended or international travel) sections 1-4 of this manual will contain the applicable procedures. Approvals are handled at the site level, and site-specific request and approval processes should be followed.
5. Submit all travel requests to your Principal/Director as soon as possible. For the majority of trips, this should occur at the beginning of the school year.
6. For Extended and International Travel (categories IV and V), a District calendar will be created to allow the approval process to be managed proactively. It is critical that your trip be entered onto this calendar as soon as possible. Begin by submitting an [Intent to Travel Request form – Extended Travel](#) to your Principal/Director.
7. At the beginning of each year, Canvas training courses and Driver verification forms may be completed. Approvals are valid for the entire year. (August 1 to July 31). Completing these requirements at the beginning of the year will help streamline the approval process.
Canvas course: District travel must be completed annually by all trip managers
Canvas course: District Chaperone Training Guide must be completed annually by all staff members planning to act as a District chaperones (including Trip Managers).
Driver Verification Form: Any employees who plan to transport students in a private passenger vehicle must be approved annually.

3 STUDENT TRAVEL DEFINITIONS

Student Travel Categories

- 3.1 The Student Travel Categories are descriptions of five separate categories of student travel. While many procedures will apply to all categories of travel, this document will also outline category-specific procedures.

Category I – Instructional: One-day field trips designed to provide students with knowledge and experiences to supplement their curriculum. These trips typically take place during the school day and student participation is generally expected.

Category II – Supplementary: Interscholastic, athletic, fine arts, or other extracurricular competitions, conferences, and other similar events. Events may take place during the school day or extend outside of the school day, but do not involve an overnight stay. Student participation is generally not tied to a curriculum requirement, but may be a club or activity requirement.

Category III – Enrichment: Reward trips and trips that may be loosely connected to an extracurricular activity, but are primarily recreational or entertainment based. Events may take place during the school day or extend outside of the school day, but do not involve an overnight stay. Student participation is generally not tied to a curriculum requirement. Participation is optional.

Category IV – Extended: Trips of any type, but primarily supplementary or enrichment trips, involving an overnight stay or involving travel beyond a 250 mile radius of the District.

Category V – International: Enrichment trips involving travel outside of the U.S. including its possessions, and Canada.

	<u>I</u> Instructional	<u>II</u> Supplementary	<u>III</u> Enrichment	<u>IV</u> Extended	<u>V</u> International
Nature of Trip	Supports Curriculum	Sanctioned Competitions and/or Conferences	Primarily Rewards, Recreational, or Entertainment	May be Supplementary or Enrichment	Primarily cultural, possibly with a performance
Student Participation	Generally Expected	Generally tied to optional extracurricular activities or clubs	Optional	Optional	Optional
Duration	Within the School Day	May extend outside of School Day but may <u>NOT</u> include overnight stay		Involves an overnight stay OR Exceeds 250 miles	Involves an overnight stay
Distance	< 250 miles				Travel outside of the U.S.
Final Approval Office	Principal	Principal/ Director or Site Athletic Director	Principal/ Director	Executive Director or District Athletic Director	Executive Director

Non-District Travel: At times employees and students are presented with opportunities for extended group travel that does not meet the criteria of District-sponsored travel. These trips will be classified as Non-District trips or Non-District travel. Additional information on [Non-District Travel](#) can be found in the Appendix.

Roles & Responsibilities

3.2 For the purposes of this document, the following titles are defined:

Trip Manager: The activity sponsor, teacher, coach, other certified employee named as the lead chaperone and point of contact for the trip. The Trip Manager is responsible for proposing, planning, and managing the trip.

Principal/Director: The Building Principal, Assistant Principal, Director, Site Athletic Director, or Department Head assigned the responsibility of first-level approval of student travel within their site/department. For some categories of trips, the Principal/Director is also the final approver. The Principal/Director has the primary responsibility for monitoring travel plans and ensuring compliance with District travel procedures. The Principal/Director is responsible for ensuring that all Extended Travel requests are registered on the District [Extended Travel Tracker](#).

Administrator: A District Administrator assigned to a specific trip for the purpose of providing oversight of the event.

Executive Director: The Executive Director is the District Executive Director designated as the person responsible for oversight of and ultimate approval of all student travel. The Executive Director will assign responsibilities for approvals of the various components of student travel for the various categories of trips.

District Chaperone: A District Chaperone is a District employee assigned to a trip to assist with the supervision of student behaviour and group activities. District chaperones may include teachers or educational support personnel. Parents who are District employees will be considered District Chaperones.

Volunteer Chaperone: Volunteer Chaperones are non-employee volunteers, including non-employee parents, assigned to a trip to assist with supervision. All volunteer chaperones must meet the requirements of school volunteers outlined in Board Policy.

Approval Office: The designated District official responsible for final approval of a specific category of trip.

4 GENERAL REQUIREMENTS FOR ALL TRIP CATEGORIES

- 4.1 **Approval of Student Travel.** All student travel must be approved through the appropriate channels **prior** to trip information being shared with students or parents. Requirements and timelines are determined by the trip category. See section [8 Approval Authority](#) and section [9 Approval Type-Extended Travel](#) for details. **In all cases, planning begins with a submission to your Principal/Director.** This should be submitted to your Principal or Director at the beginning of the school year, or as soon as proposed travel is considered.
- 4.2 **Student Participants.** Only enrolled students are eligible to participate in a student trip. If a group travels in the summer with the newly graduated seniors participating, their senior year will be the school year used to determine eligibility. Students are subject to the Student Code of Conduct while participating in a student trip. The Principal may refuse to allow a student to participate in any trip, consistent with the travel guidelines, so long as the student is not denied participation solely due to a disability.
- 4.3 **Permission Slips and Release Forms.** A District Travel Permission and Medical Consent Form must be obtained from the parent/guardian of each student participating in an off-site trip (with the exception of regularly scheduled athletic competitions). The form should include information regarding the specific activities, mode of transportation and other trip factors in order to allow the parent to provide informed consent for the event. See section [11.5 Consent Forms](#) for detailed instructions. Trip Manager shall use these forms as a record of students attending the field trip and shall have a copy of all such documents with him/her on the trip. Upon completion of the trip, the forms shall be retained for one year in the office after which they shall be destroyed.
- 4.4 **Special Health Needs.** It is the responsibility of the Trip Manager to provide the nurse with a copy of the trip roster and to seek clarification or additional information from the school nurse regarding any health needs/conditions
- 4.5 **Supervision.** The person designated as final approver of the trip (Executive Director, Principal, or Athletic Director, depending on the category of trip) will make the final decision regarding supervision requirements and chaperone requirements based on the trip details, including the requirement of a School Administrator.
- 4.6 **Financial Management.** The Site is responsible for financial management of the trip, including compliance with District purchasing and procurement card procedures. (Procedures are available on the District's [Purchasing and Distribution](#) webpage). Trip approval does not override District purchasing, travel reimbursement, staff travel, or procurement card procedures. (Procedures are available on the [Business Services](#) webpage) Any shortfalls resulting from cancellation fees, inadequate fundraising, or vendor issues will be borne by the site.
- 4.7 **Funds Disbursement.** No funds, including deposits, and regardless of source, shall be disbursed by a school before the trip has been approved. Approval levels are determined by the trip category. Refer to section [9 Approval Type](#) for more information.
- 4.8 **Multi-Site Events.** If an event involves students from multiple SPS schools, joint coordination is encouraged. In some cases, the Executive Director will require that the Trip Managers work together to combine transportation and/or lodging arrangements. A Central Office Department may be assigned the responsibility for insuring compliance with all applicable requirements. For trips requiring board approval, all site applications must be received prior to any site receiving board approval.
- 4.9 **Chaperones for Multi-Site Events.** For multi-site events, with Executive Director approval, chaperones may be combined to meet supervision ratios or gender requirements. In these cases, expectations must be clear to both chaperones and students. Chaperones will be expected to expand their supervision assignment to include students from accompanying schools.

- 4.10 **Contract Review.** All documents requiring signature by a District representative are subject to the District's Contract Approval Process and should be submitted to contracts@spsmail.org for review. The Contract Analyst will determine the appropriate designee to sign each document.
- 4.11 **Transportation.** Transportation for student travel must be provided via District-Approved Transportation. Following are the ONLY methods of District-Approved Transportation:

School Bus: Whenever possible, school buses should be used for the transportation of students.

District-Approved Commercial Motor Coach: A [list of carriers](#) meeting District requirements and state guidelines will be maintained by the Purchasing Department and available on the District's Purchasing website.

Pre-Approved Private Passenger Vehicle: In certain cases, school buses and commercial carriers may not be feasible. With the Principal/Director's approval, the Trip Manager may request the use of private passenger vehicles (employee owned or leased) or District-owned non-buses for student trips. Use of private passenger vehicles is subject to [Administrative Practice & Procedures](#) and the following guidelines:

No private passenger vehicle (employee owned or leased) used to transport students may be designed to carry more than ten (10) passengers, including the driver. There must be functioning seat belts for each person.

The use of vans or private automobiles for trips is prohibited if any of the following apply:

- *Late night (after midnight) or overnight driving.*
- *Travel exceeding 500 miles in a 24 hour period.*
- *Travel for groups with **total student participation** of more than 12 students.*

Trips exceeding 200 miles in private passenger vehicles will require two chaperones per vehicle, regardless of the number of students.

Employees may request permission to transport students by submitting a Driver Verification Form (available on the [Risk Management](#) web page) and evidence of required insurance to Risk Management. This must be done each school year (August 1-July 31). Potential drivers are encouraged to submit their forms at the beginning of the year to help streamline the approval process. Employees who are required to drive as a function of their employment, or who will drive a District-owned vehicle, are required to have a valid Class E license with a school bus (S) endorsement.

Employees transporting students for District events may not transport additional passengers that are not members of the travel group.

Employees driving their personal vehicle bear the primary liability of such transportation.

Public transportation or commercial transportation (air, taxi, shuttle, and subway): Extended trips may, with the approval of the Executive Director, include transportation via commercial or public transportation methods.

Rental Vehicle & Insurance: When renting a vehicle for District use, the employee should use a District P-Card and indicate District use or the District name on the rental agreement whenever possible. The employee shall include optional insurance in the rental agreement as follows: • Loss Damage Waiver (LDW), sometimes called collision damage waiver (CDW) • Supplemental Liability Insurance (SLI), sometimes called additional liability When transporting students in a rental vehicle, the employee shall also purchase Personal Accident Insurance with the rental agreement, and must also complete a Driver Verification Form and carry the required personal liability coverage. Employees should not purchase personal effects coverage. Vehicles rented must not have a seating capacity of more than nine (9) passengers, including the driver.

- 4.12 **Incident Reports.** All incidents occurring during student travel events must be documented and reported in accordance with normal District procedures. This includes student incidents requiring disciplinary actions, injuries to students, employees, or chaperones, vehicle accidents, or other accidents with potential injuries, property damage, or claims.
- 4.13 **Right to Rescind.** The Executive Director retains the right to rescind approval of trips when, in the judgement of the Executive Director, circumstances may jeopardize the safety of students and chaperones.
- 4.14 **Violations.** Noncompliance of this policy may put students at risk, and will lead to disciplinary action or restriction of permission to conduct future trips. Violations will be documented as follows:

First Violation: A written warning will be issued to the Trip Manager and Supervisor/Principal

Second Violation: In addition to notification to the Trip Manager and Supervisor/Principal, the issue will be reported to the Executive Leadership Team for review.

- 4.15 **Category Specific Requirements.** Additional requirements are outlined in this document for the following:

[Extended Travel](#) (Section 5)

[International Travel](#) (Section 6)

[Athletic and Activity Camps, Clinics, and Leagues](#) (Section 7)

5 EXTENDED TRAVEL: ADDITIONAL REQUIREMENTS

These procedures apply to all Category IV and V travel in addition to the General Requirements outlined in Section 4 General Requirements.

5.1 Additional Trip Participants

Who may travel with the Group?

- On District-arranged Transportation:
 - Student travellers must be members of the club, team, or activity.
 - Adult travellers must be official trip chaperones with volunteer clearance.
 - No guests of any age may travel with the group on District-provided transportation.
- Lodging sharing:
 - Adult guests travelling separately to the Group's destination location may share a room with an approved chaperone (one guest per room).
 - Chaperones may not share their District arranged lodging with minor children unless they are their own children who are members of the group.

Example: If a District chaperone or Volunteer chaperone wishes to have a non-chaperone spouse attend the event, the non-chaperone spouse must arrange separate transportation to the event. While at the event, the non-chaperone spouse may share the chaperone's room. However, if there are children also travelling with the spouse, the spouse and children must have separate lodging from the chaperone.

- 5.2 **Non-Employee or Non-Parent Chaperones.** The Executive Director/ Approval Office will review chaperone lists, and will approve any adult who wishes to act as a trip chaperone, but is not a District employee or a parent/guardian of a participating student.
- 5.3 **Lodging.** Lodging for student trips should only be arranged with commercial hotels. No private lodging, including, but not limited to, private rentals, Airbnb, or VRBO type offerings shall be used. Locations should be evaluated with general safety in mind. Hotels should not have direct outside access to rooms. Chaperones may not share rooms with students other than their own children who are members of the group.
- 5.4 **Board Approval.** Board approval is required for the following:
- Any extended trips that are primarily enrichment.
 - Any trip that involves a contract.
 - Any trip with costs exceeding \$15,000 (regardless of the source of the funds).
 - Any international trips.
- 5.5 **Fund Raising.** If fund-raising is needed, District fundraising guidelines must be followed. Please refer to the [Financial Procedures Handbook](#) on the District's Business Services web page.
- 5.6 **Approval Process.** Refer to Section 10 Preparing for Extended Student Travel for a description of responsibilities and instructions for the Extended Travel approval process.

6 INTERNATIONAL TRAVEL: ADDITIONAL REQUIREMENTS

- 6.1 International travel should only be arranged through a qualified tour group/agency experienced with foreign student travel.
- 6.2 International travel must always be submitted for Board approval.
- 6.3 The Trip Manager must monitor the U.S. Department of State and Consular Affairs for any Travel Warnings or Alerts relative to the trip. At one week and 3 days prior to departure, the Trip Manager shall report the status to the Principal/Director and Executive Director.

7 ATHLETIC & ACTIVITY CAMPS, CLINICS, AND LEAGUES SPECIAL REQUIREMENTS

- 7.1 Camps and Clinics involving travel over 250 miles or an overnight stay are considered extended travel, and are subject to all extended travel requirements outlined in this document.
- 7.2 Teams may participate in Day camps and summer leagues without District transportation, using the *District Camp/Clinic/League Parent Information and Consent* form available on the District's [Risk Management](#) site.

8 APPROVAL AUTHORITY

8.1 **Categories I, II, and III Non-Athletic.** One Day Instructional, Supplementary, and Enrichment Trips

The Principal/Director has final approval authority.

Follow site-specific instructions for submitting and obtaining approval.

The Principal/Director is responsible for:

- Ensuring compliance with board policy.
- Evaluating Relevance to curriculum or group goals.
- Oversight of the trip planning process.

8.2 **Categories I, II, and III Athletic.** One Day Instructional, Supplementary, and Enrichment Trips

The Athletics/Activities Department is responsible for establishing regular season schedules which include Category II athletic competitions. No further trip approvals are required unless overnight or over 250 miles. For final approval of Extended Travel for Athletics/Activities trips, refer to section [11 Extended Travel Application - Detailed Instructions](#).

8.3 **Categories IV or V – Non-Athletic Trips.** Extended or International Travel

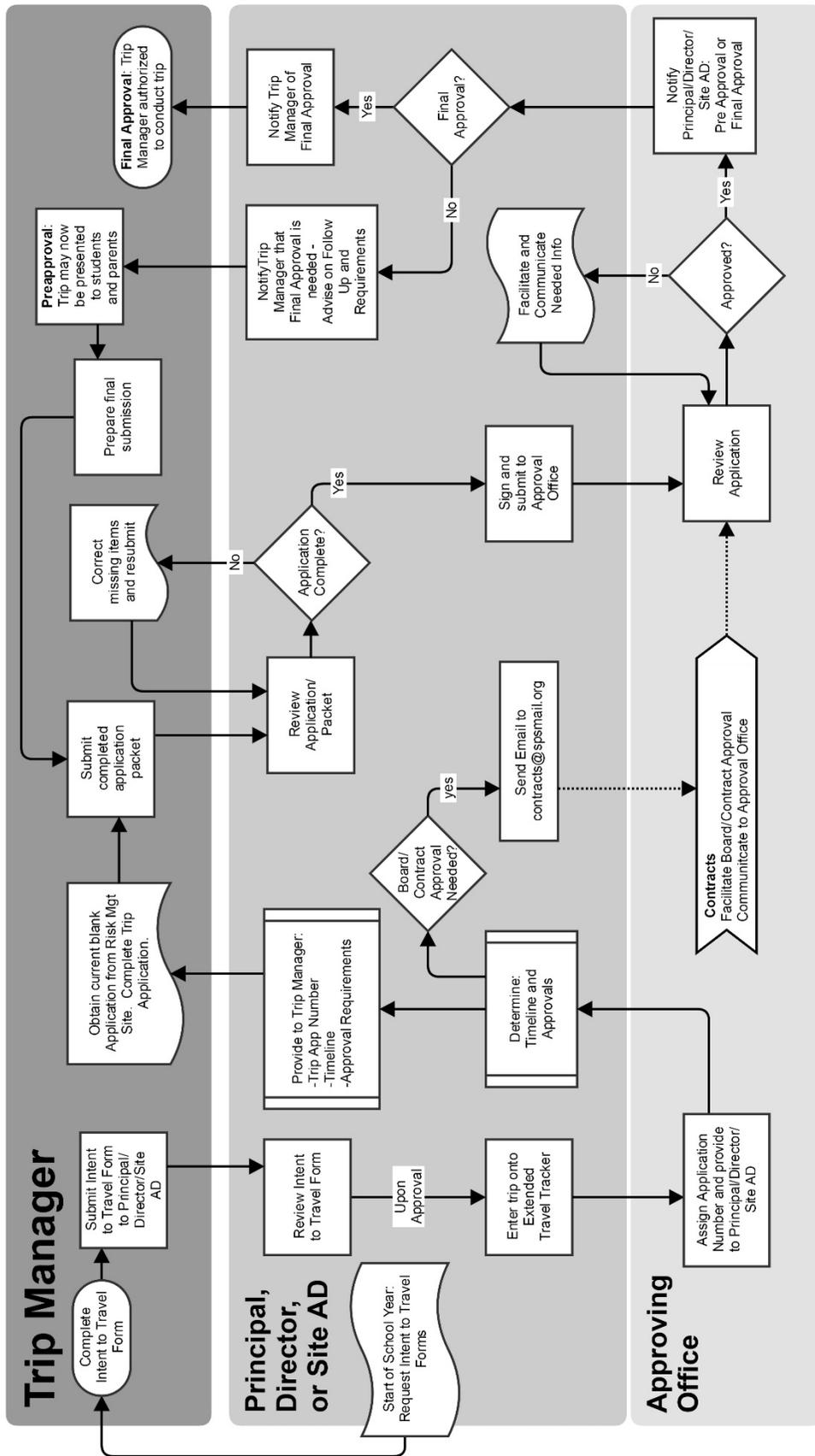
The Executive Director has final approval authority for Category IV and V trips. The Principal/Director will conduct an initial review and provide authorization for the trip to be submitted to the Executive Director

8.4 **Categories IV or V – Athletic Trips.** Extended or International Travel

The Director of Athletics & Activities has final approval authority for Extended Travel Athletic Trips. All Extended travel procedures apply.

8.5

Approval: Flow Chart – Extended Travel



9 APPROVAL TYPE – EXTENDED TRAVEL

The first step in your application process is to determine which approvals your trip will require. This section contains detailed descriptions of the various types of trip approvals.

Final Approval

9.1 **Description:** Final Approval means all details of the travel plan have been reviewed and approved at the required levels. This is your ultimate goal for all trips. Upon Final Approval:

- The Trip Manager is authorized to conduct the trip as outlined in the application.
- The Finance Department is authorized to process payments and reimbursement requests.

When to Use: All Extended Travel requires final approval. Final approval may be the only submission, or may be a follow-up to a pre-approved trip. Straightforward trips of one or two nights can typically be handled by a one-time submission for final approval. Trips that have been previously submitted and pre-approved must be resubmitted with all trip details for final approval.

Timeline: Applications must be submitted to the approving office with Principal/Director's approval a minimum of two weeks prior to the trip departure date. Final approval will not be given until all other requirements, such as board approval and contract approval, have been met.

Instructions: Applications for final approval must include all requested information and documentation. Any changes to the provided plan must be immediately communicated to the approving office for additional approval.

Detailed instructions for each section of the travel application are provided in section [11 Extended Travel Application - Detailed Instructions](#),

Preapproval

9.2 **Description:** Preapproval is a process that is appropriate for an extended travel event that requires significant advance planning. Preapproval authorizes the trip manager to distribute trip materials, conduct fundraising, and make deposits before all trip details are known. Trips that have been preapproved must be resubmitted for final approval with **all required documentation and details** a minimum of two weeks prior to departure.

When to Use: The following types of proposed trips should always be submitted for pre-approval:

- Any extended trips that are primarily enrichment.
- Trips that you wish to present to students/parents in order to obtain commitments or determine interest.
- Trips that require payments or deposits before all plan details are known.

Timeline: Trips should be submitted for Pre-Approval as soon as basic proposed trip information is known. At the very latest, submissions for pre-approval must be submitted **a minimum of two weeks prior to any payment deadlines**, prior to any discussions with parents/students, and prior to any commitments.

Instructions: At a minimum, the preapproval application should include:

- Proposed dates of travel and locations.
- Estimated number of students and chaperones.
- Proposed methods of travel.
- A sample itinerary and description of activities.
- Expected costs and plans for funding.

Complete the preapproval travel application with as much information as is available. Indicate, as needed, where you are using estimates. Attach narratives where explanations are needed.

Board Approval

- 9.3 **Description:** Board approval is for the trip as a whole. If an associated contract requires board approval, the trip as a whole and the contract may be submitted together.

When to Use: The following types of trips should be submitted for board approval:

- Any extended trips that are primarily enrichment.
- Any trip with a contract or agreement.
- Any trip with costs exceeding \$15,000 (regardless of source of funds).
- All international trips.

Timeline: Six weeks should be allowed for the Board approval process. (See *A Note about Board Approval* below). Begin the process a minimum of six weeks prior to any payment or signature deadlines.

Instructions: Trips requiring board approval should be submitted to contracts@spsmail.org. The Contract Analyst can assist you with your submission. Begin with an email identifying your potential need for board approval, include your Trip Application Number in the subject line. The Principal/Director will be asked to assist in providing a narrative for placement on the meeting agenda. If your trip requires Board Approval as well as Contract Approval (see section 9.4 below), this information can be submitted to contracts@spsmail.org in a combined email.

***A Note about Board Approval:** Items are reviewed at the study session (first meeting of the month) and approved at the board meeting (2nd meeting of the month). Since the deadline for placement on the monthly board schedule is 5 days prior to the study session, significant advance planning is required. Six week notice is recommended.

Example: A trip requiring a down payment on November 15th will need to be approved in the October board meeting cycle, since the November cycle is too late. The trip will need to be submitted 5 days prior to the October study session, which is typically the first week of the month. The deadline to be placed on the October cycle (dependent on the actual meeting date) could be the last week of September. Board meeting schedules are available on the District web site.

Contract Approval

- 9.4 **Description:** District staff or Administrators are not authorized to execute documents on behalf of the District. This includes on-line transactions. All agreements must be reviewed for compliance with District standards. Even if a trip as a whole has received board approval, individual agreements must be processed through the District's Contract Approval Process.

When to Use: The Contract Approval Procedures must be used for any documents requiring a signature, including but not limited to:

- Agreements with travel agencies or student travel groups.
- Individual vendors requiring a written commitment (charter groups, hotels, ticket sales)

Timeline: Trips involving a contract will also require board approval. Six weeks should be allowed for the Board approval process. (See *A Note about Board Approval* above). Begin the process a minimum of six weeks prior to any payment or signature deadlines.

Instructions: Submit documents to contracts@spsmail.org in accordance with Contract Approval Procedures. Include your Trip Application Number in the subject line and include information regarding any deadlines in the body of your submission email. Your document will be returned to you with authorized signature and/or instructions. Detailed information about the District's Contract Approval Procedures can be found on the District's [Risk Management](#) site.

10 PREPARING FOR EXTENDED STUDENT TRAVEL – THE APPLICATION

- 10.1 The travel application is designed to assist you in compiling all of the information needed to have your trip approved, and to guide you through the process of planning your event. Answers to all questions are required. If you are not providing a requested piece of information, include an explanation. To ensure that you are using the most current version of the travel application, obtain a current copy from the District's [Risk Management](#) site for each trip.

Detailed instructions for each section of the travel application are provided in section [11 Extended Travel Application - Detailed Instructions](#).

Principal/Director's Responsibilities - Extended Student Travel Application

- 10.2 Request intent to travel forms at the beginning of the school year from all Trip Managers planning to conduct an extended trip. Advise staff to submit any additional trips throughout the year to you immediately. .

For the trips you wish to proceed with, enter information into the [EXTENDED TRAVEL TRACKER](#) Form. **Exception:** Regional, Sectional, and State athletic competitions will be entered by the Athletic department, and do not need to be entered by the site.

Each trip will be assigned an application number by the approving office. This number will be required on the Travel Application. An application number is NOT approval.

Determine whether each specific trip should be submitted for any of the following (see Section [9 Approval Types](#) for more information):

- *Pre-approval*
- *Contract approval*
- *Board approval*

Establish a timeline for your Trip Manager for submitting the travel application.

Provide the Trip Manager with the Trip Application Number and timeline.

Advise Trip Managers that no discussions with students/parents, payments, or commitments should be made prior to obtaining District Approval.

When the Trip Manager submits to you the application submission packet, review the packet and:

- *Address any missing items.*
- *Address any plans that are not compliant with student travel manual guidelines.*
- *Sign the application indicating your review and approval and forward to the appropriate approval office.*

If Board approval is needed, send an email to contracts@spsmail.org. Include the trip application number in the subject line.

Facilitate any further discussions between the Trip Manager and Approval Office until approval or denial is obtained.

Trip Manager's Responsibilities - Extended Student Travel Application

- 10.3 As soon as you begin to seriously consider an extended trip, submit an intent to travel request to your Principal/Director for approval.

After your principal approves your Intent to Travel, he/she will provide you with a travel application # and instruct you to proceed with your Travel Application. Complete the Canvas District Travel Course prior to your submission.

Your Principal will assist you in determining:

- *Whether you will be submitting for pre-approval or final approval.*
- *Whether additional approval (board or contract) is needed.*
- *Your timeline for submission.*

When your application packet is complete, submit to your Principal/Director. .

11 EXTENDED TRAVEL APPLICATION – DETAILED INSTRUCTIONS

Two types of Applications are available for Trip Approval:

[Student Extended Travel – Final Approval Application](#)

For most types of travel, the submission of this form as a one-time submission is sufficient. For Preapproved trips, this form is required as a follow-up to a preapproved trip.

[Student Extended Travel – Preapproval Application](#)

If you are planning a significant student travel event, for which all details are not known, this abbreviated form may be used as an initial submission to obtain permission to continue with planning.

Refer to section [9 Approval Type](#) of this manual for approval type details

Travel Application Number and Trip Identifying Information – Section 1

11.1 The following information will be used by various departments to reference your application. If a piece of information is not available, include an explanation:

- *Trip Application Number:* This number will be provided to the Principal/Director by the approving office upon submission of the Intent to Travel form and will be entered into the site [Extended Travel Tracker](#) (Google Form). Assignment of this number is NOT trip approval.
- *School Name:* Your specific SPS site.
- *Team/Group Name:* Examples: Girls' Basketball, FBLA, Speech & Debate, etc.
- *Event Name/Description:* Examples: Regional Fall Leadership Conference, Lee's Summit Tournament, Music in the Parks, Winter Guard International, etc.
- *Trip Manager:* Sponsor, teacher, or coach responsible for organizing and conducting the trip.
- *Type of Trip:* Select
- *Date of Departure and Return:* Dates you will depart from Springfield and return to Springfield.
- *Other SPS sites participating:* Sites are encouraged, when practical, to share costs for multi-site events. In some cases, joint travel will be required.

Type of Submission – Section 2 (omitted from preapproval application)

11.2 Check as appropriate:

Final Approval (First and Final) - You are submitting an application for a single stage approval with all required information.

Final Approval as follow-up to preapproval – You are now submitting final information for a trip that was previously preapproved.

Trip Source Information – Section 3

11.3 Provide background information on the event:

- What entity is organizing, sponsoring, or conducting this event?
- Provide information on any outside groups involved.
- If there is a contract or agreement involved, you will also separately send that to contracts@spsmail.org. Reference the trip number in your email.

Financial Information – Section 4

11.4 Information collected in this section provides the approvers with an overview of the trip finances.

The total cost of the trip must be considered when determining board or contract approval requirements.

Funds related to student travel must flow through District accounts. Do not allow booster clubs or parent groups to pay directly to vendors for student travel.

Exception: For trips involving outside travel groups, the executive director may approve payment systems that allow students/parents to pay directly to the travel group.

All District Purchasing procedures, Fund raising procedures, staff travel, employee reimbursement, and Purchasing Card Procedures must be followed. **These procedures are not overridden by trip approval at any level.** *Example: an extended trip with total costs of \$30,000 has been approved by the board. The Trip Manager must still follow District purchasing procedures for obtaining bids for individual expenses, such as charter transportation arranged by the District.*

It is critical that you are aware of any cancellation penalties and non-refundable costs, and relay them to students and parents if they are contributing funds. Some contracts include language that allows the travel agency to retain all payments no matter what the reason for cancellation.

The District will not cover any losses related to student travel, whether they be losses to individual families or to the group or site. Expenses related to student travel must be managed diligently and responsibly.

Questions to consider:

- What if the board decides to cancel the trip due to security or weather concerns?
- What if a student or staff member has to cancel due to illness or family emergencies?
- What if the travel agency/group goes out of business prior to the trip?

Consent Forms – Section 5 (omitted from preapproval application)

- 11.5 All extended travel events, other than regularly scheduled athletic events, require a parent permission form specific to the event.

The permission forms should NOT BE DISTRIBUTED until the trip and the permission forms have been approved. You are submitting a sample of what you intend to distribute and collect.

Consent forms are not submitted with preapproval applications, as trip details are not known. You will prepare the consent form once details are known and provide it when you re-submit for Final Approval. See section [9 Approval Type](#) for more information about Preapproval and Final Approval

Keep in mind that the purpose of the form is for the parent to provide informed consent. Include the following information, either on the form, or via attachment:

An itinerary. Typically you can use the same itinerary that you provide with the trip application. Include the following information in your itinerary:

- Departure and return instructions
- Planned stops
- Lodging details – name, address, phone #
- Event locations and agendas

Method of transportation. If a student will be transported by a staff member, state this specifically on the permission form.

A description of planned activities. Describe any activities that include a physical component.

Third party waiver forms. If any third parties will require waiver forms, state this in the permission form and include the form.

Custom waiver language. For unusually risky activities, risk management may require custom waiver language. This will be relayed during the approval process.

Financial commitments: Separate from any payment plans previously provided, what will the student need to bring money for?

Transportation – Section 6

- 11.6 Indicate **ALL** methods of transportation you plan to use during your trip.

Only District approved methods of transportation may be used. Refer to Travel Manual section [4.11 Transportation](#) for detailed information regarding District approved methods of transportation.

All students should travel to the event and during the event as a group using District-approved transportation. At the end of the event, the students may be dismissed to their parents using the District sign-out chart, which is available on the [Risk Management](#) web page.

Transportation Exception Requests: Exceptions must be pre-approved by an Executive Director, and will only be granted in the event of true hardship, or to accommodate a conflict with another school event.

- No Transportation Notice: For use only when there is no District transportation provided for any participants in the trip.
- Parent Exception Request: For use if a student/family requests permission to vary from the District standard of travelling with the group.

General Information – Section 7

11.7 Provide information about the students and chaperones that will attend your trip.

Chaperones

District chaperones will be required to review the [District Chaperone Training Course – Extended Student Travel](#) and complete the Canvas District Chaperone training course. A database will be maintained in the Executive Director Learning Support office.

Volunteer chaperones will be required to have a current and approved volunteer registration on file with the District. The District School & Student Services Department maintains a list of registered volunteers. Volunteer chaperones will also be required to review and sign the [Volunteer Chaperone Supervision Agreement](#).

Event Materials. Provide materials given to you BY THE EVENT organizers. This may be a tournament schedule, registration form, conference brochure, invitation letter, or similar materials. We are looking for something that describes how the event will be conducted. You may either attach copies of the materials, or provide a website link that leads directly to this information.

Student/Parent Communications. The following should be included:

- Information letters
- Commitment forms and/or payment schedules
- An outline or agenda from any parent meetings held.

Approvals – Section 8

11.8 Documentation of required department reviews and approvals.

School Administrator – The Executive Director will indicate if a school administrator is required.

National Terrorism Advisory – The Executive Director/Athletic Director will advise if further national security follow-up is required.

12 APPENDICES

[Intent to Travel Request Form](#)

[Student Extended Travel – Final Approval Application](#)

[Student Extended Travel - Preapproval Application](#)

[District Chaperone Training Guide – Extended Student Travel](#)

[Volunteer Chaperone Supervision Guidelines and Agreement](#)

[Reimbursement Request Checklist for District-Funded Student Travel](#)

[Reference: Administrative Supervision Rubric for Extended Travel](#)

[Reference: Non-District Travel](#)

Intent to Travel Request Form- Extended Travel

Trip Managers: Submit to your Principal, Director, or Site AD

Submit at the beginning of the year or as early as possible for all proposed extended travel.
Exception: Regional, Sectional, and State athletic competitions will be entered by the District Athletic Department

Submit prior to any discussions with students or parents.

School Name: Team/Group Name: Event Name/Description:	Date of Departure: Date of Return: Event Location (city, state):
Trip Manager (teacher/coach/sponsor) Name:	Phone #:
Are other SPS sites participating in this event? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, which schools:	
Are you planning to coordinate travel with other SPS sites? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, which schools:	
Estimated number of students from this site:	

Describe the purpose of your trip:

Describe any competitions or performances planned and the amount of time allotted to them:

Describe any Enrichment activities proposed or planned:

Provide any additional information to be considered regarding the approval of this trip:

Signature of Trip Manager

Date

Principal/Director:

Review & approval to proceed:	
Signature:	Date:
Submission of information into the Extended Travel Tracker Google Form	Date:
Assigned Trip Application #	



Student Extended Travel – FINAL APPROVAL APPLICATION

Trips may be cancelled at any time due to safety concerns

IS THIS THE CORRECT FORM?

This form is required to obtain authorization for any student travel exceeding 250 miles OR involving an overnight stay.

Final approval requests must be submitted with Principal signature a **minimum of two weeks prior to departure**.

For most types of student travel, the submission of this form and requested documentation as a one-time submission is the only application required.

Detailed instructions are available in the Student Travel Manual, Section 11.

If you are planning a significant student travel event for which trip details are unknown, the Student Extended Travel – PREAPPROVAL APPLICATION is the appropriate first step in your approval process. It should be submitted early in the planning process to obtain authorization to distribute trip materials, conduct fundraising, or make payments for deposits. You will then follow-up with this FINAL APPLICATION as soon as trip details are known (a minimum of two weeks prior to departure).

TRIP APPLICATION NUMBER (Required):

School Name:	Date of Departure:
Team/Group Name:	Date of Return:
Event Name/Description:	Event Location (city, state):
Trip Manager (teacher/coach/sponsor) Name:	phone #:
Type of event - Check one <input type="checkbox"/> Athletic event (submit to Athletics/Student Activities)	
<input type="checkbox"/> Club/Academic/Performing Arts (submit to Learning Support)	
Are other SPS sites participating in this event? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, which schools:	
Will this group be travelling with other schools? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which schools:	

TYPE OF SUBMISSION/Submission Record:

<input type="checkbox"/> This is the first and only application for this trip. All information is available and submitted
<input type="checkbox"/> This is a Final approval application for a trip that has been preapproved.

TRIP SOURCE INFORMATION:

How was the invitation to participate in this event obtained? <input type="checkbox"/> Invitation <input type="checkbox"/> Competitive Selection Process (games, contest, etc.) <input type="checkbox"/> Personal Recommendation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Is a professional organization or educational institution conducting or overseeing this event? If yes: <input type="checkbox"/> MSHSAA or other state athletic organization <input type="checkbox"/> Other: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No Is this event offered or organized in part/whole by any outside organization, such as a student travel group, commercial travel agency, or any other outside travel entity? If yes: Name of Agency or Group: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No. Does the agency require a contract, agreement, or commitment signature? (includes on-line) If yes, the agreement must be processed, approved, and executed through the District contract approval and/or board approval processes before pre-approval or approval may be given. Submit to contracts@spsmail.org	

FINANCIAL INFORMATION:

All Funds – regardless of the source – must be deposited into a District account (fund 60) prior to the departure date, and all payments must be made from District accounts. Site Administration is responsible for ensuring proper financial management of the trip. Springfield Public Schools will not be responsible for the loss of funds.

Funds will be deposited into and paid from the following District GL Acct: _____
\$ _____ Current GL acct. balance

\$ _____ **Total estimated cost** of the event and travel (regardless of source)
Board approval required for all trips with a cost exceeding \$15,000 or involving a contract. Submit to contracts@spsmail.org.

Fund Sources: the total of the amounts listed below must be sufficient to cover the total estimated cost of the trip shown above:

\$ _____ SPS_District/Site/Activity Funds

\$ _____ Total funds to be collected from students/families. Cost to be paid by each student: \$ _____
Attach any payment plans or fundraising plans

\$ _____ Funds contributed/to be contributed by a Parent Group or Booster Club.
Group/Club Name: _____

CONSENT FORMS

– select **one** of the following three:

- All Non-Athletic Clubs and Groups:** I have prepared a *Travel Permission & Medical Consent* form for this trip and attached one copy to this application, including any attachments referenced in the consent form. A signed copy of the completed form attached will be obtained from all students/parents/guardians prior to departure. *The form should be distributed AFTER the trip and form have received final approval.*
- Athletics Regular season events:** *Parent information sheets* were distributed to all participants prior to season start, and student physicals obtained.
- Athletics Off-Season Events:** *Camp/Clinic/League Parent Information & Consent Forms* have been obtained from each participant.

TRANSPORTATION INFORMATION:

Method of Travel – (*check all methods you will use, including to/from airports and during your trip.*)

- School Bus
- Charter transportation reserved through approved SPS Vendor (bid copies attached). Name of Vendor: _____
- School Bus or Charter arranged by Athletics
- Commercial Airline/Flight (information is attached). Public Transportation Commercial taxis, shuttles, or hotel shuttles
- Sponsor(s)/Chaperone(s) will transport students. Complete the following:
- Current year Driver Verification forms are on file with Risk Management All driver name(s): _____
 - List of students assigned to each vehicle is included with this application.
 - Personal Vehicles or Rented vehicles (max 9 passenger) with rental car insurance per SPS Policies and Procedures.

TRANSPORTATION EXCEPTION REQUESTS:

Site and Executive level pre-approval are required for the following. If your trip will involve any of the following, check below all that apply and attach the request. If none, skip to Financial Information section)

- No Transportation Notice (form 9.3d)
- Parent Exception Request, Consent, & Release form - declining District travel, transportation, & accommodations

GENERAL INFORMATION:

Check the boxes below to indicate that the **following items are attached and/or the requirement has been met.**

Number of Students: _____

- List of student names are attached.
- Rooming assignments are attached

Number of Chaperones assigned to this school:

District Employee Chaperones: Male: _____ **Female:** _____

Volunteer Chaperones: Male: _____ **Female:** _____

- A list of chaperone names, including an indication of whether they are an employee or volunteer, is attached.
- All District Employee Chaperones (including the Trip Manager) have reviewed the [District Chaperone Training Guide-Extended Student Travel](#) and completed the Canvas Course “District Chaperone Training Guide”.
- All Volunteer Chaperones have a current and approved [Volunteer Registration](#) on file with the District and have reviewed and signed the [Volunteer Chaperone Supervision Guidelines and Agreement](#) (Signed acknowledgement for each volunteer chaperone attached).

Event materials

- A copy of host-provided brochures, tournament schedules, or invitations are attached.
- Additional information is available at website: _____
- All Communications provided to Students/Parents regarding this trip are attached. Must include:
- A trip itinerary (departure time and location, planned stops, lodging name, address & phone, activity descriptions)
 - Outline, agenda, or handout from any parent meetings held no meetings held

FINAL APPROVALS:

Principal/Director Review & Approval: _____ Date: _____

Risk Management Review & Approval: _____ Date: _____

Learning Support/Athletic Director Approval: _____ Date: _____

Is a School Administrator required to attend this trip? Yes No Administrator assigned: _____

National Terrorism Advisory System Bulletins or Alerts?



Student Extended Travel – PREAPPROVAL APPLICATION

Trips may be cancelled at any time due to safety concerns

IS THIS THE CORRECT FORM?

PREAPPROVAL is not required for all trips.

If you have all of the trip information needed to complete the Student Extended Travel – FINAL APPLICATION, you may skip directly to that form for a one-time submission.

. If you are planning a significant student travel event, for which all details are not known, this abbreviated Student Extended Travel – PREAPPROVAL APPLICATION is the appropriate initial submission. It should be submitted very early in your planning process to request authorization to distribute trip materials, conduct fundraising, or make payments for deposits while trip details are being finalized. Preapproval is **not** authorization to travel. You must follow-up with a FINAL APPROVAL application, with all outstanding details and documentation, a minimum of two weeks prior to departure.

Detailed instructions are available in the Student Travel Manual. Reference numbers below correlate to instructions in Section 11 of the Manual.

TRIP APPLICATION NUMBER (Required):

School Name:	Date of Departure:
Team/Group Name:	Date of Return:
Event Name/Description:	Event Location (city, state):
Trip Manager (teacher/coach/sponsor) Name:	phone #:
Are other SPS sites participating in this event? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, which schools:	
Will this group be travelling with other schools? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which schools:	

TRIP SOURCE INFORMATION:

How was the invitation to participate in this event obtained? <input type="checkbox"/> Invitation <input type="checkbox"/> Competitive Selection Process (games, contest, etc.) <input type="checkbox"/> Personal Recommendation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Is a professional organization or educational institution conducting or overseeing this event? If yes: <input type="checkbox"/> MSHSAA or other state athletic organization <input type="checkbox"/> Other: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No Is this event offered or organized in part/whole by any outside organization, such as a student travel group, commercial travel agency, or any other outside travel entity? If yes: Name of Agency or Group: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No. Does the agency require a contract, agreement, or commitment signature? (includes on-line) If yes, the agreement must be processed, approved, and executed through the District contract approval and/or board approval processes before pre-approval or approval may be given. Submit to contracts@spsmail.org	

FINANCIAL INFORMATION – Provide estimates based on estimated student counts:

All Funds – regardless of the source – must be deposited into a District account (fund 60) prior to the departure date, and all payments must be made from District accounts. Site Administration is responsible for ensuring proper financial management of the trip. Springfield Public Schools will not be responsible for the loss of funds.

Funds will be deposited into and paid from the following District GL Acct: _____

\$ _____ **Total estimated cost** of the event and travel (regardless of source)
Board approval is required for all trips with a cost exceeding \$15,000 or involving a contract. Submit to contracts@spsmail.org.

Fund Sources: The total of the amounts listed below must be sufficient to cover the total estimated cost of the trip shown above:

\$ _____ SPS_District/Site/Activity Funds

\$ _____ Total funds to be collected from students/families. Cost to be paid by each student: \$ _____
Attach any payment plans or fundraising plans

\$ _____ Funds contributed/to be contributed by a Parent Group or Booster Club.
Group/Club Name: _____

TRANSPORTATION INFORMATION:

Proposed Method of Travel – (*check all methods you may use, including to/from airports and during your trip.*)

- School Bus
- Charter transportation reserved through approved SPS Vendor (bid copies attached).
- Commercial Airline/Flight (information is attached). Public Transportation Commercial taxis, shuttles, or hotel shuttles
- Sponsor(s)/Chaperone(s) will transport students. (Drivers must be approved through the Driver Verification process):

GENERAL INFORMATION:

Estimated Number of Students: _____

Estimated Number of Chaperones:

District Employee Chaperones: _____

Volunteer Chaperones: _____

Administrator: _____

All chaperones must complete required training.

Event materials:

- A copy of host-provided brochures, schedules, or invitations are attached.
 - Additional information is available at website: _____
- A proposed trip itinerary is attached
- Parent meetings are planned – outline, agenda, or handout is attached
- No meetings are planned

PREAPPROVAL SIGNATURES:

Principal/Director Review & Preapproval: _____ Date: _____

Risk Management Review & Preapproval: _____ Date: _____

Learning Support/Athletic Director Preapproval: _____ Date: _____

Is a School Administrator required to attend this trip? Yes No

District Chaperone Training Guide - Extended Student Travel

(Review this information & complete the Canvas course for eligibility to act as a District Chaperone.)

OVERVIEW

This training guide was developed to address the expectations for District employees serving in a chaperone role for a student trip exceeding 250 miles or involving an overnight stay.

EMPLOYEE DEFINITIONS

Trip Manager: For purposes of this document, the TRIP MANAGER is the activity sponsor, teacher, coach, other certified employee named as the lead chaperone and point of contact for the trip. The Trip Manager is responsible for proposing, planning, and managing the trip.

Principal/Director: For purposes of this document, the PRINCIPAL/DIRECTOR is the building Principal, Assistant Principal, Athletic Director, Director, or Department Head assigned the responsibility of first-level approval of student travel within their site/department. For some categories of trips, the Principal/Director is also the final approver.

Administrator: A District Administrator assigned to a specific trip for the purpose of providing oversight of the event.

Executive Director: The Executive Director is the District Executive Director designated as the person responsible for oversight of and ultimate approval of all student travel. The Executive Director will assign responsibilities for approvals of the various components of student travel for the various categories of trips.

District Chaperone: A District Chaperone is a District **employee** assigned to a trip to assist with the supervision of student behaviour and group activities. District chaperones may include teachers or educational support personnel. Parents who are District employees will be considered District Chaperones.

Volunteer Chaperone: Volunteer Chaperones are non-employee volunteers, including non-employee parents, assigned to a trip to assist with supervision. All volunteer chaperones must meet the requirements of school volunteers outlined in Board Policy. (See [Policy](#) IICC and GBEC)

Approval Office: The designated District official responsible for final approval of a specific category of trip.

RESPONSIBILITIES

Trip Manager:

- Obtain trip approvals prior to presenting trip information to students or parents.
- Complete the Canvas District Travel Course and the Canvas District Chaperone Training Course.
- Submit travel applications in compliance with SPS timelines and requirements, as specified in the District Student Travel Manual.
- Plan the trip with supervision and safety issues in mind.
- Provide clear communications to parents regarding activities, schedules, student expectations, and financial arrangements.
- Hold Parent Meetings for trips meeting any of the following
 - Exceeding 3 nights
 - Exceeding \$500 in costs to students
 - Outside of the U.S.
 - Involving recreational activities of a physical nature
- Assign specific supervision duties to District and Volunteer Chaperones.
- Maintain a complete list of student and chaperone cell phone numbers.
- Properly document incidents, if they occur.
- Maintain emergency contact information and permission forms during the trip.
- Assume responsibility as the acting administrator for the school district in the absence of a school administrator.
- Have the training guide available during the trip.
- Schedule roll calls, room checks, and hall monitoring.
- Meet with chaperones prior to departure to discuss schedules, assign duties, and provide any other trip-specific information.

- Ensure that District Employee Chaperones have reviewed the District Chaperone Training Guide and have completed the Canvas District Chaperone Training Guide course.
- Ensure that volunteer chaperones have completed volunteer background check and have signed the [Volunteer Chaperone Supervision Agreement](#).

District Chaperone:

- Understand their specific assignment as presented by the Trip Manager.
- Review the District Chaperone Training Guide and complete the Canvas District Chaperone Training Guide course.
- Become familiar with the location surroundings and special circumstances.
- Have an awareness of student proximity.
- Assume a 24 hour-a-day responsibility.
- Remain on the premises of the event unless released by the Trip Manager
- Handle any disciplinary situations in accordance with District policy and procedure.
- Assist the Trip Manager in overseeing the activities of any Volunteer Chaperones.
- Enforce appropriate citizenship guidelines. The District's School Handbook is available [online](#).
- Chaperones will not smoke, use tobacco products of any type, consume alcoholic beverages or illegal drugs, or be involved in any illegal or immoral activity during the trip.
- Follow and enforce all District policies and procedures.

Volunteer Chaperone:

- Complete the District volunteer approval process, including the background check.
- Complete the acknowledgement section of the [Volunteer Chaperone Supervision Guidelines and Agreement](#). The acknowledgment should be submitted with the final trip application.
- Abide by all SPS policies and immediately inform the Trip Manager of any violations of District policies, safety concerns or emergency issues.
- Refer all disciplinary issues beyond mild verbal prompts to the District chaperones.
- Have a clear understanding of their assigned duties and responsibilities as outlined by the Trip Manager.
- Assume a 24 hour-a-day responsibility.
- Remain on the premises of the event unless released by the Trip Manager.
- Represent SPS to youth and adults by serving as a positive role model and using reasonable conflict resolution skills. Chaperones will not smoke, use tobacco products of any type, consume alcoholic beverages or illegal drugs, or be involved in any illegal or immoral activity during the trip.
- Be familiar with the SPS student handbook. Any violations shall be reported to the Trip Manager immediately.
- Attend all instructional meetings conducted by the Trip Manager for the event

GENERAL EXPECTATIONS FOR EXTENDED TRAVEL

Supervision:

- When considering EXTENDED travel, the district desires a staff to student ratio of 1:15 with a maximum of 1:20.
- The Executive Director may require a District Administrator be assigned to trips during the trip approval process
- Students must be supervised at all times while at the event. Account for all participants regularly and before changing activities. Trip managers will assign chaperone responsibilities and check-in requirements.
- Students will be required to remain in groups of 4 or more.
- Chaperone meetings should be held each night to discuss issues and provide updates and information for the following day.

Room Procedures:

- Evening room checks should be used to reinforce nighttime rules, relay schedules for the following day, and check the general well-being of students.
- At hotels, chaperones are assigned a specific block of rooms and floor area to supervise. Gender of the group members shall be considered when assigning chaperones and floor assignments.
- Overnight chaperones may not retire until all students are in the rooms, all visiting between rooms has stopped, and the chaperones are sure the students are secure.
- Students are not allowed to have visitors or use room service. Students must be in their assigned rooms from curfew until wake-up.

- At checkout, rooms should be checked for condition and forgotten items.

Transportation by Bus:

- If multiple buses, each bus will have one head chaperone who oversees the bus and travel.
- Student roll call is completed each time the bus is boarded. Buses should be kept clean, neat, and orderly. Conduct walkthroughs to check for issues
- At all stops, whether at restaurants or rest stops, one or two chaperones are encouraged to sweep the area, including restrooms, checking to make sure no students or belongings are left behind.

Transportation by Private Passenger Vehicle:

- If transportation in private vehicles is authorized, drivers must take extra care in planning their trip.
- All drivers should familiarize themselves with their planned route.
- Regular rest stops should be scheduled.
- Drivers must complete the district Driver Verification process (form and information available on the [Risk Management](#) web page).
- Expectations for student behaviour in private vehicles will be consistent with expectations on a school bus.

Parent Meetings:

Suggested topics for parent meetings:

- The fact that participation in the trip is a privilege and not a right or entitlement. Therefore, this privilege may be withdrawn at any time for non-compliance with school policies, rules of conduct, and instructions/directives of the Trip Manager.
- Student behaviour expectations and compliance with all school policies during trip, and school disciplinary action will apply
- Students may be dismissed from the trip for disciplinary reasons. Parents will be expected to immediately travel to the event site to transport their student home at their expense.
- Students will be expected to travel with and remain with the group for the duration of the trip
- Destination site Local laws; possible consequences of violations
- Cultural differences; possible impact of such differences
- Appropriate clothing and accessories
- Security precautions
- Medical authorizations and inoculations
- Insurance: travel, health and liability
- Travel group or agency information
- Passport/visas
- Cancellation policy, refund schedule and trip cancellation insurance
- Travel costs, including personal/miscellaneous expenses not included in the travel cost
- Payment arrangements
- Planned activities

CPR Quick Reference Guide

Checking an Unconscious Person:

1. Check the scene for safety
2. Check the person for consciousness (tap on the shoulder and shout “Are you okay?”).
3. If no response, call or have someone call 9-1-1 or the local emergency number.
*If the person is lying face-down, gently roll the person face-up, keeping the head, neck and back in a straight line.
4. Open the airway.
5. Quickly check for breathing.
6. Quickly scan for severe breathing.
7. Give care as needed.

CPR – Adult and Child

1. Give 30 chest compressions.
 - Place your hands on the center of the chest, and keep your arms as straight as possible with your shoulders directly over your hands.
 - Push hard, push fast.
 - Compress the chest at least 2 inches for an **adult**.
 - Compress the chest about 2 inches for a **child**.
 - Compress at a rate of at least 100 times per minute.
 - Let the chest rise completely before pushing down again.
2. Give 2 rescue breaths
 - Each rescue breath should last about 1 second and make the chest clearly rise.*
3. Do not stop CPR except in one of these situations:
 - You see an obvious sign of life such as breathing.
 - An AED is ready to use.
 - Another trained responder or EMS personnel take over.
 - You are too exhausted to continue.
 - The scene becomes unsafe.

**If the chest does not clearly rise, the airway could be blocked.*

1. *Re-tilt the head and give another rescue breath.*
2. *If the chest still does not rise, give 30 chest compressions.*
3. *Open the mouth to look for and remove a foreign object with your finger, if seen, and then give 2 rescue breaths.*

As long as the chest does not clearly rise, continue cycles of giving 30 chest compressions, looking for a foreign object and giving 2 rescue breaths.

Adapted from: American Red Cross Revised
Training Course 2010

First Aid Reference Guide and Procedures

Bloody Nose

- Wear disposable gloves
- Blow everything out before holding pressure.
- Lean slightly forward and pinch the nose just below the bridge, where the cartilage and the bone come together.
- Maintain the pressure for 5 to 15 minutes.
- Pressing an ice pack against the bridge can also help.

Sprain

- Apply and remove ice every 20 minutes.
- Wrap the joint with an elastic compression bandage and elevate the limb.

Burn

- Place the burn under cool running water, submerge it in a bath, or apply wet towels.
- Loosely bandage a first- or second-degree burn for protection.
- Do not put an ice pack on major burns.
- Do not remove pieces of clothing still attached to burn or break any blisters.
- Do not clean or use any type of ointment on a severe burn.
- Call 911 for a third- degree burn (all layers of skin removed), second degree burn larger than your palm or if the victim is coughing, has watery eyes, or is having trouble breathing.

Choking (unable to speak or breathe)

- Call 911.
- Ask if they need help.
- Lean forward and, using the palm of your hand, strike the back between the shoulder blades five times.
- Give five quick abdominal thrusts. One fist above the belly button, cup the fist with your other hand, and push in and up toward the ribs five times.
- Do not give water or anything else to someone who is coughing.

Poisoning

- Call 911 and poison control (national hotline 800-222-1222).
- Do not give the victim anything to eat or drink.
- Obtain and keep label of substance ingested.

External Wound

- Use disposable gloves.
- Obtain consent.
- Cover wound with a sterile dressing.
- Apply direct pressure until bleeding stops.
- Cover dressing with bandage.
- If it is a puncture, do not remove the object and simply bandage around the object and call 911.
- If bleeding does not stop:
 - Apply additional bandages and dressings.
 - Take steps to minimize shock.
 - Call 911.
- Wash hands with soap and water after giving care.

Concussion

- If person is unconscious or bleeding significantly, call 911.
- If there is minor bleeding, treat like any other cut.
- If victim shows signs of seizures, dizziness, vomiting, or nausea, seek immediate medical assistance.
- Refer for medical evaluation by athletic trainer or doctor.

Spinal and Head Injuries

- Minimize movement of any body part.
- Minimize movement of head and spine.
- Maintain an open airway.
- Check consciousness and breathing.
- Control any external bleeding.
- Keep victim from getting chilled or overheated.
- Call EMS or 911

Fractures

- Call 911.
- Do not move a person without splinting.
- Only splint if the person must be moved by someone other than emergency medical personnel.
- Always splint above the joint/bone and below the joint/bone.

Seizure

- Protect the person from harm.
- Clear the area of sharp or hard objects.
- Do not let the person's head hit the ground.
- Do not put anything in their mouth or attempt to restrain them.
- Remain with the person until the seizure is over and they are fully awake.
- No need to call 911, if this is a person with known seizures.
- Call 911 if they are having difficulty breathing, injured, pregnant, seizure last for more than five minutes, does not regain consciousness, or having one seizure after another.
- After seizure, turn the person on their side to prevent aspiration of any vomit.

Heat Related Illness

- Move person to a cool place.
- Provide fluids, such as Gatorade, fruit juice or water.
- Loosen clothing.
- Apply cool cloths and fan the victim.
- If necessary, call 911.

Allergic Reactions

- Mild symptoms – itchy mouth, few hives around mouth/face, mild itch/nausea/discomfort.
- In case of mild symptoms, an antihistamine can be given. If symptoms worsen, use epinephrine.
- For severe symptoms, inject epinephrine immediately.
- Call 911
- Give additional medications, antihistamine, inhaler, etc.

DISCIPLINE INFRACTIONS: PROCEDURES
SAFETY FOR ALL INVOLVED IS OUR FIRST PRIORITY!

Initial Steps:

1. For medical emergencies or if a student is a danger to self or others, call 911.
2. Immediately contact the on-call administrator.
3. If the on-call administrator is not available, call another administrator on the contact list. This person will guide you through the specific incident which has occurred.

Search and Seizure:

Reasonable suspicion is a [legal standard of proof](#) in [United States law](#) that is less than [probable cause](#), the legal standard for [arrests](#) and [warrants](#), but more than an "inchoate and unparticularized suspicion or 'hunch'"; it must be based on "specific and articulable facts", "taken together with rational inferences from those facts"

Suspicion-based Searches:

- Reasonable suspicion or probable cause must be established
- Reasonable determined by balancing individual privacy interests with governmental interests

Before you Search:

- What facts exist that indicate there has been a violation of policy or law?
- How serious is the suspected violation? (Dangerous drugs, weapons, or just missing property, etc.?)
- If drugs or alcohol, contact local authorities.
- How invasive is the search?
- What am I looking for? (limit the scope)
- **DO NOT PROCEED WITH ANY SEARCH UNLESS YOU HAVE BEEN IN CONTACT WITH YOUR ON-CALL ADMINISTRATOR FIRST!!!**

If a Search is Necessary:

- A search should be conducted by the same gender person in front of an adult witness. Depending on what is found as a result of the search, you may need to involve local security and/or local law enforcement. The on-call administrator will help make that determination.
- Properly store items found in the search. Certain situations may require involvement of local security and/or local law enforcement. If illegal items are confiscated (drugs), do not transport! Items confiscated (e.g. pocket knife) may be returned to the proper school administrator for later use in the disciplining of the student. Contact the on-call administrator for more information.

Procedures:

1. Separate all students involved into separate areas of building.
 - No student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.
 - For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space that the student cannot reasonably exit without assistance (Definition provided from Board of Education [Policy JG](#)).
2. Temporarily confiscate cell phones to limit interaction between students.
3. Contact on-call administrator.
4. If drugs/alcohol/law violation, contact local authorities. Local authorities should conduct the search for illegal substances, etc.
5. Interview each student involved, as well witnesses, and use provided SPS statement forms. Reminder to have students sign and date the form at the bottom.

6. If a search is required (non-law violation), work with on-call administrator to determine whether reasonable suspicion has been established (see above guidelines).
7. Any items obtained need to be kept for evidence, unless drugs/alcohol/etc... are discovered. In which case, local authorities should be contacted. At no time should you dispose of any illegal item obtained from a search.
8. Once interviews and statements are completed and the on-call administrator (Principal/Asst. Principal) has indicated that the process is complete, parents will be contacted.
9. On-call administrator will instruct the Trip Manager on how to proceed.

Due Process:

Initial Due Process Requirements -- No student shall receive a summary suspension unless the following steps have been followed:

1. The student shall be given oral or written notice of the misconduct of which he or she is accused. Generally, this shall be done by the principal; and,
2. If the student denies that he or she has committed the alleged misconduct, the student shall be given an oral or written explanation of the facts that form the basis of the proposed suspension; and,
3. The student shall be given an opportunity to present his or her version of the incident.

WORKING WITH LAW ENFORCEMENT
SAFETY FOR ALL INVOLVED IS OUR FIRST PRIORITY!

When SPS Police are providing security at a particular event, there will be an administrator there providing direction. Typically, when a teacher is serving as the sole supervisor, there will not be school police at that event, but there may be situations which require the teacher supervisor to contact school police, city police, county law enforcement or a paramedic/ambulance.

The following are examples of situations in which law enforcement is needed.

- Substance use
- Violence – weapons, fight, assault, intruders, group disorderly conduct
- Serious injury or health emergency
- Serious weather incidents

In any situation that law enforcement is needed, contact the school administrator first unless an emergency requires calling 9-1-1 immediately, and then call the school administrator. The school administrator should be called for guidance and may also be available to personally assist. Have all necessary contact numbers readily available.

Law enforcement is a valuable resource to help in situations described above. Communicate with them to determine the most efficient way to address a given situation. Work together to resolve the issue and help all people involved. Remember professionalism, confidentiality and respect for others.

Always document the situation. Have statement forms on hand for witnesses, victims or suspects to write down their perspective. Talk with them first to get an idea of what happened, and make sure what they write is what they told you. Depending on the situation, identify and locate rooms or areas where you can separate the people involved. Take notes throughout the event and write complete documentation as soon as possible the same day the event occurred.

With school infractions, there may be consequences from both the school and from law enforcement. Make sure both are appropriately communicated to students and parents

Volunteer Chaperone Supervision Guidelines and Agreement

Applicable for extended travel (overnight or over 250 miles)

Volunteer Chaperones (non-employees) will:

- Complete the District volunteer approval process, including the background check.
- Abide by all District policies and immediately inform the Trip Manager of any violations of District policies, safety concerns, or emergency issues
- Refer all disciplinary issues beyond mild verbal prompts to the District Chaperones
- Have a clear understanding of their assigned duties and responsibilities as outlined by the Trip Manager.
- Assume a 24 hour-a-day responsibility.
- Remain on the premises of the event unless released by the Trip Manager.
- Represent the District to youth and adults by serving as a positive role model and using reasonable conflict resolution skills. Chaperones will not smoke, use tobacco products of any type, consume alcoholic beverages or illegal drugs, or be involved in any illegal or immoral activity during the trip
- Be familiar with the District student handbook. Any violations shall be reported to the Trip Manager immediately.
- Attend all instructional meetings conducted by the Trip Manager for the event
- Acknowledge receipt of this document and an understanding of the responsibilities outlined by completing the signature section below.

Acknowledgment: Volunteer Chaperone Supervision Guidelines and Agreement

I, _____ acknowledge that I have reviewed the Volunteer Chaperone Supervision Guidelines, that I understand the responsibilities and duties as a chaperone, and that I agree to comply with the guidelines as a volunteer chaperone. I accept these responsibilities without waiving any applicable immunity that may exist under the laws of the State of Missouri.

(Chaperone Signature)

(Date)

Reimbursement Request Checklist for District-Funded Student Travel

Submissions for reimbursement must be completed promptly following all trips. For trips occurring late in the fiscal year, reimbursement request paperwork for reimbursements **MUST** be submitted by July 15th (two weeks following the end of the fiscal year the trip occurred in). Submission not received by July 15th will impact the following year budget, or may result in a denial of reimbursement (per Finance).

Check List – Trip Manager’s submission to the Financial Secretary following the Event:

- _____ Conference agenda and description
- _____ Plane ticket/Bus invoice or Mileage form for travel
- _____ Hotel invoice
- _____ Car Rental invoice (if applicable)
- _____ Parking/taxi/toll charge (if applicable)
- _____ Meals (detailed along with credit card receipt)
- _____ Supplies at conference (if applicable)
- _____ Travel Expense Reimbursement Form

Have all forms filled out correctly and receipts in order by date before submitting to Financial Secretary.

Checklist – Financial Secretary’s submission to the Approving Office following General Ledger clearance:

- _____ All of the above items
- _____ Printed copy of Central Bank Statement of P-card charges
- _____ Printed copy of GL account sheet showing all charges for reimbursement
- _____ Place all paperwork in order.
- _____ Verify that all receipts for expenses to be reimbursed have been received from the sponsor
- _____ Verify via the Central Bank Statement and the GL account sheet that the receipt amount has cleared

After verifying that all of the receipts to be reimbursed have cleared the GL account, submit your reimbursement request: via email to (lrsearles@spsmail.org), or hardcopy to Lisa Searles, Learning Support and Partnerships, at KAC. Be sure to retain a copy of your submission for your records.

Administrative Supervision Rubric for Extended Travel

Type of Events (Competition vs. Enrichment)	Type of Enrichment Events	Day(s) of Events	Gender Balance*	Years of Experience as Sponsor
(3) Enrichment	(5) High Risk	(3) 5+ days	(3) Mix Gender/only male/female sponsor(s)	(3) 1 to 3 years
(2) Enrichment/ Competition	(3) Medium Risk	(2) 3 to 4 days	(2) mix gender	(2) 4 to 7 years
(1) Competition	(1) Low Risk	(1) 1 to 2 days	(1) same sex	(1) 8+ years

Number of Students	Concerns/Issues**	Distance Traveled***		Additional SPS Employee Chaperones
(3) 40+	(5) Major Concerns	(3) Crossing multiple state lines	Outside Continental United States automatically requires administrative supervision	(-3) 6+
(2) 21 to 40	(3) Minor Concerns	(2) Greater than 200 miles or crossing 1 state line		(-2) 3 to 5
(1) 1 to 20	(1) No Concerns	(1) 200 miles or less in state		(-1) 1 to 2

- 1) 8 to 12 points requires no administrative supervision
- 2) 13 to 16 points may require administrative supervision
- 3) 17 to 24 points requires administrative supervision

Total Number of Points =

* Gender balance based on all SPS schools attending event.

** Parents, surrounding environment and events, club and sponsor history, crossing state lines, etc.

Non-District Travel

At times employees and students are presented with opportunities for extended group travel that does not meet the criteria of District-sponsored travel. These trips will be classified as Non-District trips or Non-District travel.

Any employee considering involvement in any independent private group trip involving District students must submit an intent to travel form prior to any trip promotion. This will allow the District to officially classify and document the trip as Non-District.

The District does not have a process for approving these trips, as the District does not participate in the planning and management of these trips, and does not accept responsibility for the safety of these trips.

All Non-District travel must be clearly identified as such to all involved parties.

The following factors are typical of extended trips that do not qualify as District-sponsored travel. If your trip includes one or more of these factors, it may be considered a non-District travel, and will need to be handled as such:

- The trip is not tied to a specific course or extracurricular group.
- The trip is not equally offered to all students of a particular course or extracurricular group.
- The trip is open to individuals who are not students, staff, or chaperones of the District.
- The trip includes participants under the age of 14.
- The purpose of the trip is enrichment (even though there may be some educational aspects).
- The entity organizing, initiating, and conducting the trip is an independent for-profit private entity.
- The trip includes components that create unusual risks that cannot be comfortably managed by The District.

Procedures:

As with all proposed travel involving school district students, prior to any trip promotion on the school campus by any group or staff member, an intent to travel request must be submitted to the building leader. At that point, more information may be requested by the site leader, the Risk Management Department or the Executive Director in order to determine the appropriate classification. No discussions should occur with students or parents until this determination is made, as this classification will determine how you may proceed.

If the trip you are involved in is classified as a non-District trip:

1. For information purposes, the trip will be identified in the District extended travel tracker as a Non-District trip. No further participation by the District will occur.
2. No school resources are to be used for the planning, promotion, or conduct of such trips.
3. Activities or actions that imply district support of these events are also forbidden. Neither the District name nor the individual school name shall be used in correspondence or communications regarding the trip.
4. The sponsoring organization will accept responsibility for all liability associated with the trip and will carry liability insurance covering their trip-related activities. The District's liability insurance will not cover any participants, including students, staff, or parents on any non-sponsored event.

5. The following, stated prominently and clearly, must be included on all correspondence and communications regarding the trip:
 - a. The trip is not a School District trip and the School District of Springfield accepts no liability for the trip.
 - b. The District is not responsible for any information, claims or representations provided to students and/or parents regarding the trip.
 - c. The name of the group/organization sponsoring the trip, identifying them as the entity responsible for the trip.
6. All handling of student money/funds will be by the sponsoring organization and collected outside of the instructional day, including lunch periods.
7. There shall be no participation in a trip during regularly scheduled school/work days.
8. Contracts/Agreements are not to be signed by anyone acting as a representative of the District
9. District employees will receive no compensation or expense reimbursement from the District.
10. Use of school facilities for planning meetings shall be in compliance with District facility use procedures, and appropriate fees may apply. A disclaimer must be made to attendees that the use of the space does not denote District endorsement of the travel.
11. Student participation must be voluntary and staff must avoid any actions that might otherwise appear to recommend or promote participation in the trip as related to the educational program.
12. School uniforms are not permitted to be worn for non-District sponsored activities.