

STUDENT TRAVEL MANUAL



CONTENTS

1	PURPOSE.....	2
2	SCOPE & COMPLIANCE	2
3	STUDENT TRAVEL CATEGORIES, ROLES, AND RESPONSIBILITIES	3
4	GENERAL REQUIREMENTS FOR ALL TRIP CATEGORIES	5
4.1	Approval of Student Travel.....	5
4.2	Student Participants.	5
4.3	Permission Slips and Release Forms.	5
4.4	Parent Communications.	5
4.5	Supervision.....	5
4.6	Funds Disbursement.	5
4.7	Multi-Site Events.....	5
4.8	Chaperones for Multi-Site Events.....	5
4.9	Contract Review.	5
4.10	Transportation.	5
4.11	Incident Reports.	7
4.12	Special Health Needs.....	7
4.13	Right to Rescind.	7
4.14	Travel Procedure Violations.	7
4.15	Category Specific Requirements.....	7
5	EXTENDED TRAVEL: ADDITIONAL REQUIREMENTS.....	8
5.1	Parent Communications	8
5.2	Additional Trip Participants.....	8
5.3	Non-Employee or Non-Parent Chaperones.	8
5.4	Lodging.....	8
5.5	Extended Travel Applications.....	8
5.6	Board Approval.....	9
5.7	Contract Approval.....	9
5.8	Financial Management.	10
5.9	District Funding and Travel Limitations	10
6	INTERNATIONAL TRAVEL: ADDITIONAL REQUIREMENTS.....	11
7	ATHLETIC & ACTIVITY CAMPS, CLINICS, AND LEAGUES SPECIAL REQUIREMENTS.....	11
8	NON-DISTRICT TRAVEL	11
9	APPENDICES	12

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.

3 STUDENT TRAVEL CATEGORIES, ROLES, AND RESPONSIBILITIES

3.1 Student Travel Categories

The Student Travel Categories are descriptions of four 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. Approval Authority – Site Principal or Assistant Principal

Category II – Supplementary/Enrichment: 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. Approval Authority – Principal, Assistant Principal, or Director

Category III – 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. Approval Authority – District Athletics and Activities Director

Category IV – International: Enrichment trips involving travel outside of the U.S. including its possessions, and Canada. – N/A at this time

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 Section 8.

3.2 Approval Authority Chart

	I Instructional	II Supplementary/Enrichment	III Extended	IV International
Nature of Trip	Supports Curriculum	Sanctioned Competitions and/or Conferences, 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	Generally tied to optional extracurricular activities or clubs	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, Assistant Principal, or Director,	District Athletic & Activities Director/Assistant Director	

3.3 Roles & Responsibilities

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. Any primary sponsor or instructor of a group that is travelling MUST travel with them. The Trip Manager is responsible for proposing, planning, and managing the trip. For extended student travel, the Trip Manager is responsible for submitting all applications in accordance with application deadlines to their Principal/Assistant Principal/Director for review, signature, and submission for approval. Trip Managers must complete the [Chaperone Training Guide](#) prior to submission.

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.

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

District Athletic & Activities Director: The District Athletic & Activities Director is designated as the person responsible for oversight of and ultimate approval of all student travel. The 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. District Chaperones must complete the [Chaperone Training Guide](#) prior to final approval submission.

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. Volunteer Chaperones must sign the [Volunteer Chaperone Supervision Agreement](#) prior to final trip approval.

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.

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 activities, mode of transportation and other trip factors in order to allow the parent to provide informed consent for the event. The Trip Manager shall use these forms as a record of students attending the trip and shall have a copy of all such documents with him/her on the trip.

For extended travel, the permission forms should NOT BE DISTRIBUTED until the trip and the permission forms have been approved. You will submit a sample of your proposed form with your final approval application.

4.4 Parent Communications.

SportsYou is the district-approved platform for communicating with parents and trip participants. This is encouraged for all trips, and mandatory for national competitions.

4.5 Supervision.

The person designated as final approver of the trip will make determinations regarding supervision requirements, chaperone requirements, and School Administer requirements based on the trip details. General guidelines are a staff to student ratio of 1:15 with a general upper limit of 1:20.

4.6 Funds Disbursement.

No funds, including deposits, and regardless of source, shall be disbursed by a school before the trip has been approved or preapproved.

4.7 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.

4.8 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.

4.9 Contract Review.

All documents requiring signature by a District representative (including on-line documents) are subject to the District's Contract Approval Process and should be submitted to contracts@spsmail.org for review. The Contract Coordinator will determine the appropriate designee to sign each document.

4.10 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: Charter Transportation must be arranged through the District Athletics/Activities Department.

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 completing the [Elective Driver Approval](#) form. 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.

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 The Director of Athletics/Activities, 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 in the rare cases 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.

4.11 **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.

4.12 **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

4.13 **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 **Travel Procedure Violations.**

Noncompliance of the procedures outlined in this manual 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)

[Non-District Travel](#) (Section 8)

5 EXTENDED TRAVEL: ADDITIONAL REQUIREMENTS

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

5.1 Parent Communications

SportsYou is the district-recommended platform for parent updates and information. This is encouraged for regional/state trips, and mandatory for national competitions.

5.2 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.

5.3 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.

5.4 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.

5.5 Extended Travel Applications

Two types of Applications are available for Extended Travel Trip Approval. These applications are designed to guide you through the application process. All information requested is needed in order to provide your approval. 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.

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

[Student Extended Travel – Preapproval Application](#)

5.5.1 Final Approval Application - When to Use:

All Extended Travel requires final approval. 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. 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.

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.

5.5.2 Preapproval Application – When to Use: Preapproval is a process that is appropriate for an extended travel event that requires significant advance planning. Preapproval application should be used for the following:

- 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, deposits, or registrations 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.

5.6 Board Approval

The following types of trips require board approval:

- 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: Upon receiving a preapproval application with costs of \$15,000 or higher, or involving a contract, the review team will notify contracts@spsmail.org. The trip will be placed on the next available board meeting schedule. You will not receive preapproval until the board has approved the trip in their regularly scheduled meeting.

***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.

5.7 Contract Approval

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 (including on-line agreements).
- 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).

Instructions: Submit documents to contracts@spsmail.org in accordance with Contract Approval Procedures. Detailed information about the District's Contract Approval Procedures can be found on the District's [Risk Management](#) site.

5.8 Financial Management.

The Site is responsible for financial management of the trip, including compliance with District purchasing and procurement card procedures. Any shortfalls resulting from cancellation fees, inadequate fundraising, or vendor issues will be borne by the site. 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.

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 approving office may approve payment systems that allow students/parents to pay directly to the travel group.

All District Purchasing procedures, including purchasing, fund raising, staff travel, employee reimbursement, and procurement 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 procedures regarding P-cards, travel reimbursement, and bid requirements...*

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.

5.9 District Funding and Travel Limitations

The intent of district funding for state and national competitions is to support SPS group qualifications on behalf of our schools. It is not intended to support individual accolades. No travel promises should be made to students before a trip is approved.

- The district will not financially support enrichment activities during trips unless they are part of the competition process.
- Any student not traveling through the district-organized process will forfeit any district funding for the trip.
- State and National Competition travel
- All Levels:
 - Each activity group in SPS will determine **one** state organization and **one** national organization to use for qualification purposes. The curriculum coordinator for the organization will approve the organization.
- High School Students
 - Groups are limited to one out of state trip per advisor without administrative approval.
- Middle School Students
 1. May only attend in-state events. The state competition is the culminating event (no advancement to nationals).
 2. Overnight stays will only be approved if travel exceeds 2 hours. Within 2 hours, groups will bus to and from the event. (Tan-Tar-A is an allowable overnight trip for culminating state events).

6 INTERNATIONAL TRAVEL: ADDITIONAL REQUIREMENTS

Note: As of March 2020, ALL international travel is suspended until further notice.

- 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 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 a pre-approval application prior to any trip promotion. This will allow the District to officially classify and document the trip as District or 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, a 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 Athletic/Activities 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:

- If the trip is identified as a Non-District trip. No further participation by the District will occur.
- No school resources are to be used for the planning, promotion, or conduct of such trips.
- 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.
- 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.
- The following, stated prominently and clearly, must be included on all correspondence and communications regarding the trip:
 - The trip is not a School District trip and the School District of Springfield accepts no liability for the trip.
 - The District is not responsible for any information, claims or representations provided to students and/or parents regarding the trip.
 - The name of the group/organization sponsoring the trip, identifying them as the entity responsible for the trip.
- All handling of student money/funds will be by the sponsoring organization and collected outside of the instructional day, including lunch periods.
- There shall be no participation in a trip during regularly scheduled school/work days.
- Contracts/Agreements are not to be signed by anyone acting as a representative of the District
- District employees will receive no compensation or expense reimbursement from the District.
- Use of school facilities for planning meetings shall be scheduled 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.
- 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.
- School uniforms are not permitted to be worn for non-District sponsored activities.

9 APPENDICES

District Chaperone Training Guide – Extended Student Travel
Volunteer Chaperone Supervision Guidelines and Agreement
Student Extended Travel – Final Approval Application
Student Extended Travel - Preapproval Application

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 GBEB)

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.
- 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.
- Assign specific supervision duties to District and Volunteer Chaperones.
- Meet with all chaperones prior to departure to discuss schedules, assign duties, and provide any other trip-specific information.
- 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
- 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.
- Ensure that District Employee Chaperones have completed the Chaperone training 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.
- Complete the 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 Student 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 assigned supervision 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, and possible consequences of violations
- Cultural differences, and the 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 Volunteer Chaperone Supervision Guidelines and Agreement

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)



Student Extended Travel – FINAL APPROVAL APPLICATION

Trips may be cancelled at any time due to safety concerns. Submit all applications to the Activities & Athletics Department

INSTRUCTIONS (PLEASE READ):

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 or Assistant Principal signature a **minimum of two weeks prior to departure**.
- For most types of student travel, submission of this form and requested documentation as a **one-time submission** is the only application required.

When to use a PREAPPROVAL APPLICATION: 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 board approval as needed, 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).

MULTI-SITE TRIPS: You may combine schools on this application for one submission for board approval and pre-approval. The school and trip manager completing this form are responsible for coordinating this trip and gathering all trip information from the additional trip managers. Complete travel guidelines and procedures are contained in the Student Travel Manual, available on the Risk Management Web page.

TRIP INFORMATION:

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 <input type="checkbox"/> Club/Academic/Performing Arts	
Level of event - Check one: <input type="checkbox"/> Regular season/Single event <input type="checkbox"/> District <input type="checkbox"/> State <input type="checkbox"/> National <input type="checkbox"/> Other:	
Is this application a follow-up to a pre-approval application? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, provide approval date:	

MULTI-SITE TRIP INFORMATION:

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 traveling with other schools? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, you may add additional schools for one combined application. The Trip manager completing this application will be responsible for gathering and submitting all information. List all additional schools included and respective trip managers below:
School: Trip Manager: phone #:
School: Trip Manager: phone #:
School: Trip Manager: phone #:
School: Trip Manager: phone #:
School: Trip Manager: phone #:

TRIP SOURCE INFORMATION:

<input type="checkbox"/> MSHSAA scheduled event
<input type="checkbox"/> Other – Provide hosting organization name: Provide selection or invitation process:
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? <input type="checkbox"/> Yes <input type="checkbox"/> No 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 .

CONSENT FORMS

– select one of the following three:
<input type="checkbox"/> <u>Athletics/Activities Regular season events:</u> <i>Parent information sheets</i> were distributed to all participants prior to season start, and student physicals obtained. Variations from standard pre-scheduled travel (enrichment or similar events) require separate permission forms.
<input type="checkbox"/> <u>Athletics Off-Season Events:</u> <i>Camp/Clinic/League Parent Information & Consent Forms</i> have been obtained from each participant.
<input type="checkbox"/> <u>All other trips:</u> I have prepared a <i>Travel Permission & Medical Consent</i> 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. <i>The form should be distributed AFTER the trip has received preapproval.</i>

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.*

A completed Trip Budget Plan for all included schools (REQUIRED) is attached. **From your Plan, enter the following:**

\$ _____ **Total estimated cost** of the event and travel (regardless of fund 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 Athletics/Activities Department (subject to approval)

\$ _____ SPS District/Site/Activity Funds

\$ _____ Total funds to be collected from students/families. Cost to be paid by each student: \$ _____

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

\$ _____ **Total Fund Sources** – MUST be sufficient to cover the total estimated cost of the trip shown above.

TRANSPORTATION INFORMATION:

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

School Bus or Charter transportation arranged by SPS Transportation Department or Activities/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:

Vehicle type: Personal Vehicles or Rented vehicles (max 9 passenger) with rental car insurance per SPS Procedures.

or District-owned vehicle (suburban) with required drivers' license endorsement

Current school 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.

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 General Information.

No Transportation Notice

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: _____ **Grade Levels:** _____

List of student names and rooming assignments are attached (separate by school for multi-site trips).

Number of Chaperones

District Employee Chaperones: Male: _____ Female: _____

Volunteer Chaperones: Male: _____ Female: _____

Are you requesting an Administrator to attend this event? Yes No (Final Decision made by District)

A list of chaperone names, including an indication of whether they are an employee or volunteer, is attached. For multi-site trips, designate the school assigned.

All District Employee Chaperones (including the Trip Manager) have reviewed and signed the [Employee Chaperone Training](#).

All Volunteer Chaperones have a current and approved [Volunteer Registration](#) on file with the District and have reviewed and signed the [Non-Employee Volunteer Chaperone Training](#)

Event materials

A trip itinerary is attached, including departure time and location, planned stops, lodging name, address, & phone, and enrichments activity descriptions. If sites travelling together will have varying activities, separate itineraries must be included.

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.

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FINAL APPROVALS:

Principal/AP Review & Approval:	Date:
Activities/Athletics Director Approval:	Date:
Is a School Administrator required to attend this trip? <input type="checkbox"/> Yes <input type="checkbox"/> No Administrator assigned: _____	
Risk Management Review & Approval:	Date:

Reviewer Notes:



Student Extended Travel - PREAPPROVAL APPLICATION

Trips may be cancelled at any time due to safety concerns. Submit all applications to the Activities & Athletics Department

INSTRUCTIONS (PLEASE READ):

IS THIS THE CORRECT FORM? This abbreviated **Student Extended Travel – PREAPPROVAL APPLICATION** is the appropriate initial submission if you are planning a significant student travel event, for which all details are not known. It should be submitted very early in your planning process to **obtain board approval as needed, obtain 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, documentation, and signatures a minimum of two weeks prior to departure.

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

MULTI-SITE TRIPS: You may combine schools on this application for one submission for board approval and pre-approval. The school and trip manager completing this form are responsible for coordinating this trip and gathering all trip information from the additional trip managers. The **Student Travel Manual**, available on the Risk Management web page, contains detailed travel guidelines and procedures.

TRIP INFORMATION:

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 <input type="checkbox"/> Club/Academic/Performing Arts	
Level of event – Check one: <input type="checkbox"/> Regular season/Single event <input type="checkbox"/> District <input type="checkbox"/> State <input type="checkbox"/> National <input type="checkbox"/> Other:	

MULTI-SITE TRIP INFORMATION:

Are other SPS sites participating in this event? Yes No Unknown If yes, which schools:

Will this group be traveling with other schools? Yes No

If yes, you may add additional schools for one combined application. The Trip manager completing this application will be responsible for gathering and submitting all information. List all schools included and respective trip managers below:

School:	Trip Manager:	phone #:
School:	Trip Manager:	phone #:
School:	Trip Manager:	phone #:
School:	Trip Manager:	phone #:
School:	Trip Manager:	phone #:

TRIP SOURCE INFORMATION:

How was the invitation to participate in this event obtained? <input type="checkbox"/> Invitation <input type="checkbox"/> Qualified or advanced through a competitive selection process Describe: <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	

TRANSPORTATION INFORMATION:

Proposed Method of Travel – (<i>check all methods you may use, including to/from airports and during your trip.</i>) <input type="checkbox"/> School Bus or Charter transportation arranged by SPS Transportation Department or Activities/Athletics <input type="checkbox"/> Commercial Airline/Flight (information is attached). <input type="checkbox"/> Public Transportation <input type="checkbox"/> Commercial taxis, shuttles, or hotel shuttles <input type="checkbox"/> Sponsor(s)/Employee Chaperone(s) will transport students. (Drivers must be approved through the Voluntary Driver Verification process - see the Risk Management Web page.)

FINANCIAL INFORMATION – Provide estimates based on estimated student counts.

Include all schools for multi-site trips.

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.*

\$ _____ **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 Athletics/Activities Department Funds (subject to approval)
- \$ _____ SPS_District/Site/Activity Funds
- \$ _____ Total funds to be collected from students/families. Cost to be paid by each student: \$ _____
- \$ _____ Funds to be contributed by a Parent Group or Booster Club. Group/Club Name: _____

\$ _____ **Total Fund Sources** – MUST be sufficient to cover the total estimated cost of the trip shown above.

GENERAL INFORMATION (include all schools for multi-site trips):

Estimated Number of Students: _____ **Grade Levels:** _____

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 Review & Preapproval: _____ Date: _____

District Activities/Athletic Director Preapproval: _____ Date: _____

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

Risk Management Review & Preapproval: _____ Date: _____

PREAPPROVAL is NOT authorization to travel.

A Final approval Application with complete trip details must be submitted a minimum of two weeks prior to departure.

Reviewer Notes: