

## **INSTRUCTION**

### **6271- Travel for All Students In and Out of State**

The Board recognizes the educational importance of field trips for academics and activities. Field trips ordinarily will be confined to the Omaha/Lincoln area. The Board further recognizes that activity including travel may provide worthwhile learning experiences for more mature students. The Principal or Superintendent will approve any field trips involving students within a 250 mile radius. The Board of Education will approve of any trips requiring travel outside of 250 miles.

The district may pay, or assist in paying, or not pay for trips outside of the state. Fundraising may be required for certain groups to travel for state and national competitions.

Charter busses may be used for activities when deemed appropriate by administrators and are recommended for late night or extended travel. All other transportation will be arranged through the bus company providing district transportation or district vehicles.

When deemed appropriate by administration, students may transport themselves within the metro area if they are a licensed insured driver and have parent permission. Whenever students travel on district secured transportation, there shall be adult supervision and the transportation carrier must follow the regulations in the Nebraska Administrative Code.

#### **Cost of Travel**

The cost of travel shall be kept as low as reasonably possible without compromising the safety of the students and chaperones involved. Schools shall adhere to the Student Fees Policy regarding waiver of student fees for any school sponsored activity. When a fee is required for travel, a written parent permission form and written costs of the trip must be provided to the students and parents.

#### **Travel Conditions**

Travel shall not be approved if unsafe conditions exist. If unsafe conditions arise after travel has been approved, travel shall be cancelled or changed accordingly. Prior to trip departure, the Principal and the Superintendent reserve the right to cancel a trip if conditions warrant such action. Unsafe conditions include, but are not limited to, adverse weather conditions, outbreaks of serious communicable diseases, and actual or threatened violence or terrorism. Should a trip be cancelled due to safety concerns, the school and/or district will not reimburse travelers for unrecoverable lost fees. The district encourages travelers to secure cancellation insurance, at the individual's expense.

## **Emergencies and Accidents**

In case of an emergency occurring during the activity and/or trip, the sponsor is authorized to make those adjustments necessary to insure the safety and well-being of students and will report the emergency to the appropriate administrator as soon as possible after the safety and security of students has been secured. In non-emergency situations, contact with the appropriate administrator shall be made prior to making any decisions or adjustments of the travel itinerary. In the event of a serious illness or injury, 911 should be called and the parent notified of the situation. If there is only (1) coach or sponsor, the highest priority of supervision will determine whether a coach or sponsor will accompany the student(s) to the hospital. The appropriate administrator will be made aware of the situation.

## **Student Conduct**

The rules and regulations of the building and the Springfield Platteview Community Schools regarding students and student conduct shall be in effect from the time of departure until the time of return. In the case of a serious violation, the sponsor shall immediately notify the appropriate administrator. The parent(s)/ guardian shall be contacted and one of the following responses will be required: (1) the parent/ guardian will be required to pick up the student; (2) the student will be sent home by the public carrier with a chaperone (if needed) at the parent(s)/ guardian expense; or (3) student will be kept with the group under adult supervision and may lose the privileges associated with the reason for travel.

## **Approval**

All requests for travel must be approved by a principal or activities director. All requests for travel outside of the 250 mile radius of the district, must have principal approval and be submitted to the Board of Education for approval. Board approval must be granted for out of state travel prior to final acceptance of any invitations to perform or compete and/or finalizing any travel arrangements. Any contracts associated with this travel, must be signed by the principal or activities director, not the coach or sponsor.

## **Chaperones**

Every effort must be made to find teacher or parent chaperones. Volunteers who are not a teacher or a parent, must have a volunteer form on file and be screened by the central office before chaperoning an overnight trip.

At least (1) certified employee of the district is to accompany any student group during a field trip or overnight stay. A minimum of one additional adult chaperone is required per every 12 students. Based on the location of the trip, the number of chaperones may be increased. Certified employees are on duty during the entire time of the travel and activity. The coach or sponsor shall provide the principal or activities director a travel itinerary including daily activities, travel arrangements, costs, lodging arrangements, and any additional requests by the administrator. Students need to be supervised at all times. Volunteer chaperones will report any behavior problems immediately to the

certified staff member on duty. Certified staff members will discuss the specific responsibilities with the volunteer chaperones and provide written guidelines.

## **Transportation**

### **School Vans**

The use of school vans are normally limited to a 250 mile radius from the district office. Activities requesting a van for greater distances will require approval of the Board of Education. A request for van use must be made at least three weeks prior to the trip on 250 mile or more mile trips.

### **Private Vehicles**

Use of a sponsor's vehicle for trips is prohibited, unless in a dire or an emergency situation with administrator approval.

Activities where the use of a private vehicle is the only option feasible may be used only if the following requirements are met:

1. The private vehicle must be a motor vehicle designed to carry no more than (8) passengers (including the driver) with functional seatbelts for each person.
2. No more passengers (including the driver) may be transported in the private vehicle than the vehicle was designed to carry.
3. Any person requesting to transport students in a private vehicle must receive prior written permission from the principal or activities director and a parent or legal guardian of the students being transported.
4. No employee may transport any student without written consent from the principal or activities director and parent/ legal guardian of the student.
5. The principal or activities director shall ensure that the driver holds a valid driver's license and bodily injury and liability protection insurance.
6. The principal or activities director must retain a photocopy of the driver's license and insurance documentation.
7. No (15) passenger vans shall be used to transport students or staff.
8. Completion of the District Driver's Certification Form and filing with the District's Business Office prior to transporting any students.

### **Overnight Travel**

Activities involving overnight travel shall be scheduled to avoid any absences from regularly scheduled classes if at all possible. Most out of state travel will need to be paid through fundraising efforts. Out of state travel will be limited to the United States.

### **K-8 Travel**

K-8 overnight travel is not recommended as part of the K-8 educational program. The district does allow travel for the 6th grade Outdoor Education program and Destination

Imagination state and national contests. Additional K-8 overnight activities and travel out of state may be granted for a student or group of students that qualify for a state or national competition by placing in a local competition that is sanctioned by the district. K-8 students participating in approved competitions requiring overnight travel must be accompanied by a legal parent or guardian or sign a waiver releasing the district of any liabilities associated with the student's well-being. The Board of Education may approve additional travel if a request is made and appropriate staff personnel are able to attend.

### **9-12 Travel**

9-12 students may be granted to travel out of state only for individual or group competitions in which they have qualified for a state or national competition by placing in a local competition that is sanctioned by the district. NSAA sponsored activities or competitions are restricted to in-state only, except during extended school breaks.

### **Non-School Sponsored Trips**

Non-school sponsored trips are defined as any travel involving district employees acting as independent contractors/agents which involve students on a volunteer, self-supporting basis. These trips are not part of the curriculum and are not related to or approved in any way by the Springfield Platteview Community School administration or Board of Education.

The district assumes no legal or financial liability for such trips. Total responsibility for privately planned trips or tours rests with the individual(s) and/or agency supporting them.

To safeguard the district from liability, the following procedure shall be followed and enforced:

1. The promotion and advertisement of the activity shall conform to district policies and guidelines for public participation in the school district. Use of the school name/logo for the promotion or advertisement of the non-school sponsored activity or trip is prohibited.
2. All materials developed to advertise the activity trip shall clearly inform parents that the activity is not sponsored by Springfield Platteview Community Schools, including emails.
3. There shall be no relationship between involvement in the activity and course grades or credit.

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