



Book	Administrative Regulations
Section	6000 INSTRUCTION
Title	School-Sponsored Trips
Code	AR 6153
Status	Under Review/Revision
Cross References	<p>BP 3541.1 - School Related Trips</p> <p>BP 1321 - Solicitation of Funds from and by Students</p> <p>BP 6153 - School-Sponsored Trips</p> <p>E 3541.1a - School Driver Registration Form</p> <p>E 3541.1b - Private Vehicle Transport Safety Check</p> <p>E 6153a - Preliminary Field Trip Preparation</p> <p>E 6153c - Field Trip Information Form</p> <p>E 6153d - Verification of Field Trip Information</p> <p>E 6153e - Field Trip Questionnaire</p> <p>E 6153f - Student Indemnification Statement, Medical Consent, Consent To Participate</p> <p>E 6153g - Student Behavior Contract</p> <p>E 6153h - Volunteer Indemnification Statement (Waiver Of Liability) Volunteer Alcohol, Drug-Free Statement</p> <p>E 6153i - Permission to Travel Outside the United States</p>
Last Revised	June 2, 2014

General Guidelines

These guidelines are considered minimum requirements, and the principal and Superintendent may add additional requirements depending on the nature, location and extent of the proposed field trip and the age, nature and experience of the sponsors, staff, students and operators.

Guidelines

Carefully planned field trips that are directly related to adopted curriculum are permitted, subject to the following guidelines:

1. Students must be supervised by a certified District teacher or other person approved by District administration.
2. All participants in the field trip must be either current students in KPBSD, KPBSD employees, or adults subject to the chaperone/volunteer requirements. Children who are not part of the group participating in the trip may not accompany parents when the parents serve as chaperones.
3. This trip must have educational value related to approved curricula.
4. Student safety shall be protected.
5. No student shall be required to attend a school-sponsored trip that is not part of the curriculum. School programs for students not traveling must continue at the level expected if the trip did not occur.
6. Student time out of other instructional programs shall be kept to a minimum. Students traveling must maintain their overall educational program and are responsible for making up assigned work in classes missed.

7. Student costs shall be kept to a minimum. Students are responsible for their own costs. Schools may provide financial options to ensure maximum participation by all interested and qualified students, regardless of their economic circumstance.
8. No student may be denied participation, for financial reasons, in a school-sponsored field trip that is integral to the curriculum and the instructional program.
9. Students shall be expected to follow conduct rules that apply in school or during school-related activities. Students who violate these rules during a field trip are subject to regular discipline, including, but not limited to being sent home with a chaperone, if required, at parent expense.
10. Whenever practical, chaperones accompanying students on trips that involve overnight travel shall be of the same sex as the students participating.
11. Permission slips related to the specific trip and signed by the parent(s) or guardian(s) shall be secured prior to any field trip travel.
12. Appropriate District-approved waivers of liability (E 6153(f) Student Indemnification Statement Waiver of Liability), signed by the parent(s) or guardian(s), shall be secured prior to any field trip travel.
13. All school sponsored trips must be approved in advance, as set forth in E 6153(d) Verification of Field Trip Information (all field trips) and E 6153(a) Preliminary Field Trip Preparation for Extended Out-of-State or International Field Trips. Principals shall verify the quality of field trip preparations, plans, educational relevance, fundraising and sponsors.
14. Parties denied approval for a trip may appeal that decision to the Superintendent. Denial by the Superintendent may be appealed to the Board.
15. Administrators have the authority to exclude the participation of students whose documented behavioral history suggests the possibility that they may endanger themselves or others; or cause a substantial disruption while on a field trip. However, due consideration must be given to SECTION 504 and Individuals with Disabilities Education Act (IDEA) where applicable.
16. Pursuant to Section 504 and Americans with Disabilities Act (ADA), students with disabilities shall not be excluded from field trips because of transportation arrangements.

In advance of study trips, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trips.

Waiver of District Liability

Students and their families are expected to have adequate health insurance to cover the costs of accidents or injuries that may occur during field trips. Each participating student must submit a waiver of liability signed by the parent(s) or guardian(s) (E 6153(f) Student Indemnification Statement Waiver of Liability). Each participating chaperone or parent volunteer must sign a waiver of liability (E 6153(h) Volunteer Indemnification Statement Waiver of Liability). These waivers must be reviewed and approved by the principal and secured and on file in the school office prior to the trip.

Scheduling Travel for Days When School Is Not in Session

Extended field trips over which the school has scheduling control are to be planned for days school is not in session. Extended trips should be scheduled after regular school hours, on weekends, or during vacations. Unique travel circumstances that extend the trip into school days will be reviewed and approved by the principal on an individual basis prior to submission to the Superintendent for approval.

Chaperones

1. During all extended field trips, chaperones of the same sex must accompany students. An exception to this provision must have the approval of the Superintendent.
2. A proposal for the number of chaperones and funding sources for classroom substitutes must be submitted with the field trip request. For extended field trips, a recommended ratio is one chaperone to every eight students.
3. School employees must have approval from their building administrator to chaperone field trips if they will be absent from their assignment.
4. Chaperones will be informed in writing of the drug-free workplace regulations which govern all District-sponsored activities. As mentioned in the KPSAA/Student Handbook, chaperones are expected to refrain from using tobacco and consuming alcoholic beverages or drugs that are illegal in the State of Alaska while on the extended field trip. [This includes marijuana, marijuana related products, marijuana related devices, imitation marijuana products, tobacco related products, tobacco related devices, and imitation tobacco products.](#)
5. Each chaperone must stay with the group for the duration of the trip from departure through return. Exceptions may be made by the Superintendent prior to the trip.
6. Non-employee chaperones are required to undergo a criminal background check.

Trips Not Sponsored by District

When a trip involves both a school-sponsored element and an adjoining community element, staff members are permitted to coordinate these joint ventures with the use of appropriate school time and equipment.

Field Trips of One Day or Less

Field trips lasting one day or less are the responsibility of the principal and staff who will establish and use procedures to plan, conduct and evaluate field trips consistent with adopted curriculum.

Extended Field Trips (In-State)

Field trips lasting two or more days and involving overnight accommodations are the responsibility of the principal and staff.

Cocurricular in-state activities trips that comply with established schedules shall conform to the guidelines in the applicable activities handbook, and a list of such trips shall be filed by the coach, athletic director, advisor or sponsor with the principal and the executive secretary of the Kenai Peninsula Schools Activities Association.

Extended field trips planned during the school year for days when school is not in session shall be subject to the conditions listed above.

Extended Field Trips (Out-of-State or International)

Field trips involving travel and accommodations for out-of-state sports, activities and educational activities are the responsibility of the local administrator and staff subject to approval by the Superintendent.

The purchasing department must be involved to assist in planning and vendor selection. As a result, requests for out-of-state or international trips involve substantial advance planning. Requests shall be forwarded to the Superintendent on the District field trip form (E 6153(a) Preliminary Field Trip Preparation) for pre-approval prior to formal planning or fundraising. This preliminary approval must be obtained when plans are initiated or within the timeframes listed below, whichever comes first:

- a minimum of 10 months prior to the planned excursion for out-of-state trips,
- a minimum of 18 months prior to the planned excursion for international trips.

The Superintendent may approve requests for field trips outside of these timelines for unique circumstances that may arise.

Once vendor selection has been determined, due dates for required documents will be provided to the trip organizer for compliance. Documentation for these trips will be forwarded to the Superintendent on the District field trip forms E 6153(c) KPBSD Field Trip Information Form, E 6153(d) Verification of Field Trip Information, and E 6153(e) KPBSD Field Trip Questionnaire with appropriate attachments within the advised timelines.

Required Information to Be Submitted for Extended Out-of-State or International Field Trip Approval

The following information requirements must be satisfied when District students are traveling out-of-state or internationally.

Medical Coverage and Medical Training for Out-of-State or International Field Trips

In addition to the conditions listed for all extended field trips, the following conditions also apply when travel is out-of-state or international:

1. Evidence of individual student medical insurance coverage must be presented by the student's parent/guardian to the principal prior to travel for all out-of-state or international travel. (A list of medical insurance providers will be made available for those without private family or individual coverage. This coverage will not be paid at District expense.)
2. The need for a chaperone with medical emergency training will be determined by the Superintendent prior to approval.

Field Trips by Van and Automobile

Due to safety concerns, students may not be transported in a 9 to 15-passenger van for any reason. Eight-passenger (or less) mini vans are allowed. This includes vans that are privately-owned or rented. Whenever students are being transported in any motorized vehicle E3541.1(a) School Driver Registration Form should be completed. Additionally, E3541.1(b) Private Vehicle Transport Safety Check needs to be completed for student transport by any privately owned vehicle .

Field Trips by Boat and Plane

Field trips that employ a boat or plane must adhere to at least the following minimal guidelines. The principal and Superintendent may add additional requirements depending on the nature, location and extent of the proposed field trip and the age, nature and experience of the sponsors, staff, students and operators.

For Trips by Private Marine Vessels

1. The Superintendent may authorize the transportation of students by private, noncommercial vessels for approved field trips and activities provided the following conditions are met.
 - A. For motorized vessels, the vessel is operated by an adult, age 21 or older, who can demonstrate competence to operate the vessel. This competence may be demonstrated by the operator:

1. Providing a copy of the appropriate commercial or charter license for the intended waters and vessel type to be used, or
 2. Providing documentation that the operator successfully passed a marine/boat/water safety course approved by the Superintendent as appropriate for the field trip to be taken.
- B. In the case of non-motorized boat trips, when practical, a motorized vessel or boat operated by a qualified adult, age 21 or older, is available to respond in the event of an accident or incident.
 - C. The vessel is registered with the State of Alaska or issued a Certificate of Documentation by the U.S. Coast Guard, and when motorized, must be in compliance with the Courtesy Vessel Safety Check by the U.S. Coast Guard Auxiliary within 90 days of the time of travel.
 - D. Students traveling on an open boat shall wear appropriate flotation devices while onboard the vessel in compliance with U.S. Coast Guard regulations.
 - E. All student passengers provide a permission slip and waiver of liability signed by their parent(s) or guardian(s) (Form E 6153(f) Student Indemnification Statement Waiver of Liability).
 - F. The owner, operators and passengers have been informed that the registered owner of the vessel is responsible for any accidents which may occur.
2. Trip plans, including name of vessel operator, location and itinerary of trip, type and identification of vessel, must have prior approval from the Superintendent. The Superintendent must be notified of any deviation from the approved itinerary or trip plan.

For Trips by Commercial Marine Vessels

1. When traveling on a commercial or charter vessel, students must be transported by a U.S. Coast Guard approved vessel. U.S. Coast Guard approval must be for the number of commercial passengers carried on the vessel.
2. The captain of the vessel used to transport students must be certified by the U.S. Coast Guard to operate a commercial vessel. The captain must be certified for operating the size and type of vessel required. A copy of the vessel operator's license must be on file in the school.
3. All School District students, staff and chaperones must be provided with U.S. Coast Guard approved survival equipment while on the vessel. Students traveling in an open boat shall wear appropriate flotation devices while underway.
4. The owners of the commercial vessel used for the transportation of students and District staff must have the vessel insured with minimum liability of \$1,000,000 as well as the District named as an additional insured. A copy of the insurance certificate must be provided to Risk Management in advance of the trip and also be on file in the school.
5. All commercial boats used while abroad must meet international nautical standards.

Field Trips by Aircraft

Field trips that use aircraft must adhere to the following guidelines in addition to those found elsewhere in this manual.

1. Students must be transported by a Federal Aviation Administration approved aircraft. Approval must be for the number of commercial passengers for which the aircraft is certified. Students may be transported on commercially operated aircraft only.
2. The pilot must have a Commercial Pilot's Certificate issued by the Federal Aviation Administration. Additionally, the pilot must be certified in the type of aircraft being used to transport students, staff and chaperones.
3. All School District students, staff and chaperones must observe and follow all safety procedures dictated by the air carrier.
4. All commercial aircraft used while abroad must meet international aviation standards.
5. The owners of the large commercial airlines used for the transportation of students, staff and chaperones must have the aircraft insured with minimum liability of \$1,000,000. The owners of small aircraft carriers/charter carriers shall have a minimum liability of \$150,000. For small carriers, a copy of the insurance certificate must be provided to Risk Management in advance of the trip and must also be on file at the school.

District-Hosted Visitors

Official visits of one week or less by guests from other nations may be approved by the principal. Official visits of more than one week must be approved by the Superintendent.

The following information requirements must be satisfied when District schools are hosting visitors from abroad for an extended stay of more than one week. This information must be submitted to the Superintendent by the site administrator hosting the visitors at least 30 days prior, or when plans are arranged, whichever comes first, to granting approval or finalizing plans for the visit:

1. What are the anticipated dates of visitation from a school located in another country?
2. Who is the District certified employee in charge of this activity?
3. From what country will the visitors be coming?
4. What is the purpose of hosting this international visitation?
5. How many students will be traveling to the District?

6. What is the age group of the students traveling to the District?
7. What is the intended itinerary for travel?
8. Where will the students be housed during their visitation to the District? A listing of specific parents who have agreed to host the visitors to our District must be provided.
9. Have certificates of insurance regarding health and accident insurance coverage for travelers been secured? (Provide appropriate evidence of insurance.)
10. What are the points of arrival and departure?
11. What arrangements have been made to assure safe passage to the point of disembarkation from the District?
12. Who is providing this information?

Legal Reference:

UNITED STATES CODE

20 U.S.C. §§ 1400, et seq. Individuals with Disabilities Education Act

29 U.S.C., 794, Section 504, Rehabilitation Act of 1973