

FIELD TRIPS AND ACTIVITY TRAVEL

- 1.0 **Scope of Permitted Travel.** All schools shall follow and adhere to travel parameters set forth by the District's Out-of-State Travel Department as follows:
- Elementary: Travel permitted only within the State of Colorado
Middle School: Travel within the United States and internationally permitted
High School: Travel within the United States and internationally permitted
- 1.1 Requests for travel must be initiated three (3) months prior (in-state/out-of-state) travel and eight (8) months prior (international) by submitting the Student Travel Request Form (Form A). Travel packets are available through the District Athletics and Activities department.
- 1.2 All travel is subject to the District staff ethics policies and auditing. Procurement of travel in an amount less than \$5,000 may be purchased through the vendor deemed most appropriate by the school/department and meets District requirements for travel. Procurement of travel in an amount \$5,000 or greater requires one of the following:
- 1.2.1 Show evidence of three (3) quotes for equivalent travel/services. The requesting school/department will be responsible for obtaining these quotes and keeping these quotes on file, per the records retention policy, at the school/department for tracking and auditing purposes.
- 1.2.2 The requesting school/department must utilize a travel agency which has a current pricing agreement in place with the State of Colorado (www.gssa.state.co.us).
- 1.2.3 The Student Travel Request form (Form A) must be completed for all travel. The Student Travel Request form must be completed by the requesting school/department and must be approved by all designated parties prior to moving forward with the procurement of any travel details (ex: airfare, hotels, etc.). Once the Student Travel Request form has been completed at the school/department level, it must be sent to the District Athletics and Activities office for additional approvals.
- 2.0 **Student Participation.** Trips must be open to all District students who qualify by meeting the curriculum, monetary (waivers available if indigent) and insurance requirements. Students may be required to utilize the transportation/accommodations (if applicable) and the complete itinerary of activities designated by the activity sponsor as a condition for participation in any portion of the activity.
- 3.0 Chaperones that are not employees of the district must submit to a raptor background check.
- 4.0 **In-State Travel.** Building administrators shall be responsible for reviewing proposed field trips/activity travel to determine that the following procedures are met for travel within the State of Colorado:
- 4.1 In-state travel requests must be initiated no later than 3 months prior to departure date when possible, but not before submission/approval of the Student Travel Request form (Form A).
- 4.2 Field trips or activity travel must be directly related to the District's curricular and/or co-curricular programs;
- 4.3 Use of buses for the regular transportation of students to and from school shall have priority over buses for field trips or activity travel;
- 4.4 Approval by the principal is necessary before a request for bus service is made to the Transportation Department;

- 4.5 All arrangements involving buses, bus routes, and drivers shall be completed by the Director of Transportation or designee;
 - 4.6 Schools shall be billed at the current rate established by the Transportation Department;
 - 4.7 Licensed commercial carriers and private carriers shall comply with all applicable requirements established by law and/or District Policy. Prior to such use approval of commercial and private carriers must be obtained through the Resource Operations Department.
 - 4.8 Administrators shall give all adult sponsors and prospective drivers of private vehicles a copy of Form G thirty (30) days in advance of such trip, whenever possible, to allow compliance. A private vehicle is defined as any vehicle not owned by the District.
 - 4.8.1 Drivers of private vehicles for student field trips or activity travel shall meet all requirements established by law and have on file with the District all information required by District policy. Such information shall be reported on Exhibit H to this policy.
 - 4.8.2 Administrators shall review compliance with all requirements set forth in this policy prior to approving use of private vehicles.
 - 4.9 Written parental permission for single-day trips shall be obtained for all minor passengers in the form attached as Form I, and in the form attached as Form E for multiple-day/overnight trips. Sponsoring adults shall take such written permission with them on the trip.
 - 4.10 Vehicles purchased by or donated to individual schools for student activity travel must be approved by the Transportation Department before use, meet all applicable standards and requirements, and be subject to periodic inspection upon a schedule developed by the Transportation Department. Drivers of such vehicles who transport students must meet the requirements established in District Policy 3610.
 - 4.11 District transportation and commercial/private carriers shall instruct participants concerning emergency evacuation procedures prior to departure on the trip/activity.
 - 4.12 Field trips to the Rocky Flats National Wildlife Refuge are prohibited.
 - 4.13 Refer to District Policy 4150 for per diem allowances for staff.
- 5.0 **Travel within the United States.** Administrators shall be responsible for reviewing proposed trips/activities outside Colorado to determine that the provisions of Section 4.0 (as applicable) and the following procedures are met:
- 5.1 Requests for travel within the United States must be initiated no later than 3 months prior to departure date, but not before submission/approval of the Student Travel Request form (Form A) (See Section 1.2 and subparts). Exceptions to this section will be considered on a case-by-case basis.
 - 5.2 Submit in writing to the principal(s) all proposed fundraising activities, including documentation of parent support and projected amount of student time to be expended.
 - 5.3 Submit request to the principal(s) prior to making any commitment or arrangements as to the group's availability for participation.

- 5.4 Present evidence that one licensed employee and additional adult sponsor(s), as approved by the principal, shall accompany the group; the number and gender of sponsors shall depend on the size, age, and composition of the group and the activity planned. The District's insurance carrier requires chaperones for every seven (7) students. Chaperones must be at least 21 years of age and be a District employee or a parent or legal guardian of a participant.
- 5.5 If approved by the principal(s), the request shall be submitted to the Chief Academic Officer or designee for approval/denial no later than 30 days prior to planned departure with information relative to activity, honor and/or recognition involved, time, place, estimated cost, means of transportation, school time involved, sponsoring agency, and other appropriate information. The Chief Academic Officer or designee shall forward to the Director of Risk Management the name of the travel organization and the trip dates and destination. The Director of Risk Management shall verify that the travel organization has the required level of insurance coverage and shall inform the Chief Academic Officer of his/her findings.
- 5.6 Parents shall be given specific information regarding what is and what is not covered by travel insurance. All participants must be notified that each person is individually responsible for any and all travel expenses incurred.
- 5.7 A written plan for communication with the Chief Academic Officer or designee in the event of an emergency during the activity travel shall be in place and communicated with parents and principal(s).
- 5.8 Written parental permission shall be obtained for all minor passengers in the form attached as Form E for overnight or Form I for day trips.
- 5.9 Refer to District Policy 4150 for per diem allowances for staff.
- 6.0 **International Travel.** Administrators shall be responsible for ensuring that the provisions of sections 4.0 and 5.0 (as applicable) and the following additional procedures are met:
 - 6.1 Requests for international travel must be initiated no later than 8 months prior to departure date, but not before submission/approval of Student Travel Request form (Form A) (See Section 1.2 and subparts).
 - 6.2 Obtain travel advisories from the United States Department of State through the Department of Risk Management to ascertain whether any dangers/constraints exist regarding travel to the proposed country, and share that information in writing with parents; and
 - 6.3 A school administrator may attend international travel. The building principal and the sponsor shall mutually agree as to whom will pay if an administrator attends.
 - 6.4 It is a requirement that the sponsor obtain active cellular phone service, including international call activation, for international travel.
 - 6.5 Each participant must obtain out-of-country travel insurance.
 - 6.6 Refer to District Policy 4150 for per diem allowances for staff.
- 7.0 The medical history form in Form F must be filled out and completed by the parents or legal guardian(s) of each participant on an overnight trip. Should a participant have a medical history which requires medical monitoring, a physician's release to make the trip must be submitted.
- 8.0 Travel by District BASE programs shall be subject to all of the terms of this policy except for the provisions of section 4.2. BASE field trips shall be approved by the site director and shall be supervised by qualified adults and in such adult/child ratios as provided by state regulations.

9.0 If circumstances arise, such as advancement to the next round of a national competition, that justify deviating from the travel restrictions and deadlines set forth in this policy, schools may request permission to travel from the Superintendent or designee. Permission will not be granted to extend deadlines that were not met due to poor planning or unfamiliarity with this policy.

CROSS REFERENCE:

Policy: 3610

Policy: 4130

Policy: 4150

Adams 12 Five Star Schools

Most Recent Adoption: September 4, 2018

**FIELD TRIPS AND ACTIVITY TRAVEL
FORM INSTRUCTIONS**

FORM	WHEN TO USE
FORM A – STUDENT TRAVEL REQUEST FORM	IN-STATE TRAVEL/OUT-OF-STATE TRAVEL
FORM B – IN-STATE TRAVEL CHECKLIST/OUT-OF-STATE TRAVEL CHECKLIST	IN-STATE CHECKLIST FOR IN-STATE TRAVEL/OUT-OF-STATE CHECKLIST FOR OUT-OF-STATE TRAVEL
FORM C – IN-STATE REQUEST FOR DETAIL TRAVEL INFORMATION/OUT-OF-STATE REQUEST FOR DETAIL TRAVEL INFORMATION	IN-STATE/OUT-OF-STATE TRAVEL
FORM D – AUTHORIZED SECONDARY ATHLETICS/ACTIVITIES VOLUNTEER AGREEMENT	IN-STATE/OUT-OF-STATE TRAVEL
FORM E – OVERNIGHT STUDENT ACTIVITY TRAVEL PERMISSION FORM	IN-STATE/OUT-OF-STATE TRAVEL
FORM F – MEDICAL EMERGENCY FORM	IN-STATE/OUT-OF-STATE TRAVEL
FORM G – USE OF PRIVATE VEHICLES FOR STUDENT FIELD TRIPS OR ACTIVITY TRAVEL (POLICY)	IN-STATE
FORM H – USE OF PRIVATE VEHICLES FOR STUDENT FIELD TRIPS OR ACTIVITY TRAVEL	IN-STATE
FORM I – STUDENT FIELD TRIP PERMISSION FORM – DAY TRIP	DAY TRIP ONLY – NO OVERNIGHTS