

Procedure 619-1
Revision C
Effective July 1, 2023



REQUESTING STUDENT ACTIVITY TRIPS (Overnight or Out of State)

Risk Management
St. Vrain Valley School District
Longmont, Colorado

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Requesting District-Sponsored Student Activity Trips

1. Scope

This document defines procedures to be used in requesting St. Vrain Valley School District sponsored student activity trips that involve overnight and/or out of state travel.

1.1 Application

This procedure is applicable to all involved in requesting and approving these trips.

2. Conflict Statement

Notify the Risk Manager of any conflict between the requirements of this procedure and any other applicable policies and procedures. The conflict shall be resolved, with changes as negotiated. If in conflict with Board of Education policies, the Board of Education policies shall prevail.

3. Document Control

Submit change requests for this procedure to the Risk Manager, who then shall determine the appropriate action. Reference to 700-2 Create and Change Standard Operating Procedures (SOPs) for change procedures. The Risk Manager shall have final approval for revision to this procedure.

3.1 Responsibility for Enforcement

Compliance with the requirements of this procedure is the responsibility of all who request and approve requests for student activity trips.

4. Reference Documents

The current issues of the following documents form a part of this procedure to the extent specified herein, and/or are listed here as additional sources of information:

St. Vrain Valley School District Board Policies and Procedures

Board Policy DJB, DJB-R

Purchasing Procedures

Board Policy EEAF, EEAF-R

Extracurricular Activity Buses/Field Trips/Special Events

Transportation

Board Policy EEAG, EEAG-E, EEAG-R Student Transportation in Private Vehicles

Board Policy JJH, JJH-E, JJH-R

Student Travel

Board Policy IJOC

School Volunteers

Procedure 701-2 JJH

Charter Bus Guidelines

5. Introduction

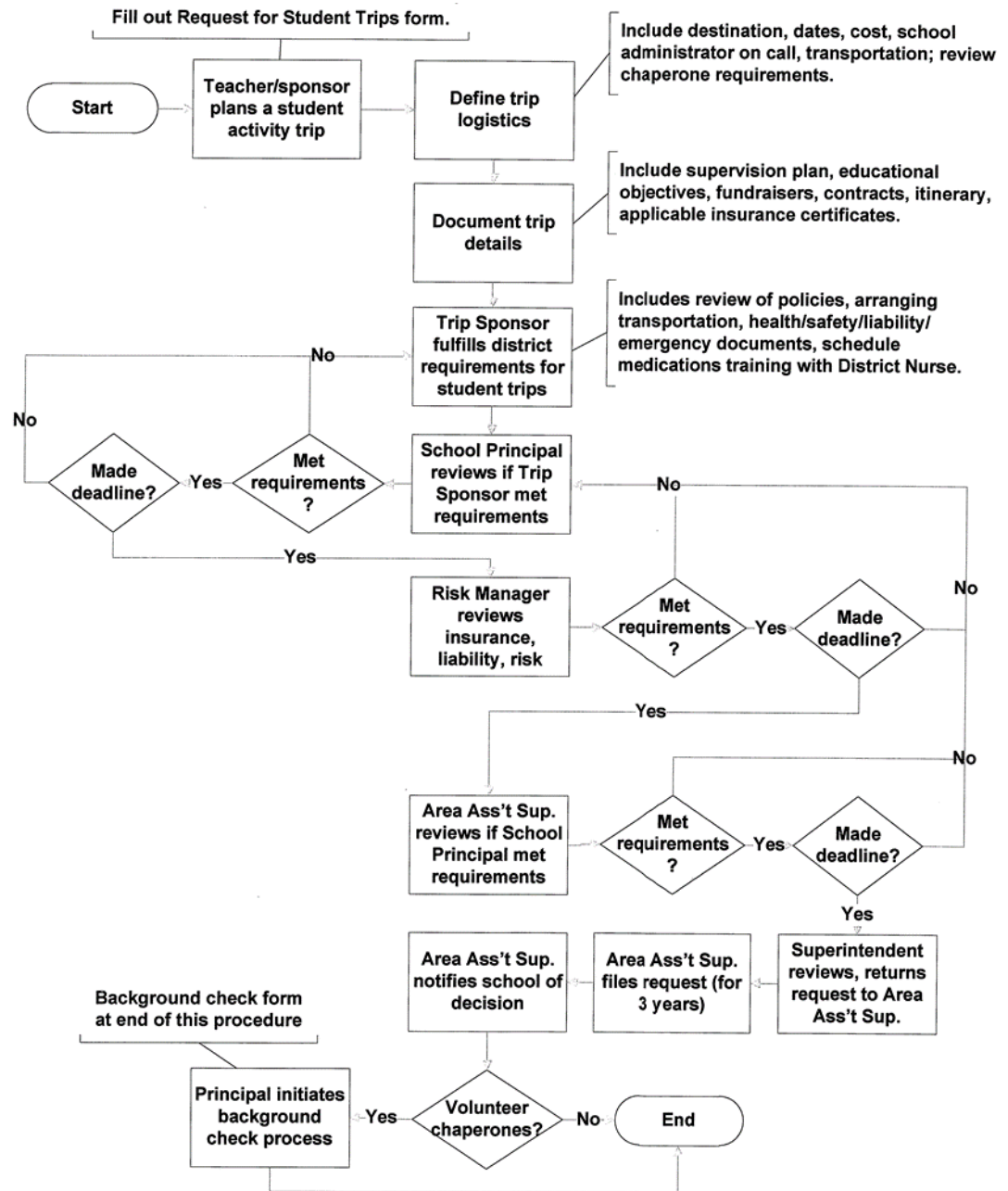
This procedure describes the major steps necessary to request an overnight or out of state District sponsored trip. The flowchart provides an overview of the important steps in the process, but the written text of this procedure will address the steps of the process in detail. Failure to comply with all of the steps of the process may result in the trip request being rejected.

This trip request procedure addresses District-Sponsored trips. A District-Sponsored trip supports curriculum or competition associated with a District-sponsored class, club, or activity. A licensed District employee must act as the trip sponsor. Trips that do not involve certified District staff are not considered District-sponsored. Trips and tours that are not directly supporting curriculum are not considered District-sponsored. Foreign travel is not District-sponsored; please see the office of Athletics, Activities, and Fine Arts or the office of Risk Management for guidance on any foreign travel. Staff supporting any non-District-Sponsored travel should provide parents with the Non-Sponsored Travel waiver found in the Appendix to ensure the parents are fully aware that the District has not provided oversight of the travel plans.

Trip sponsors should watch the brief “Student Travel Guidelines’ training In Public School Works and provide the certificate of completion prior to submitting any overnight or out of state trip request.

6. Flowchart

This flowchart shows the major steps for requesting student overnight and out of state trips.



7. Supervision

A licensed staff member must be the trip sponsor and attend the trip. Licensed coaches for athletic events are considered licensed staff. Ratios of adults to students must meet the minimum ratios listed on the “Trip Chaperone Requirements”, found in the Appendix.

An administrator must accompany all trips that include 16 or more students. The administrator does not count toward satisfying the adult to student ratio. The Area Assistant Superintendent may waive the requirement for the administrator to attend if the trip is in the Denver/Metro area.

If the trip attendees are made up of more than one gender, the trip sponsor must arrange to have both male and female adult chaperones. For events where multiple schools from St. Vrain are attending the same event, the trip sponsor may coordinate with the trip sponsors from another school to “share” an adult chaperone to meet this requirement. The “shared” chaperones do not count toward the adult to student ratio of the “borrowing” school.

Staff chaperones are to be with the students at all times, escorting them to all events and meals. For trips in which the students cannot be directly with the staff chaperones (for example, at a conference where the students are attending different break-out sessions) the trip sponsor is responsible for ensuring that the students check in face to face at least every two hours, and that they know the trip sponsor’s cell phone number and location.

All adults attending the trip who have any assigned duties on the trip must be listed on the “Trip Members” section of the trip request. Only adults specifically assigned trip duties may accompany the group under the District’s tax-free status and the trip’s group pricing. Parents who are attending the competition or performance but who are not assigned any duties do not need to be listed as a “Trip Member”, even if they will be transporting their student to the event or signing out their student to lodge with them during the event.

Trip sponsors are responsible for developing a plan to address adequate supervision of all students in the event of an illness, injury, or quarantine of one or more members of the trip group.

7.1 Volunteer chaperones

Volunteer chaperones are adults who are not affiliated with the school taking the trip. Volunteer chaperones must sign the “Volunteer Chaperone Agreement” (in Appendix) and undergo a background check with Human Resources (HR). The volunteer will need to bring an ID to HR for the background check.

Per Board Policy IJOC, Volunteers must be in line of sight of a staff member whenever the volunteer is working with kids. Consequently, volunteer chaperones MAY NOT be assigned their own group of students to monitor, unless the small group assigned to the volunteer chaperone is always visible to a school staff chaperone.

If the volunteer chaperone is a District employee at another school, the chaperone should sign the "Volunteer Chaperone Agreement", but does not need to complete the background check, and does not need to remain exclusively in line of sight of school staff chaperones.

8. Transportation

The preference for transportation options, in descending order, is as follows: District school bus, District vehicle (mini bus or Suburban) driven by school staff trip chaperones, District-approved charter bus lines (reserved through District Transportation office), school staff chaperones driving rental cars, volunteer drivers using private vehicles. If a tour company is coordinating the trip, any transportation arranged by the tour company (shuttles, charter buses, etc.) is considered authorized transportation.

District vehicles are not driven out of state. Any exception to this rule must be approved by Transportation, Risk Management, and the Area Assistant Superintendent.

When renting cars, purchasing the additional liability and physical damage insurance offered by the rental agency is required. Only District employees are allowed to drive the rental vehicles.

If drivers of private vehicles are used, the drivers must agree to comply with Board Policy EEAG and EEAG-R, Student Transportation in Private Vehicles. The drivers must complete form EEAG-E and provide a copy of their insurance declaration page to the school office to ensure adequate coverage. If the trip is more than 100 miles away or out of state, the drivers must provide a copy of their motor vehicle record (MVR) to the office, and this MVR must meet the District's insurability guidelines. The driver of the private vehicle should understand that his/her/their insurance will be primary and that the District insurance does not cover any physical damage to the private vehicle. Parents of students being transported via private vehicle should sign the release "Transportation in Private Vehicles", located in the Appendix.

The trip request Itinerary section should address how the group will be getting from place to place on the trip. (e.g. walking, hotel shuttle, public transit, etc.)

9. Lodging

Overnight accommodations must be in dormitories or approved hotels or motels. Lodging in short term rentals such as Air B&B or VRBO accommodations is prohibited.

Student accommodations must allow for one student per bed. No non-related adult may stay in a room with any student(s).

Students must stay in the same facility as the licensed trip chaperones. The group may not split up into multiple hotels

Trip sponsor must perform nightly bed checks. This duty may be shared by other staff chaperones.

10. Activities

The trip sponsor must submit a detailed itinerary. The itinerary must address any recreational activities, sightseeing or tours, team building activities, and any activities that take place at another location. Any large time gaps in the schedule of events should indicate what the behavior expectations are for filling that time.

Many activities will require additional permission slips (e.g. swimming), some may involve restrictions (e.g. students are not allowed in the water at the ocean), and some are prohibited by District insurance and will require substitution of an alternate activity. See the list of "High Risk Activities" in the Appendix for a sample of activities that are not covered by District insurance. Contact the Risk Management office for guidance involving activities and permission slips.

11. Health and Safety

Trip sponsor must make two copies of the health insurance cards and emergency contact information for all participating students, employees, and volunteers. One copy will stay at the school office and the other copy will go on the trip with the Trip sponsor.

Students who do not have health insurance are strongly encouraged to purchase the inexpensive, voluntary 24- hour student accident insurance provided by K & K Insurance. If the student is uninsured and the parent declines to purchase the student accident insurance, the parent must sign the "Responsibility for Medical Costs" form found in the Appendix.

If any students attending the trip require medication, the Trip Sponsor or other staff chaperone must complete the Medication Administration training and receive delegation from the District Nurse. Training and delegation should be completed at least two weeks prior to the trip.

Any students who require medication must have a "Permission to Medicate" form completed and signed by the parents and the provider.

If a student requires medical attention during the trip, the parent and the school administration must be contacted immediately. If a student is injured on the trip, the Trip sponsor must complete a Student Injury Report and submit it to Risk Management upon returning from the trip.

If an employee requires medical attention during the trip, the school administration must be contacted immediately. Any employee injury must be reported to Risk Management within four days of the accident.

12. Finance

Trip sponsor must comply with Board Policies and District Procedures for all contracts, fundraising, and purchases.

Trip sponsors may check out a travel pCard for the trip. Trip sponsor is required to comply with all rules and guidelines for the travel pCard. Trip sponsors should check with the Accounting Specialist (x57223) to ensure they have the correct card access for the trip.

Travel expenses for out of state trips such as hotel and airline costs can be paid by Accounts Payable pCards that have higher limits. An AP and Charge Request form must be completed. Contact Accounts Payable for more information.

Trip sponsor or other staff chaperones should use personal credit cards for trip-related expenses only in the case of an emergency (such as a lost or compromised pCard).

Reimbursements must be in accordance with District Policies and Guidelines.

Classified staff must be compensated for their hours on duty. For example, a health clerk who serves as a chaperone must be paid for the full day with students, but an accompanist who is not responsible for overseeing students only needs compensation for hour rehearsing or performing. Utilize a time card to compensate these hours.

Students should never be excluded from participation in an out of state or overnight travel experience due to financial limitations.

District funds can only be used for the students and trip chaperones. No District funds may be used for any family members or others not specifically and directly affiliated with the trip.

13. Paperwork

The trip sponsor must complete the Overnight and Out of State Trip Request. The trip sponsor must watch the brief Public School Works Training "Student Travel Guidelines" before submitting a trip request.

The trip sponsor must gather the following:

Signed Acknowledgement of Risk and Hold Harmless forms for each student

Copies of health insurance cards and emergency contacts for all attendees

Signed Waiver of insurance for any uninsured attendees

Permission to Medicate form for all students requiring medication on trip

Signed Volunteer Chaperone Agreements from all non-staff chaperones

Supplemental signed waivers for any high-risk activities

Completed form EEAG-E and copy of insurance for any drivers

Signed code of conduct for all students

The signed permission slips, Volunteer Chaperone Agreements, and EEAG-E forms must be kept on file at the school for seven years.

14. Responsibilities

Trip Sponsor: The Trip Sponsor must complete the "Student Travel Guidelines" training on

Public School Works. The Trip Sponsor must complete the online trip request. The Trip Sponsor must ensure the students will be adequately supervised at all times, following the ratios defined in this procedure. The Trip Sponsor must ensure that chaperones trained in medication administration, CPR, and First Aid attend the trip. The Trip Sponsor agrees to comply with all the items listed on the Trip Sponsor Checklist. The Trip Sponsor must collect all required paperwork. If a Tour Company is being used, the Trip Sponsor should obtain their certificate of insurance and share it with Risk Management.

Chaperones: All chaperones, including licensed staff, classified staff, District employees from other schools or departments, or volunteer adults assigned duties on the trip, must comply with District policies for the duration of the trip. No use of alcohol, drugs, or tobacco is allowed.

Principal: The Principal reviews the educational objectives, the supervision plan, the itinerary, and transportation arrangements to ensure compliance with District requirements. The Principal reviews any contracts associated with the trip and defers to the Area Assistant Superintendent if there is any question about the contract content. The Principal ensures that all fundraising complies with District guidelines. The Principal confirms that the Trip Sponsor has complied with all the requirements on the Trip Sponsor Checklist. The Principal confirms that at least one adult on the trip is First Aid and CPR certified. The Principal confirms that an Administrator attends any trip that involves 16 or more students. When the trip is approved, the Principal sends the Volunteer Chaperone Background Check list to Human Resources.

Risk Manager: The Risk Manager reviews the trip for possible problems with transportation, insurance, liability, and high-risk activities.

Area Assistant Superintendent: The Area Assistant Superintendent reviews the Educational Objectives to ensure that the trip has merit. If the trip is for athletics, fine arts, PE, or health, the Area Assistant Superintendent reviews the trip with the Executive Director of Athletics, Activities, and Fine Arts.

Superintendent: The Superintendent reviews any trip exceptions granted by the Area Assistant Superintendent and grants final approval to the trip.

15. Appendix

15.1 Revision Record

Revision	Change By:	Description
New as of 5/17/2012	Lynn Wolfe, Amy Weed, Rick Ring, Rob Berry, Linda Lohmann, Mark Mills	New procedure
Revision A as of 9/19/2012	Lynn Wolfe, Rick Ring, Amy Weed, Mark Mills, David Burnison, Linda Lohmann	Added supervision ratio table, chaperone background check form; adjusted flow chart.

Revision B as of 2/8/2013	Lynn Wolfe, Rick Ring, Linda Lohmann, Amy Weed, Mark Mills	Deleted references to snow-riding. Will create a new procedure for snow riding.
Revision C as of 1/15/2017	Ella Padilla	Deleted references to deleted board policy
Revision D as of 7/1/2023	Heather Keith, Chase McBride, Janay Bird, Shelly Murphy, Tim O'Neill	Added detail; included new requirements regarding supervision, lodging, and finance; updated forms

15.2 Approval

Approvals shall be department heads or higher depending on the procedure's application.

The C revision of this document "Requesting Student Activity Trips" is approved by:

Heather Keith, Risk Manager

Printed Name & Title

Signature

Date

15.3 Forms and supplemental materials

Trip sponsor checklist

Trip Chaperone Requirements

Acknowledgement of Risk and Hold Harmless Agreement

Permission to Medicate Form

Volunteer Chaperone Agreement

List of High Risk Activities

Health Insurance Waiver

Code of Conduct agreement

Non sponsored trip form

Background check form