

Business & Finance	Seattle Public Schools FIELD TRIPS AND EXCURSIONS: Day Field Trip Procedures	Administrative Procedure 2320-B 7/25/2018 Page 1 of 4
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This Administrative Procedure provides instructions for implementing School Board Policy 2320 – Field Trips and Excursions.

This procedure should be read after Administrative Procedure 2320-A, General Guidelines and Procedures for All Field Trips.

Principals (and/or the District Department sponsoring the trip) are responsible for ensuring that all field trip policies and procedures as outlined in this procedure are adhered to.

Together principal (and/or the District Department sponsoring the trip) and trip leader must review and complete “Checklists” for this Procedure. The trip leader must initial each item on the checklist after it has been completed. Signed “Checklist” must be kept on file at the school.

Transportation for field trips **must** be arranged in accordance with District procedures, including Transportation of Students, Volunteer Driver Checklist and the Transportation Department’s guideline Field and Athletic Trips.

DAY FIELD TRIP CHECKLIST

___ Review Administrative Procedure 2320-A, General Guidelines and Procedures for All Field Trips.

___ Select a site and investigate the appropriateness of the site in relation to the category of field trip.

Site: _____

Field Trip Category(s):

- ___ Curricular
- ___ Cultural.
- ___ Community Building
- ___ Service Learning
- ___ Athletic

___ Select a date and an alternate date. Note: Check with the principal, teachers and staff to ensure that trips are not scheduled on dates that interfere with important tests, religious holidays, or class work.

Date: _____

Alternate Date: _____

Four Weeks (or More) Prior to Trip

- ___ Research and plan the details of your trip.
- ___ Complete and submit an Initial Day Field Trip Request Form to obtain consent from the Principal to execute the trip. Schedule a meeting with the Principal to go over the Principal Review of Field Trip Proposal and identify any remaining requirements.

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IMPORTANT NOTE: Until written approval has been obtained from the Principal, no further planning may take place. No funds are to be collected, no deposits paid and no commitments made to outside agencies or venues. Beyond an informal “level of interest” inquiry, the trip may not be publicized to students or families.

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- ___ Upon approval from the Principal, consult with and submit to the Principal a list of chaperones.
 - o For “Day Trips,” the student-to-chaperone **maximum** ratios are:
 - Grades K-5, 10:1
 - Grades 6 and up, 15:1
 - Please note the following: For students with disabilities, the ratio of staff to students must be at least the same as the ratio mandated in their IEPs for their classes.
- ___ Contact the field trip site and ensure that the necessary arrangements are in place
 - o Staff should carefully review Finance Administrative Procedures and ASB rules before signing any agreements, or exchanging money with parents, outside transportation companies, travel agencies, etc.
 - o If the site will require proof of coverage (an “insurance certificate”) for Seattle Public Schools, complete the Application for Evidence of Coverage and submit it to Risk Management along with a copy of the contract/permit/user agreement that shows the coverage required and the reason why.
- ___ Recruit chaperones for the trip.
 - o One chaperone must be a Seattle Public Schools employee. Unless the group is small (20 or fewer students) or the destination is within 90 minutes of Seattle, a second chaperone should also be a district employee.
 - o Chaperones shall be at least 21 years of age for grades K-8 trips, at least 25 for grades 9-12.
 - o Volunteer chaperones must have completed the volunteer screening process before the trip. (Please see the *Volunteering at SPS* web page for more information on the process.)
 - o There shall be proper student-to-chaperone ratios according to the grade level of students.
 - o Chaperones will not be allowed to bring minor family members or friends on the trip.
 - o The lead chaperone must be sure that all non-SPS chaperones are familiar with the *Basic Rules of Seattle Public Schools - Code of Prohibited Conduct* and other district and school-based rules.
- ___ **Recruit students and coordinate fundraising efforts so that the trip is open to all students. The student’s and his/her family’s ability to pay may not be a criterion for field trip participation. Trips must be open to all students regardless of their financial situation.**
- ___ Share the trip details listed below with all teachers and other staff members so that they may plan accordingly.
 - o Trip Overview (purpose)
 - o Destination & Activities
 - o Date of Trip
 - o Students’ Names
 - o Chaperones’ Names & Roles in School Community

- ___ Develop transportation plans: mode of transportation, travel time, cost, etc. (If applicable, be sure to note how and with whom the child will travel to and from a field trip's departure and pick-up locations.) Transportation must be arranged in accordance with District procedures.
- ___ Discuss with students the trip's purpose and learning goals in the weeks prior to the trip; plan to engage students in activities before, during, and after the trip so that the field trip's learning potential is maximized.

Three Weeks (or More) Prior to Trip

- ___ Ensure the availability of a first aid kit.
- ___ Prepare and distribute the Parent/Guardian Authorization for Day Trip form to each participating student.

Two Weeks (or More) Prior to Trip

- ___ Collect the completed and signed Parent/Guardian Authorization for Day Trip form from each participating student.
- ___ Prepare the chaperones on your trip (distribution of responsibilities)
 - o The lead chaperone will record the names of the chaperones and the students each chaperone is supervising.
 - o Each chaperone must have a list of the students he/she is supervising.
 - o Chaperones will organize a "Buddy System," pairing students with one another for safety purposes.
 - o If there is only one chaperone on your trip, prepare a contingency plan in case the chaperone needs additional adult support while on the trip.
 - o **The lead chaperone must carry original, signed Parent/Guardian Authorization for Day Trip forms for all students; all other chaperones must carry copies for the students they are supervising.**
- ___ Consult with, and, when necessary, receive training from and obtain written comments from the School Nurse regarding any students who have expressed medical needs (e.g. medication, asthma, allergies, etc.) If any student has a serious medical condition, please be sure that his/her doctor writes a letter indicating that the child may safely attend and participate in trip activities.
- ___ Inform the Child Nutrition Services manager at your school of the names of the students going on the trip, the date and time of the field trip, and whether the students will return to the school for lunch or whether brown bag lunches should be prepared. Be mindful of any student food allergies.

One Week Prior to Trip

- ___ Verify all arrangements, including transportation and reception at the site.
- ___ Prepare name tags for younger students.
- ___ Leave copies of all Parent/Guardian Authorization for Day Field Trip forms and the itinerary with the Principal.
- ___ If applicable, provide alternative arrangements for students not attending the trip or a comparable activity for students unable to participate in a portion of your trip.
- ___ Arrange for special equipment such as a digital or video camera, if necessary or desired.
- ___ Set standards for safety and behavior with students and chaperones.
- ___ Notify/consult with the Principal if trip plans have changed from original field trip request.

During the Field Trip

- ___ Take attendance and leave the current list of students attending the trip with the Principal.
- ___ Record specific Bus Number and Driver's Name and leave information with the Principal, all chaperones, and, if age appropriate, students.
- ___ Conduct a "head count" before embarking on your trip, throughout your trip and before departing the field trip site for home.
- ___ Review standards for safety and behavior with students.
- ___ **Original, signed permission slips must be carried by the lead chaperone at all times for all students; copies must be carried by all other chaperones for the students they are supervising.**
- ___ A copy of the Emergency Action Plan for calling 911 on a field trip must be carried by all chaperones throughout the duration of the trip.
- ___ Organize a "Buddy System" for all students.
- ___ Chaperones must supervise all assigned students.
- ___ All students must have the contact information of chaperones and other necessary emergency and contact information.
- ___ Review with everyone where they are to go if they get separated from the group.
- ___ Set aside time to process student learning on the trip.

After the Field Trip (Suggested)

- ___ Write thank you notes.
- ___ Have group discussions in class about the students' observations while on the trip.
- ___ Conduct related creative and/or analytical projects to showcase student learning (e.g. public speaking engagements, Web 2.0 projects, etc.)
- ___ Write a news article about the trip for a local newspaper, website, or blog.
- ___ Evaluate the trip.
 - Was the educational purpose of the trip served?
 - What were the highlights of the trip?
 - What might you do differently next time?
 - Are there any incidents, accidents, etc. to report?
 - File a brief written report with the Principal.

PLEASE SIGN THIS CHECKLIST, RETAIN A COPY FOR YOUR FILE, AND SUBMIT THE ORIGINAL TO THE SCHOOL OFFICE FOR FILING.

Signature of Lead Chaperone

Date

Signature of Principal or
Sponsoring District Department

Date