

SPPS Field Trip Procedures

Table of Contents

Field Trips Overview	3
Rights & Responsibilities and Student Exclusions	3
No Excessively High Risk or Illegal Activities	3
Data Practices and Privacy Laws	4
Fundraising	4
Gender Inclusion	5
Mandated Reporting	5
Student Health Plans	5
Special Education Students	6
Student Media Release	6
Day Field Trips	7
Type I Field Trip Definition	7
Type II Field Trip Definition	7
Instructional Field Trip Definition	7
Supplementary Field Trip Definition	7
Day Field Trip Type I Planning and Procedures	8
Day Field Trip Type II Planning and Procedures	9
Day Field Trip Forms:	10
Day Field Trip Form: Type I and Type II - Request to Principal	10
Day Field Trip: Type I - Parental/Guardian Authorization Form	10
Day Field Trip: Type II - Parental/Guardian Authorization Form	10
Students Leaving Building Form	10
Chaperone Roster	10
Chaperone Acknowledgment Form	10
Extended Field Trips (Overnight: In-State)	11
Pre-Planning Phase / Approval Phase	11
Planning Phase	11
Post-planning / Pre-departure Phase	13
Trip Phase	14
Return Phase	14
Extended (Overnight In-State) Field Trip Forms	14
Permission to Participate in an Overnight In-State Field Trip	14
Planning Phase Form	14

Parental/Guardian Permission Form	14
Chaperone Roster	14
Chaperone Acknowledge Form	14
Planning Phase Checklist	14
Expanded Field Trips (Overnight: Out-of-State and International)	15
Pre-Planning Phase / Approval Phase	15
Planning Phase	15
Post-planning / Pre-departure Phase	18
Trip Phase	19
Return Phase	19
Expanded (Overnight Out-of-State and International) Field Trip Forms	20
Permission to Participate in an Overnight Out-of-State or International Field Trip	20
Planning Phase Form	20
Parental/Guardian Permission Form	20
Chaperone Roster	20
Chaperone Acknowledge Form	20
Planning Phase Checklist	20
Action Plans [Step by Step Guides]	21
Sexual Harassment	21
Detainment/Arrest	23
Student	23
Chaperone - Volunteer	23
Injuries	23
Missing Person	24

Field Trips Overview

Field trips are an educationally sound and important component in the instructional and/or athletic programs of schools.

It is the trip leader's responsibility as the field trip facilitator to read the instructions and complete all the steps necessary.

The procedures below are broken into three types of trips.

- Day (Instructional and Supplementary / Type I and Type II)
- Extended (Overnight In-State)
- Expanded (Overnight Out-of-State and International)

The field trip procedures must be followed at all times when proposing, planning, leading and completing a field trip that involves Saint Paul Public School students, staff and community members.

Each field trip must be well planned beforehand and may be thoroughly evaluated after completion. The trip leader in charge of the group is responsible for the activity just as if it were conducted at school. All students within the class or school group must be given the opportunity to participate in the school trip.

Please refer to Saint Paul Public School Board of Education [Policy 610.00: Field Trips](#) to learn more about instructional trips, supplementary trips, extended trips, expanded trips, non-sanctioned trips and regulations.

Rights & Responsibilities and Student Exclusions

The Saint Paul Public Schools Rights and Responsibilities Handbook applies to and governs all student conduct during a field trip of any type. Student conduct must comply with the standards, rules, guidelines, and responsibilities established by the Rights and Responsibilities Handbook during a field trip of any type. Failure to comply with the Rights and Responsibilities Handbook may result in appropriate interventions or student discipline as established by the Rights and Responsibilities Handbook.

No Excessively High Risk or Illegal Activities

Field trips at Saint Paul Public Schools may not include any excessively risky or illegal activities. Whether an activity is excessively high risk shall be determined by the approving administrators in consultation with or as directed by risk management professionals, the Office of General Counsel, or the Board of Education. Examples of excessively high risk activities include, but are not limited to, extreme sports, skydiving, base jumping, bungee jumping, hang gliding,

parasailing, free solo rock climbing, caving or spelunking, scuba diving, hot air balloon rides, paint ball, trips to active war zones or disaster areas, etc. Illegal activities shall include anything that is prohibited by law or is permitted by law for adults, but is otherwise prohibited for students based on the age of the would be student participants. Whether an activity is unlawful shall be determined by the Office of General Counsel.

Data Practices and Privacy Laws

Saint Paul Public Schools requires that adults who work with our students follow state and federal law and best practices for protecting student data privacy. Student data is private data and may be disclosed only under specific, narrow circumstances. Student data includes student names, photographs, contacts, disability or other protected class status, and medical information. Guidelines for Student Data Privacy Practices are detailed on the Saint Paul Public Schools website, linked [here](#).

Social Media Issues - Video - Media Releases

SPPS recognizes that social media can be a powerful tool for enhancing learning and communication. However, using social media also comes with potential pitfalls. With an understanding of District policy, guidelines and common sense, District employees will be better equipped to post, tweet and otherwise use social media vehicles appropriately.

To learn more about guidelines for taking photos and videos of students, pictures and media permission forms, etiquette and reputation, SPPS policies for social media see [here](#).

Fundraising

Any fundraising done in support of field trips must adhere to If fundraising, adherence to [SPPS Policy 619.00 Student Fundraising](#) and the implementing procedures.

No student may be required to participate in fundraising activities.

Students shall not be denied the privilege of participating in an instructional field trip because of financial need. Clubs and/or organizations shall provide funds from fundraising activities to assist students with demonstrable needs. Provisions shall be made, when necessary, to finance the field trip through fundraising activities.

Gender Inclusion

Per [SPPS Policy 500.00 Gender Inclusion](#), all SPPS staff and systems are to ensure inclusive access to programming and facilities. The District will:

1. Respect all students' gender identity and gender expression by honoring the right of students to be identified and addressed by their preferred name and pronoun.
2. Within academic programming, prohibit the separation of students and/or curricular materials based upon gender unless it serves as a compelling pedagogical tool.
3. Provide all students the opportunity to participate in co-curricular and extracurricular activities, in a manner consistent with their gender identity, including but not limited to intramural and interscholastic athletics.
4. Provide all students with access to facilities that best align with students' gender identity

Mandated Reporting

Any SPPS employee/volunteer/contractor that suspects a child is being or has been abused or neglected, are mandated reporters and are legally required to make a report to the responsible agency; reporting to a supervisor is not sufficient.

If you (or someone in your building, including chaperones) know or have reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, you must immediately (within 24 hours) make a report.

Information on how and to whom to report: <https://education.mn.gov/MDE/dse/mal/>

Student Health Plans

All students participating in an SPPS field trip requiring medication (both prescription and non-prescription) during the activity must adhere to the School District's policies and procedures regarding student medication. In cases where medication is prescribed for short-term use and required to be administered 3 times daily, students participating in day field trips are encouraged not to bring the medication but to instead take their dose upon returning home in the afternoon. If that is not possible, the parent/guardian must complete an Authorization for the Administration of Medical Treatment, Self-Administration of Medication Authorization, and/or Self-Carry, Self-Administer Medication Agreement as appropriate.

For extended or expanded field trips, the parent/guardian must complete the Overnight Field Trip Health Care Form

[READ ABOUT THE SPPS Student Medication policy](#)

Special Education Students

Please see guidance for [Field Trip Considerations for Students with Individualized Education Plans \(IEPs\)](#).

Student Media Release

Students who are to be photographed or interviewed for media-related purposes, including social media posts, are to have a parent or guardian provide consent for the use of their child's name or image. Please refer to Campus to see which students have a completed media permission form on file.

Day Field Trips

Day field trips are divided between two types - Type I and Type II.

Type I Field Trip Definition

Type I field trips are trips for which general approval is given by the parent/guardian, on the appropriate form, to cover all such trips during the year and which include all walking field trips of one mile or less excluding trips across established hazardous crossings, swimming and/or trips near water. Examples: visits to local grocery stores, local library, local fire station and community walking trips, etc.

Note: When in doubt if a field trip is Type I or Type II, error on the side of safety and use Type II field trip process.

Type II Field Trip Definition

Type II field trips are trips which require parent/guardian permission for each trip, which require transportation, and which are limited in time to one school day or less and walking trips which cross established hazardous crossings, swimming and/or trips near water. Examples: a class field trip by bus to a museum, theater presentation, trip to Belwin, the Como Planetarium, a bicycle trip, etc.

Both types of day field trips are also categorized as either **instructional** or **supplementary**. The below chart deciphers between the two types. For a full definition of each type of trip, please refer to [SPPS Policy 610.00](#).

Instructional Field Trip Definition	Supplementary Field Trip Definition
- Take place during the school day	- Usually take place outside the regular school day
- Relate directly to a course of study	- Usually related to student activities, clubs, and other special interest groups.
- Require student participation	- Students voluntarily participate
- Shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees).	- Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees).

All Related Forms for Day Field Trips are Found On Page 10

Day Field Trip Type I Planning and Procedures

1. At the time of enrollment each year or semester, as appropriate, the school or teacher obtains a completed Parent/Guardian Approval Form for each student. The **Day Field Trip: Type I - Parental/Guardian Authorization Form** provides space for parents to note special health needs and other parental concerns. **Verbal authorization will not be accepted for approval.**
2. If special health problems are noted, the Parent/Guardian Authorization Form is routed to the nurse. The nurse will compile a list of students having special problems and the appropriate medical response. In some cases, it may be appropriate for the nurse to accompany the field trip.
3. Staff person completes the **Day Field Trip Form: Request to Principal** and indicates that the proposed trip is covered by the Parent/Guardian Authorization Form, and submits the completed Request To Principal Field Trip Form to the principal or the administrative designee.
4. You must send a note home to the parents/guardians before the trip letting them know when you will be leaving school grounds.
5. On the day of the field trip, the person in charge needs to:
 - a. Submit to the office the names of students leaving the building on the field trip, and submit information for the students not participating, using the **Students Leaving Building Form**
 - b. Make arrangements for students left behind
 - c. Check weather conditions and cancel the trip if it is raining or there is a report of rain or other adverse weather conditions
 - d. Take along a list of student names, telephone numbers and addresses
 - e. Make a status report to the office upon returning from the field trip
6. SUPERVISION: The staff person and principal shall agree on the number of chaperones needed. This determination shall take into account the age of the students, the number of students needing special consideration, and the nature of the site and length of the trip.
7. CHAPERONES: Once the number of needed chaperones is determined, each non-employee chaperone must undergo a criminal background check. The staff person in charge must create a **Chaperone Roster** and share with the building Principal. Every chaperone - both employee and non-employee chaperones - must also sign the **Chaperone Acknowledgment Form**.

Day Field Trip Type II Planning and Procedures

1. Staff person submits a **Day Field Trip Form: Request to Principal** to the principal or administrative designee for each trip.
2. Principal or administrative designee approves or denies the request, signs the form and notifies the staff person.
3. Staff person collects a completed and signed **Day Field Trip: Type II - Parental/Guardian Authorization Form** from each student which indicates approval or denial and notes special health problems and handicapping conditions. **Verbal authorization will not be accepted for approval.** If special health problems are noted, consult the nurse for the appropriate medical response. In some cases, it may be appropriate for the nurse to accompany the field trip. Notify the nurse two weeks prior to trip so that arrangements can be made for special needs and medications.
4. Two weeks before the field trip notify the school cafeteria if your students will not be at lunch and order box lunches, if appropriate.
5. If swimming or going near water is to be part of the field trip, be certain to follow approved [School District aquatic procedures](#).
6. On the day of the field trip the person in charge will:
 - a. Check weather conditions and cancel if a weather warning, watch or advisory is in effect.
 - b. Submit to the office the names of students leaving the building on the field trip, and submit information for the students not participating, using the **Students Leaving Building Form**.
 - c. Make arrangements for students left behind.
 - d. Take along a list of students' names, telephone numbers and addresses.
 - e. Take along a first aid kit and needed medications (obtain from nurse).
 - f. Make certain all kindergarten students and other students, when appropriate, have name tags with their name and their school name and phone number.
 - g. Make certain to have staff along with W.S.I. or lifeguarding certification if going near water.
 - h. Make a status report to the office upon returning from the trip.
 - i. Check to make certain all students have a safe way home if the return is after dismissal and buses have left.
7. SUPERVISION: The staff person and principal shall agree on the number of chaperones needed. This determination shall take into account the age of the students, the number of students needing special consideration, and the nature of the site and length of the trip.
8. CHAPERONES: Once the number of needed chaperones is determined, each non-employee chaperone must undergo a criminal background check. The staff person in charge must create a **Chaperone Roster** and share with

the building Principal. Every chaperone - both employee and non-employee chaperones - must also sign the **Chaperone Acknowledgment Form**.

Day Field Trip Forms:

1. [Day Field Trip Form: Type I and Type II - Request to Principal](#)
2. [Day Field Trip: Type I - Parental/Guardian Authorization Form](#)
3. [Day Field Trip: Type II - Parental/Guardian Authorization Form](#)
4. [Students Leaving Building Form](#)
5. [Chaperone Roster](#)
6. [Chaperone Acknowledgment Form](#)

Extended Field Trips (Overnight: In-State)

Pre-Planning Phase / Approval Phase

Approval Deadlines

All overnight field trips taking place in Minnesota must be approved by these deadlines:

- Must be approved 45 days prior to departure
- All parent/guardian permission slips must be received no later than five (5) days prior to departure.
- Note: student activities, including athletics, selected for Minnesota State High School League or other sponsored tournament competitions are excluded from these deadlines.

To get full approval, overnight in-state field trips must be approved by your principal and assistant superintendent.

Fill out the [Permission to Participate in an In-state Overnight Field Trip Form](#) to seek approval before moving into the planning phase.

Please note, no activity, e.g., fundraising, parent meeting, reservations, etc., can be carried out prior to approval.

Planning Phase

Once you have received pre-approval and necessary signatures on file with your principal, you may go ahead and start planning your overnight in-state field trip.

The first step within the planning phase is to collect a completed and signed [Parental/Guardian Permission Form](#) from each student which indicates approval or denial and notes special health problems and handicapping conditions. **Verbal authorization will not be accepted for approval.**

The second step within the planning phase is to fill out the [Planning Phase Form](#). The district requires each topic under this section to be documented on the Planning Phase Form, followed and adhered to:

A. Logistics

Details such as transportation and lodging must be documented and shared with principal, chaperones and parent(s)/guardian(s) prior to departure.

School-sponsored trips involving students traveling by air must be with a Federal Aviation Administration certified air carrier. School-sponsored trips involving students

traveling by ship must be with a carrier certified by the U.S. Coast Guard. School-sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.

Using a personal vehicle to transport one or more students for purposes of a field trip is prohibited. See [SPPS Policy 610.00 Field Trips](#) for more details.

B. Costs

Estimated costs per student must be indicated at time of pre-approval. If you are allowed to move into the planning phase, associated costs should be communicated with parents/guardians when seeking their signature on student's permission slip.

C. Payments

Trip leaders must be aware of the payment deadlines. Make sure parents/guardians are aware as well.

D. Communication plans

It is suggested to involve parents/guardians in planning the trip. At the very least, the trip leader must devise a plan in communicating details with parents/guardians. Parents/guardians should be made aware of the lodging arrangements, costs, payment deadlines, itineraries and cancellation contingency plans.

E. Emergency contacts

Parents/Guardians are required to indicate an emergency contact and phone number on the permission slip. Make sure every permission slip has indicated an emergency contact and that every permission slip is on file with the principal.

The staff person in charge must also create an emergency contact list for all chaperones to reference in case of an emergency. At least one adult chaperone on the trip AND the principal (or designee) not participating in the trip are designated as field trip emergency contacts as noted in the [Emergency Contact Template](#) (i.e. available 24/7).

F. Itinerary development

Copies of the itinerary for the whole trip must be shared with parents/guardians, chaperones and principal prior to departure. Trips must not vary from approved itinerary except in the event of an emergency. An alternate plan should be devised for use in a situation that would create a disruption of the normal itinerary/routine. The school principal should be notified of any changes.

G. Chaperones

- a. The district requires one chaperone to ten students (1:10) on overnight in-state field trips.
- b. Loss of chaperone or staff contingency plan:
 - i. Although the ratio is 1:10, you must have an additional adult on the trip. If you have only 1-10 students participating, you must have two adults on the trip. For example, if a student is sick and needs to stay back at the hotel while the group is on an excursion, an adult must be with that student who is staying back.
- c. Chaperones who are not district employees must undergo a criminal background check. Check with your building principal on school process for criminal background checks for volunteers.
- d. The staff person in charge must create a [Chaperone Roster](#) - that includes both employee and non-employee chaperones - and share with the building Principal. Additional staff such as Paraprofessionals, Nurse, Interpreter for the Deaf and Hard of Hearing are not to be counted as chaperones; however, they are responsible for supervising the student to whom they are assigned and must be listed on the chaperone roster.
- e. If the District is paying for non-District employees who are acting as a chaperone to participate in the field trip, Board approval is required. Fill out a [Board Agenda Items \(BAI\) form](#). Regular Board meetings are held once a month and BAIs are due two weeks in advance of each meeting; please be sure to get approval from the Board in a timely manner.
- f. All chaperones - both employee and non-employee chaperones - must sign the [Chaperone Acknowledge Form](#) that states they have read the 610.00 Field Trips Policy, SPPS Data Practices and Privacy Laws, 619.00 Student Fundraising Policy, Mandated Reporting Requirements and Responsibilities and Expectations of Chaperones.

H. Special Education Students

Please see guidance for [Field Trip Considerations for Students with Individualized Education Plans \(IEPs\)](#).

Post-planning / Pre-departure Phase

- A. Turn in all materials created during the Planning Phase (i.e. itinerary, etc.) to your building principal. See the [Planning Phase Checklist](#).

Trip Phase

- A. **Supervision of students**
 - a. If you are giving optional activities for students (i.e. some students go shopping, some students go look at a different site), a chaperone must always be present with a group of students (ideally a 1:10 ratio of chaperone to student).
 - b. “Free” time should not be given to students; students should always have a chaperone present.
- B. **Adjustments to itinerary.** Trips must not vary from approved itinerary except in the event of an emergency. An alternate plan should be devised for use in a situation that would create a disruption of the normal itinerary/routine. The principal should be notified of any changes.
- C. **Prohibited high risk and/or illegal activities.** Refer to page 3 to learn of excessively high risk or illegal activities that are prohibited. In addition to the activities listed on page 3, there is to be no swimming/in water in the hotel pool, no use of hot tubs, and no use of saunas or steam rooms.
- D. The trip leader should personally check each hotel room with the hotel representative to assess for additional charges, etc., at the time of check-out for overnight trips.

Return Phase

- A. **Expense reimbursement with the Business Office.** Follow the reimbursement procedures per Procedure Manual found at <https://www.spps.org/Page/30938>.
- B. **Evaluation of trip.** Upon completion of the field trip, it is encouraged for the trip leader and chaperone(s) to evaluate the experience and share the evaluation with the school principal.
 - a. Educational assessment - were learning objectives met?
 - b. Operational assessment - what did you learn operationally, what can be better planned for next time, what bumps did you experience along the way, etc.

Extended (Overnight In-State) Field Trip Forms

1. [Permission to Participate in an Overnight In-State Field Trip](#)
2. [Planning Phase Form](#)
3. [Parental/Guardian Permission Form](#)
4. [Chaperone Roster](#)
5. [Chaperone Acknowledge Form](#)
6. [Planning Phase Checklist](#)

Expanded Field Trips (Overnight: Out-of-State and International)

Pre-Planning Phase / Approval Phase

All out-of-state and international fields trips must be pre-approved by these deadlines:

- October 15 for second semester travel
- May 31 of prior school year for first semester travel
- Note: student activities, including athletics, selected for Minnesota State High School League or other sponsored tournament competitions are excluded from these deadlines.

To get full approval, out-of-state and international field trips must be approved by your principal, assistant superintendent and Chief of Schools.

All out-of-state and international field trips must be arranged with one of these district-approved educational travel companies:

- [EF Tours](#)
- [Language and Friendship Tour Company](#)
- [Good News Tour and Travel](#)
- [ACIS](#)
- [Travel Leaders](#)

Fill out the [Permission to Participate in an Overnight Out-of-State or International Field Trip](#) to seek approval before moving into the planning phase.

Please note, no activity, e.g., fundraising, parent meeting, reservations, etc., can be carried out prior to approval.

Planning Phase

Once you have received pre-approval and necessary signatures on file with your principal, you may go ahead and start planning your out-of-state or international field trip.

The first step within the planning phase is to collect a completed and signed [Parental/Guardian Permission Form](#) from each student which indicates approval or denial and notes special health problems and handicapping conditions. **Verbal authorization will not be accepted for approval.**

The second step within the planning phase is to fill out the [Planning Phase Form](#). The district requires each topic under this section to be documented on the Planning Phase Form, followed and adhered to:

A. **Liability Insurance**

The educational travel company/vendor must have liability insurance. Vendors without approved liability insurance are not allowed to arrange student travel for SPPS students.

B. **Travel insurance**

Each individual going on the international field trip must purchase protection plans that cover:

- Trip cancellation
- Illness and accident
- Trip interruption
- Trip delay
- Emergency evacuation

For example, EF Tours provides a 'Global Travel Protection Plan' starting at an additional \$165 per person (price as of March 2021) that includes benefits such as trip cancellation coverage, illness and accident coverage, trip interruption coverage, protection for your belongings, trip delay coverage and emergency evacuation coverages.

C. **Logistics**

Details such as transportation and lodging must be documented and shared with principal, chaperones and parent(s)/guardian(s) prior to departure.

School-sponsored trips involving students traveling by air must be with a Federal Aviation Administration certified air carrier. School-sponsored trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.

School-sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.

Using a personal vehicle to transport one or more students for purposes of a field trip is prohibited. See [SPPS Policy 610.00 Field Trips](#) for more details.

D. **Costs**

Estimated costs per student must be indicated at time of pre-approval. If you are allowed to move into the planning phase, associated costs should be communicated with parents/guardians when seeking their signature on the student's permission slip.

E. Payments

Trip leaders must be aware of the payment deadlines. Make sure parents/guardians are aware as well.

F. Communication plans

It is suggested to involve parents/guardians in planning the trip. At the very least, the trip leader must devise a plan in communicating details with parents/guardians.

Parents/guardians should be made aware of the lodging arrangements, transportation details, costs, payment deadlines, passport and/or visa requirements, itineraries and cancellation contingency plans.

G. Passports

Make sure staff and parents/guardians are aware of how to acquire a passport.

H. Visas

If applicable, make sure staff and parents/guardians are aware of how to acquire a visa.

I. Real ID

The staff person in charge must ensure that parents/guardians are aware of the federal and state requirements regarding Real ID. Beginning May 3, 2023, Minnesotas will not be able to use their standard driver's license to board domestic flights. Instead, they will need a REAL ID, enhanced driver's license or ID card, passport or passport card, or other acceptable form of identification for federal purposes. Because the enforcement deadline has been extended previously, the staff person in charge must confirm the requirements current at the time of the trip.

J. Emergency contacts

Parents/Guardians are required to indicate an emergency contact and number on the permission slip. Make sure every permission slip has indicated an emergency contact. The permission slips must be on file with the building principal.

The staff person in charge must also create an emergency contact list for all chaperones to reference in case of an emergency. See here for an [Emergency Contact template](#).

K. Itinerary development

Work with the travel company to develop the trip itinerary. A copy of the itineraries for the whole trip must be shared with parents/guardians, chaperones and principal. Trips must not vary from approved itinerary except in the event of an emergency. An alternate plan should be devised for use in a situation that would create a disruption of the normal itinerary/routine. The school principal should be notified of any changes.

L. Chaperones

- a. Most travel companies set the chaperone:student ratio. If they do not, the district requires one chaperone to ten students (1:10).
- b. Loss of chaperone or staff contingency plan
 - i. Although the ratio is 1:10, you must have an additional adult on the trip. For instance, if you have only 1-10 students participating, you must have two adults on the trip. For example, if a student is sick and needs to stay back at the hotel while the group is on an excursion, an adult must be with that student who is staying back.
- c. Chaperones who are not district employees must undergo a criminal background check. Check with your building principal on school process for criminal background checks for volunteers.
- d. The staff person in charge must create a [Chaperone Roster](#) - that includes both employee and non-employee chaperones - and share with the building principal. Additional staff such as Paraprofessionals, Nurse, Interpreter for the Deaf and Hard of Hearing are not to be counted as chaperones; however, they are responsible for supervising the student to whom they are assigned and must be listed on the chaperone roster.
- e. If the District is paying for non-District employees who are acting as a chaperone to participate in the field trip, Board approval is required. Fill out a [Board Agenda Items \(BAI\) form](#). Regular Board meetings are held once a month and BAIs are due two weeks in advance of each meeting; please be sure to get approval from the Board in a timely manner.
- f. All chaperones - both employee and non-employee chaperones - must sign the [Chaperone Acknowledge Form](#) that states they have read the 610.00 Field Trips Policy, SPPS Data Practices and Privacy Laws, 619.00 Student Fundraising Policy, Mandated Reporting Requirements and Responsibilities and Expectations of Chaperones.

M. Special Education Students

Please see guidance for [Field Trip Considerations for Students with Individualized Education Plans \(IEPs\)](#).

Post-planning / Pre-departure Phase

- A. Turn in all materials created during the Planning Phase per Request Packet (i.e. itinerary, etc.) to your building principal. See the [Planning Phase Checklist](#).

- B. International Field Trips: SPPS Board of Education would like to be informed of all international travel. Please work with your principal and Assistant Superintendent in informing the Board of the school group that is participating in the international field trip, where your group is going and the dates of your travel.

Trip Phase

- A. **Supervision of students**
 - a. If you are giving optional activities for students (i.e. some students go shopping, some students go look at a different site), a chaperone must always be present with a group of students (ideally a 1:10 ratio of chaperone to student).
 - b. “Free” time should not be given to students; students should always have a chaperone present.
- B. **Adjustments to itinerary.** Trips must not vary from approved itinerary except in the event of an emergency. An alternate plan should be devised for use in a situation that would create a disruption of the normal itinerary/routine. The principal should be notified of any changes.
- C. **Prohibited high risk and/or illegal activities.** Refer to page 3 to learn of excessively high risk or illegal activities that are prohibited. In addition to the activities listed on page 3, there is to be no swimming/in water in the hotel pool, no use of hot tubs, and no use of saunas or steam rooms.
- D. The trip leader should personally check each hotel room with the hotel representative to assess for additional charges, etc., at the time of check-out for overnight trips.

Return Phase

A. Reimbursement with Business Office

Refer to ‘Section 5: Travel and Employee Pay’ in the [SPPS Business Office procedure manual](#) to learn about the expense reimbursement process.

- C. **Evaluation of trip.** Upon completion of the field trip, it is encouraged for the trip leader and chaperone(s) to evaluate the experience and share the evaluation with the school principal.
 - a. Educational assessment - were learning objectives met?
 - b. Operational assessment - what did you learn operationally, what can be better planned for next time, what bumps did you experience along the way, etc.

Expanded (Overnight Out-of-State and International) Field Trip Forms

1. [Permission to Participate in an Overnight Out-of-State or International Field Trip](#)
2. [Planning Phase Form](#)
3. [Parental/Guardian Permission Form](#)
4. [Chaperone Roster](#)
5. [Chaperone Acknowledge Form](#)
6. [Planning Phase Checklist](#)

Action Plans [Step by Step Guides]

Sexual Harassment

These action steps should be referenced any time a report or concern has been raised relating to sexually-based misconduct such as sexual harassment, sexual violence, sexual assault, etc. Field trip participants and chaperones should be familiar with specific trip-related instructions as well as District policies and procedures which prohibit sex-based discrimination and sexual harassment within district programs and activities. Depending on the nature/location of the field trip, additional obligations or procedures may be in place which should be adhered to.

1. At least one adult chaperone on the trip AND the principal (or designee) not participating in the trip are designated as field trip emergency contacts as noted in the [Emergency Contact Template](#). (i.e. available 24/7)
2. Sexual harassment or sexually-based misconduct can always be reported directly to the Title IX Coordinator at any time. This may be necessary if the potential offender is an adult chaperone accompanying the trip. (See Emergency Contact List).
3. Reports or concerns of sexual harassment must remain as confidential as possible to the extent needed to provide adequate support to affected person(s).
4. Notice and reporting
 - a. District employees (non-chaperone)
 - i. District employees (regardless of role) who receive reports under this action plan must take action according to applicable District policies and procedures
 - b. District employees (chaperones)
 - i. Immediately inform the appropriate district emergency contacts:
 1. Principal/Designee
 2. Title IX Coordinator
 3. Others as needed
 - ii. Contact the reporting party's parents/legal guardians
 - iii. Inform appropriate host program contacts (if any)
 - iv. Other reports as required by the country/region/state (law enforcement)
 - v. As required, in conjunction with Principal/Designee, identify and make other necessary reports (i.e. maltreatment, child protection)
 - c. Non-district employee (chaperones)
 - i. Immediately inform the appropriate district emergency contacts:
 1. District employee chaperone
 - d. Students
 - i. Students should not be discouraged from reaching out to their support networks, such as family members, parents, or other trusted adults

- ii. Students should immediately inform an adult chaperone if they or someone else has or may have experienced sexual harassment or sexual misconduct.
 - iii. Students can make reports directly to the Title IX Coordinator, the Principal/Designee, or other trusted adult (i.e. counselor, social worker).
- 5. Situational response
 - a. Responding to potential victims
 - i. Persons who are potential victims should feel free to utilize resources available to them (i.e. medical care, emergency services, law enforcement, district resources, trip resources, etc.), and should be not be discouraged or retaliated against for doing so
 - b. Responding to potential offenders
 - i. Whether a potential offender is allowed to participate in further trip activities, is sent home, or disciplined (etc.) will be a matter that is circumstantially dependent. Regardless, the existence of a report by itself does not mean conclusively that the reported incidents occurred.
 - ii. SPPS policies/procedures regarding behavior and discipline may apply to the allegations, particularly if the potential offender is a member of the district community. Investigations, discipline, etc. will occur in accordance with those policies and procedures and will occur as part of a coordinated effort with the overall response. This means that an investigation may have to wait until the conclusion of the trip or pending law enforcement intervention.
 - c. If the potential offender is not part of the district community, options may be more limited. However, the district must support potential victims to the extent possible to preserve their right to access benefits from the trip.
 - d. Title IX Coordinator (in conjunction with appropriate people) will offer and coordinate supportive measures to potential victims.
 - e. Legal/EEO can also be contacted for additional support
- 6. Emergency response (may not be applicable in all situations)
 - a. The district retains the right to send a person (staff, student, chaperone) home as necessary depending on the circumstances.
 - b. In the event of a report of sexual harassment or sexual misconduct, the IX Coordinator and district-employee chaperone will evaluate whether there is an emergency, the extent of an emergency
 - c. It may be necessary to send a potential offender home or remove that person from all or part of a trip activity. Removal from any portion of the trip must comply with district policies and procedures and must occur lawfully.
 - d. A person wishing to remove a potential offender must have sufficient information documenting the emergency.
 - i. In a Title IX matter for potential student offenders, the emergency must arise out of a sexual harassment allegation and there must be a physical threat to a person's physical health or physical safety.

- ii. Staff who are potential offenders may, as warranted, be placed on paid administrative leave per standard HR procedures.

Detainment/Arrest

1. Student

- a. Occurs during International Field Trips
 - i. Contact parent/guardian
 - 1. Share location of student, contact number, any other information, if known
 - ii. Connect the family with the Consulate - the family will have to take the lead from thereon out (SPPS General Counsel has no legal obligation to provide bail or provide an attorney for individual private conduct)
 - iii. SPPS will connect with Travel Company to share helpful information for families
- b. Occurs during Domestic Field Trips
 - i. Contact parent/guardian
 - ii. Share location of student, contact number, any other information, if known
 - iii. Family has to deal with legal system (SPPS General Counsel has no legal obligation to provide bail or provide an attorney)

2. Chaperone - Volunteer

- a. Occurs during an International Field Trip
 - i. Chaperone/Volunteers must fill out the Chaperone Acknowledgement Form
 - ii. Staff member in charge must contact Building Principal and Assistant Superintendent
- b. Occurs during a Domestic Field Trip

Injuries

- a. Life Threatening
 - i. Advisor notify principal
 - ii. Principal will notify parent/guardian
 - iii. Advisor to notify the tour company
- b. Non-Life Threatening
 - i. Advisor notify principals
 - ii. Advisor notify parent/guardian; parents should have access to call principal if so choose
 - iii. Advisor to notify the tour company

Missing Person

1. International trips:
 - a. Contact Travel Company
 - b. Contact Authorities
 - c. Contact State Department
 - d. Notify emergency contact
 - e. Contact Principal and Assistant Superintendent
2. Domestic trips:
 - a. Contact Travel Company
 - b. Contact Authorities
 - c. Notify emergency contact
 - d. Contact Principal and Assistant Superintendent