

Application for Permission to Travel

Travel Guidelines

Field trips and other events involving activities outside of the classroom may be authorized when such trips or activities contribute to educational goals of the academic or extracurricular program. In planning and authorizing such activities, primary consideration will be given to educational values derived and the safety and welfare of the students involved.

1. Initial permission for travel must be granted by the principal prior to making travel arrangements, collecting funds, or depositing money.
2. District-represented groups seeking permission for travel must make every effort to incorporate weekend and nonstudent contact days into travel plans. Every effort must be made to limit the number of school days students will miss. If school days are missed, a rationale must be included in the application.
3. District approved travel will only be allowed for trips where any dangers that are present in the travel are those commonly experienced by and known to all persons traveling with young people within the United States. The district cannot and does not claim to control such dangers.

Though each trip or activity will be considered for approval on an individual basis, there are certain trips and activities that the district has designated as simply too risky to permit as safe and acceptable field trip options, and therefore will not likely receive approval.

These include, but are not limited to:

- a. Recreational swimming (i.e. swimming unrelated to any district-sponsored athletic team);
- b. Recreational watercraft (e.g., kayaking, river rafting, etc.);
- c. Group charters of commercial watercraft;
- d. Horseback riding;
- e. Hang gliding;
- f. Snow camping;
- g. Mountain climbing;
- h. Bungee jumping;
- i. High ropes courses;
- j. Noncommercial airline air travel;
- k. Outdoor rock-climbing or mountain climbing;
- l. Overnight camping, other than Outdoor School;
- m. Ziplines.

Activities that are strictly prohibited include:

- a. Skydiving;
- b. Whitewater rafting;
- c. Inflatable playground equipment and bounce houses;
- d. Events where an adult is alone with one child (other than parent or guardian);
- e. Watercraft - use of watercraft in excess of 30 feet (contact your district supervisor for exceptions in unique circumstances);
- f. Aircraft - operation of an aircraft;
- g. Trampoline - use of a trampoline over 6 feet wide;
- h. Travel outside United States, Puerto Rico or Canada (contact your district supervisor for exceptions in unique circumstances).

4. Travel Requiring Board of Directors Approval

Travel by district-represented groups other than Oregon School Activities Association (OSAA)-scheduled or sponsored events, which meet any of the following criteria must have prior approval of the Board:

- a. Travel dates would require students to stay overnight for more than two nights;
- b. Travel would take students outside the continental United States.

5. Travel Requiring District Approval

Travel by district-represented groups other than OSAA scheduled or sponsored events, which meet any of the following criteria must have prior approval by the superintendent or his/her designee:

- a. Travel dates would require students to stay overnight for less than three nights;
- b. Total travel costs, including substitutes, exceed \$3,500;
- c. Travel out of state.

6. Approval for All Other Travel

All other student travel must be approved by the unit principal or designated administrator.

7. Travel Requiring Student/Family Funding

No student shall be denied the opportunity to participate in a field trip due to lack of personal funds.

Chaperone Guidelines

1. For day field trips:

Parent/Guardian chaperones need to complete a volunteer application form including criminal history verification form. Nonparents need to complete a volunteer application form, reference checks and criminal history verification form. For day trips, a 1:10 chaperone to student ratio for elementary and middle school trips and a 1:25 for high school trips must be maintained.

2. For overnight field trips:

All chaperones must have a volunteer application form and reference check form on file with the school, and criminal history verification form on file with the district's Volunteer Coordinator. At a minimum, a 1:10 chaperone to student ratio must be maintained for overnight trips for elementary and middle school students and a 1:15 chaperone to student ratio for high school students. The male/female ratio of students will be reflected in chaperones, unless an exception is granted by the principal. On overnight trips, chaperones must stay in rooms separate from students. The only exception to this policy allows chaperones to stay in a room with their own child/children.

3. All chaperones must be at least 21 years of age.
4. Other than the trip leader, district employees cannot serve as chaperones without permission of their immediate supervisor.
5. Chaperone duties include the supervision of students and ensuring student safety at all times.
6. Chaperones will not bring other children on the trip.
7. Students are not allowed to stay with host families without written permission from the superintendent or designee. This is in accordance with administrative regulation IICC-AR(1) - Volunteers.

Instructions

1. All parts of the application must be completed and submitted to the principal.
2. The principal will forward those applications requiring district or Board approval to the executive director of elementary, the executive director of middle school or the executive director of high school for final approval at least 30 days prior to the event.
3. All attachments must be included with the application.

2017-2018 Application for Permission to Travel

Section I – General Information (*check all that apply*)

- Requires Principal Approval Requires District Approval Requires Board Approval
 First time travel for this group/itinerary OR Annual/Repeated trip (i.e. annual Fall choir retreat)

School: _____ Name of group: _____

Dates of travel: _____ Initiator: _____

Destination: _____ Application date: _____

Number of nights of overnight stay: _____ Time of departure: _____

Number of school days students will miss: _____

Rationale for missed school days: _____

Number of students: _____ Number of chaperones: _____
 male female male female

Background checks will be completed and verified on all chaperones. Background checks must be submitted every three years.

Person verifying background checks will be: _____ **Initial here when completed:** _____

Purpose of travel: _____

What plans have been made for school make-up work when trip requires students miss school?

What specific responsibilities have been assigned to the chaperones? _____

Section II – Budget Information – Cost per Student

Expenses (per student)

- 1. Transportation \$ _____
- 2. Lodging (no home stays) \$ _____
- 3. Meals \$ _____
- 4. Fees/Event Expense \$ _____
- 5. Other \$ _____

Description of other expenses: _____

6. **Total cost per student (total lines 1 through 5):** \$ _____

7. # of chaperones _____

8. # of students _____

9. **Total # of students + chaperones** _____

10. **Total cost of participation (Line 6 x Line 9):** \$ _____

11. Substitute Teachers: (rates are effective 2017-2018)

a. _____ # Full-Day Substitute(s) x _____ # of Days @ \$239.10 = \$ _____

b. _____ # Half-Day Substitute(s) x _____ # of Days @ \$119.55 = \$ _____

c. **Total Sub Cost** \$ _____

TOTAL COST OF FIELD TRIP (Line 10 plus line 11c.): \$ _____

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ _____

Briefly describe fund-raising activities and other resources: _____

No students will be denied participation due to lack of funds. Adequate sources of revenue must be made available to all students.

Section III – Transportation and Lodging Information

- Transportation:
- NCSD bus
 - Nondistrict commercial transportation (bus, train, plane)
 - NCSD mini bus (Type 20)
 - Private/personal vehicles (Must have parent/guardian release form)
 - Rental Vehicle (no rental of 15-passenger vans allowed)

For use of NCSD minibus or Rental Cars, please identify the NCSD current certified mini-bus drivers:

Name of Driver(s): _____

NCSD mini buses cannot be used for trips which total more than 600 miles round trip.

Number of miles round trip: _____

Name the type(s) of nondistrict transportation to be used (including to and from airport) and company name: _____

Name and location of lodging and description of room arrangements (chaperones may not share rooms with students; see item #2 under Chaperone Guidelines). Students are not allowed to stay with host families without written permission from Superintendent or designee. This is in accordance with Volunteer Policy IICC-AR(1):

For all travel requests, transportation details and a pre-trip driver requirements forms (If driving a Type 20 NCSD minibus must be included).

I have read and understand all trip guidelines.

Trip Leader Signature

Date

Section IV – Required Attachments for building level approval only.

The following attachments must accompany this application:

- Detailed Itinerary which includes **all** planned activities and outline of student expectations specific to the trip.
- Pre-trip Driver Requirements (NCSD minibus-Type 20) upon departure.
- Copy of Permission Release Forms and Emergency Information
- List of chaperones and verification of current background check on file.

Section V – Required Attachments to be sent to district level. (All other forms stay at the building.)

- Detailed itinerary which includes **all** planned activities and outline of student expectations specific to the trip.
- List of chaperones and verification of current background check on file.

Section VI – Approval

Principal Level: Approved _____
 Denied Principal Date

District Level: Approved _____
 Denied Executive Director of Elementary/Middle/High School Date

Date of Board Approval: _____