



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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Memorandum

To: Board of Education

From: Sam Stewart 

Date: March 8, 2007

Subject: BP and AR 6153 Revisions

The following policy documents have been reviewed and are now presented for a first reading at the regular board meeting.

The administration recommends making the following changes to the field trip policy:

- BP 6153 School Sponsored Trips
- AR 6153 School Sponsored Trips

SCHOOL-SPONSORED TRIPS

The Board considers student excursions that integrate educational programs to be a vital part of the education program.

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Carefully planned field trips that are directly related to adopted curriculum are encouraged, subject to the following guidelines:

1. Students must be supervised by a certified District teacher or other person approved by District administration.
2. All participants in the field trip must be either current students in KPBSD, KPBSD employees, or adults subject to the chaperone/volunteer requirements.
3. This trip must have educational value related to approved curricula.
4. Student safety shall be protected.
5. Student time out of other instructional programs shall be kept to a minimum.
6. Principals shall verify the quality of field trip preparations, plans, educational relevance and sponsors.
7. Student costs shall be kept to a minimum.
8. Students shall be expected to follow conduct rules that apply in other school or school-related activities.
9. Whenever practical, chaperones accompanying students on trips that involve overnight travel shall be of the same sex as the students participating.
10. Permission slips related to the specific trip and signed by the parent(s) or guardian(s) shall be secured prior to any field trip travel.
11. Appropriate District-approved waivers of liability (E 6153f Student Indemnification Statement Waiver of Liability), signed by the parent(s) or guardian(s), shall be secured prior to any field trip travel.
12. Parties denied approval for a trip may appeal that decision to the Superintendent. Denial by the Superintendent may be appealed to the Board.

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(cf. 3541.1-Transportation: School-Related Trips)

Instruction

BP 6153(b)

SCHOOL-SPONSORED TRIPS (continued)

In advance of study trips, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trips.

[Trips planned by teachers which are open to the community and do not entail missing school are not school sponsored trips and are not subject to school district guidelines and are the sole responsibility of the organizers.](#)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 06.520 *Recreational and athletic activities*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 1/16/2006

SCHOOL-SPONSORED TRIPS

General Guidelines

These guidelines are considered minimums, and the principal and Superintendent may add additional requirements depending on the nature, location and extent of the proposed field trip and the age, nature and experience of the sponsors, staff, students and operators.

Waiver of District Liability

The District assumes no liability for field trips. Each participating student must submit a waiver of liability signed by the parent(s) or guardian(s) (*E 6153f Student Indemnification Statement Waiver of Liability*). Each participating chaperone or parent volunteer must sign a waiver of liability (*E 6153h Volunteer Indemnification Statement Waiver of Liability*). These waivers must be reviewed and approved by the principal and secured and on file in the school office prior to the trip.

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Scheduling Travel for Days When School Is Not in Session

Extended field trips over which the school has scheduling control are to be planned for days school is not in session. Unique travel circumstances that extend the trip into days school is in session will be reviewed and approved by the principal on an individual basis prior to submission to the Superintendent for approval.

Chaperones

1. During all extended field trips, chaperones of the same sex must accompany students. An exception to this provision must have the approval of the Superintendent.
2. A proposal for the number of chaperones and funding sources for substitutes must be submitted with the field trip request.
3. School employees must have approval from their building administrator to chaperone field trips if they will be absent from their assignment.
4. Chaperones will be informed in writing of the drug-free workplace regulations which govern all District-sponsored activities.
5. Chaperones will be expected to stay with the group for the duration of the entire trip from departure through return.

Field Trips of One Day or Less

Field trips lasting one day or less are the responsibility of the principal and staff who will establish and use procedures to plan, conduct and evaluate field trips consistent with adopted curriculum.

Extended Field Trips (In-State)

Field trips lasting two or more days and involving overnight accommodations are the responsibility of the principal and staff.

Cocurricular in-state sports trips that comply with established schedules shall conform to the guidelines in the applicable activities handbook, and a list of such trips shall be filed by the coach or athletic director with the principal and the executive secretary of the Kenai Peninsula Schools Activities Association.

Extended field trips planned during the school year for days when school is not in session shall be subject to the conditions listed above.

Extended Field Trips (Out-of-State and/or International)

Field trips involving travel and accommodations for out-of-state sports, activities and educational activities are the responsibility of the local administrator and staff subject to approval by the Superintendent.

Because the purchasing department must be involved to assist in planning and vendor selection, requests for out-of-state and/or international trips involve substantial advance planning and shall be forwarded to the Superintendent on the District field trip form (E 6153a Preliminary Field Trip Preparation) for pre-approval prior to preliminary planning or fundraising as soon as plans are initiated or as listed below, whichever is sooner:

- o a minimum of 9-12 months prior to the planned excursion for out-of-state trips.
- o a minimum of 18-24 months prior to the planned excursion for international trips.

The Superintendent may approve requests for field trips outside of these timelines for unique circumstances that may arise.

Once vendor selection has been determined, E 6153(b) Due Dates for Required Documents will be returned to the trip organizer. Documentation for these trips will be forwarded to the Superintendent on the District field trip forms E 6153(c) KPBSD Field Trip Information Form, E 6153(d) Verification of Field Trip Information, and E6153(e) KPBSD Field Trip Questionnaire with appropriate attachments within the advised timelines.

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¶ Options will be considered from local travel agencies when considering travel arrangements.¶

Restrictions on Use of District Funds¶

¶ No District general fund moneys may be used to pay the expenses of any portion of an out-of-state trip unless student participation in regional or national activities or events is earned through state competition. Examples include participation in a national vocational education conference that results from winning the state competition or participation in a regional chorus whose members are primarily selected on merit. District employees' expenses to attend these types of events must meet these standards, also. Exemptions to this regulation in extraordinary circumstances may be approved by the Superintendent and reported to the Board.¶

Required Information to Be Submitted for Extended Out-of-State and/or International Field Trip Approval

The following information requirements must be satisfied when District students are traveling out-of-state and/or internationally.

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Medical Coverage and Medical Training for Out-of-State and/or International Field Trips

In addition to the conditions listed for all extended field trips, the following conditions also apply when travel is out-of-state and/or international:

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1. Evidence of individual student medical insurance coverage must be presented by the student’s parent/guardian to the principal prior to travel for all out-of-state and/or international travel. (A list of medical providers will be made available for those without private family or individual coverage. This coverage will not be paid at District expense.)
2. The need for a chaperone with medical emergency training will be determined by the Superintendent prior to approval.

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Field Trips by Boat and Plane

Field trips that employ a boat or plane must adhere to at least the following minimal guidelines. The principal and Superintendent may add additional requirements depending on the nature, location and extent of the proposed field trip and the age, nature and experience of the sponsors, staff, students and operators.

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These guidelines are considered minimums.

For Trips by Private Vessels

1. The Superintendent may authorize the transportation of students by private, noncommercial vessels for approved field trips and activities provided the following conditions are met.

A. For motorized vessels, the vessel is operated by an adult, age 21 or older, who can demonstrate competence to operate the vessel. This competence may be demonstrated by the operator:

(1) Providing a copy of the appropriate commercial or charter license for the intended waters and vessel type to be used, or

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(2) Providing documentation that the operator successfully passed a marine/boat/water safety course approved by the Superintendent as appropriate for the field trip to be taken.

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B. In the case of non-motorized boat trips, when practical, a motorized vessel or boat operated by a qualified adult, age 21 or older, is available to respond in the event of an accident or incident.

C. The vessel is registered with the State of Alaska or issued a Certificate of Documentation by the U.S. Coast Guard, and when motorized, must be in compliance with the Courtesy Vessel Safety Check by the U.S. Coast Guard Auxiliary within 90 days of the time of travel.

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D. Students traveling on an open boat shall wear appropriate flotation devices while onboard the vessel.

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E. All student passengers provide a permission slip and waiver of liability signed by their parent(s) or guardian(s) (*Form E6153(f) Student Indemnification Statement Waiver of Liability*).

F. The owner, operators and passengers have been informed that the registered owner of the vessel is responsible for any accidents which may occur.

2. Trip plans, including name of vessel operator, location and itinerary of trip, type and identification of vessel, must have prior approval from the Superintendent. The Superintendent must be notified of any deviation from the approved itinerary or trip plan.

For Trips by Commercial Vessels

1. When traveling on a commercial or charter vessel, students must be transported by a U.S. Coast Guard approved vessel. U.S. Coast Guard approval must be for the number of commercial passengers carried on the vessel.

SCHOOL-SPONSORED TRIPS (continued)

AR 6153(e)

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2. The captain of the vessel used to transport students must be certified by the U.S. Coast Guard to operate a commercial vessel. The captain must be certified for operating the size and type of vessel required. [A copy of the vessel operator's license must be on file in the school.](#)
3. All School District students, staff and chaperones must be provided with U.S. Coast Guard approved survival equipment while on the vessel. Students traveling in an open boat shall wear appropriate flotation devices while underway.
4. The owners of the commercial vessel used for the transportation of students and District staff must have the vessel insured with minimum liability of \$1,000,000. [A copy of the insurance certificate must be on file in the school.](#)
5. All commercial boats used while abroad must meet international nautical standards.

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Field Trips by Aircraft

Field trips that use aircraft must adhere to the following guidelines in addition to those found elsewhere in this manual.

1. Students must be transported by a Federal Aviation Administration approved aircraft. Approval must be for the number of commercial passengers for which the aircraft is certified. [Students may be transported on commercially operated aircraft only.](#)
2. The pilot must have a Commercial Pilot's Certificate issued by the Federal Aviation Administration. Additionally, the pilot must be certified in the type of aircraft being used to transport students, staff and chaperones.
3. All School District students, staff and chaperones must observe and follow all safety procedures dictated by the air carrier.
4. All commercial aircraft used while abroad must meet international aviation standards.
5. The owners of the aircraft used for the transportation of students, staff and chaperones must have the aircraft insured with minimum liability of \$1,000,000.

SCHOOL-SPONSORED TRIPS (CONTINUED)

AR 6153(F)

District-Hosted Visitors

Official visits of one week or less by guests from other nations may be approved by the principal. Official visits of more than one week must be approved by the Superintendent.

The following information requirements must be satisfied when District schools are hosting visitors from abroad for an extended stay of more than one week. This information must be submitted to the Superintendent by the site administrator hosting the visitors at least 30 days prior, or when plans are arranged, whichever is sooner, to granting approval or finalizing plans for the visit:

1. What are the anticipated dates of visitation from a school located in another country?
2. Who is the District certified employee in charge of this activity?
3. From what country will the visitors be coming?
4. What is the purpose of hosting this international visitation?
5. How many students will be traveling to the District?
6. What is the age group of the students traveling to the District?
7. What is the intended itinerary for travel?
8. Where will the students be housed during their visitation to the District? A listing of specific parents who have agreed to host the visitors to our District must be provided.
9. Have certificates of insurance regarding health and accident insurance coverage for travelers been secured? (Provide appropriate evidence of insurance.)
10. What are the points of arrival and departure?
11. What arrangements have been made to assure safe passage to the point of disembarkation from the District?
12. Who is providing this information?

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____

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