

GENERAL PROVISION

The purpose of this regulation is to develop procedures for Los Alamos Public Schools-sponsored travel-study, field trips and student organization trips; definitions; and to establish procedures for obtaining approval and implementing approved trips. The Superintendent or designee may approve student trips that have a strong connection to instructional goals of the district. The Superintendent or designee may approve activity trips that are non-educational in nature providing that the trips meet requirements outlined in this regulation.

TYPES OF TRAVEL

1. "Co-curricular Activities" -- Activities that are extensions of classroom instruction. Co-curricular activities are required as part of the course work if a student is to receive credit for the course. Co-curricular activities may not require a student to be absent from class other than for the performances/competitions (School Reform Act of 1986). Examples: Vocational or fine arts club activities, field trips.
2. "Field trip" means a school-sponsored activity that takes students away from their primary campus of attendance during or outside of school hours, and is directly related to the curriculum and instructional goals of the district.
3. "School-sponsored" means any activity (including, but not limited to sports, organized school clubs, sports and activities, and field trips) that has a staff member assigned as an agent of the school, and has been approved.
4. "Student organization trip" means an activity that provides extended opportunities related to an officially recognized school organization. Participation is limited to members of the organization or club. Student organization out-of-state trips should be scheduled for non-school days.
5. "Travel-study trip" means an activity that combines instruction and travel for an extended period of time on this continent or abroad. Some programs include a specific course of study to be completed, while others place emphasis upon exposure to foreign cultures. Participating students may be from different grade levels or classes. Travel-study trips should be scheduled for non-school days.

TRIP SPONSORS

Trip sponsors shall be required to be a certified teacher or licensed coach employed by the Los Alamos Public Schools. No other individuals shall be authorized to be a trip sponsor for a Los Alamos Public Schools field or activity trip. In most cases, trip sponsors shall be required to attend the trip in its entirety.

All trip sponsors wishing to organize and execute a field or activity trip shall be required to submit justification to the Superintendent or designee, explaining why the trip supports classroom curriculum activities and instructional goals. Trip sponsors shall not receive payment or any financial benefit beyond travel cost from any organization or from the students that are connected with the trip.

The trip sponsor must submit the Request for Activity or Field Trip Form or the Out-Of-State, Out-of-Country Student Travel Request Form for the principal's preliminary approval before proceeding with further planning for the trip. All modifications required by the principal as a condition of preliminary approval shall be noted on an amended version of the appropriate form. The trip sponsor shall proceed with travel arrangements upon FINAL approval by the appropriate level of authority.

PERMISSION TO ATTEND TRIP

Students shall be required to have a signed Student Trip Parent/Guardian Permission Form prior to the trip. Students who do not have written permission will not be permitted to attend the trip and may be provided with alternate assignments.

Signed permission forms and Authorization for Medical Services must be in the possession of the trip sponsor at all times. A list of students who have signed permission forms will remain in the school office during the trip as well as contact information for the trip sponsor that is in charge of the field trip. The list will indicate which students with permission forms were absent. It is the sponsor's responsibility to arrange for supervision of students who did not provide signed permission forms.

ATTENDANCE

The attendance or participation of a student on an activity and/or field trip authorized by the district shall be considered attendance for the purpose of crediting attendance for the apportionment from the average daily attendance counts in the school year.

CHAPERONES

The trip sponsor(s) will be the primary chaperone(s) for student activity and field trips. The district encourages trip sponsors to use parents/legal guardians as the majority of chaperones on the trip. It is important that non-school aged children will not be allowed to attend the trip, since chaperones will need to provide full attention to the students on the trip. Principals will review and approve a list of chaperones prior to each trip. Principals and trip sponsors are responsible for the reliability of chaperones.

The school must follow all state laws with regard to volunteer background checks for chaperones who may have unsupervised access to any student. Chaperones of overnight trips who are not LAPS staff members must have a completed background check on file at the school and in Human Resources. Chaperones should be advised prior to their participation in a field trip that the conduct of all trip participants, including volunteer chaperones, is governed by state law and school district policy and regulation, including drug free and gun-free guidelines and a prohibition against the use of all tobacco and alcohol products.

The chaperone minimum standard for general education student supervision are as follows:

- Chaperones must be 21 years of age in grades 7 thru 12.
- Chaperones must be 18 years of age in grades pre-school thru 6th.
- One adult chaperone for every 15 students or less for any day trip.
- One adult chaperone for every 10 students or less for any overnight trip.
- One adult chaperone on a bus for every 15 students or less.
- Additional chaperones may be necessary if the sponsors have assignments that make them unavailable to the students due to duties or responsibilities obligations to be performed during the trip.
- Non-staff chaperones must pass a background check and will be responsible for the background checks fees.
- For multi gender trips a male and female chaperone are required.

These are minimum standards; high chaperone/student ratios are encouraged to reduce the risk of student injury/accident.

The chaperone minimum standard for students with disabilities or 504 Plan may require higher chaperone/student ratios to reduce the risk of student injury/incident. Some students may need 1 to 1 supervision, whereas supervision ratios for others may decrease, consistent with the individual student's, IEP or 504 Plan. The principal and trip sponsor working with a particular group of students will have authority to establish the appropriate supervision for students with disabilities.

CANCELLATION OF TRIPS

Cancellation of trips may occur due to weather, safety, world events, or local school needs. Trips will be cancelled only under circumstances under which appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.

Los Alamos Public Schools is not responsible for financial losses to students and parents due to cancellation of trips.

The authority to cancel trips rests with the Superintendent or designee.

Insurance coverage for out-of-state or out-of-country trips will be required to cover the cost of any cancellation fees.

PROCEDURES

Approval Process Deadlines

- In-District Travel
Written request on Request for Activity or Field Trip Form, three weeks notice for site administrator approval.
- In-State Travel

Written request on Request for Field or Activity Trip Form, one-month notice for site administrator approval.

- **Out-of-State Travel**
Written request on Out-of-State Student Travel Request Form, three month notice for site administrator and appropriate Superintendent or designee approval.
- **Out-of-Country Travel**
Written request on Out-of-Country Student Travel Request Form, six months notice for principal, appropriate Superintendent and School Board approval.

Approval of international travel will be subject to United States Department of State travel advisories and warnings. Travel warnings are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. No school sponsored international travel will be approved if warnings have been issued for the specific country or countries of travel or if a worldwide caution has been issued at the time of request for approval. The trip will be cancelled if warnings or cautions to specific countries are issued between the approval date and the departure date for the trip.

Procedures for In-District and In-State Trips

Steps in developing and obtaining approval for school sponsored trips.

1. A request for the school-sponsored trip is developed by the trip sponsor and reviewed by the principal.
2. If the principal approves the request, the trip sponsor prepares the final request utilizing the District Request for Activity or Field Trip Form.
3. Upon final approval, the sponsor may begin any necessary agreements and travel arrangements, which may require the encumbrance of funds.

Procedures for Out-of-State and Out-of-Country Trips

Steps in developing and obtaining approval for school sponsored trips.

1. A request for the school-sponsored trip is developed by the trip sponsor and reviewed by the principal.
2. If the principal approves the request, the trip sponsor prepares a detailed written proposal according to the following guidelines:
 - A. A statement of the learning goals and objectives of the school sponsored trip and an outline of anticipated educational experiences and/or the course of study to be followed.
 - B. An itemized statement of the estimated costs, including transportation, meals, and accommodations, with evidence that the fees charged are

competitive for the services provided, and other expenses not include in basic costs.

- C. A statement of expenses (if any) not included in the basic costs as appropriate to the school-sponsored trip such as required vaccinations, passport or visa expenses, costs of a personal nature, and optional insurance.
- D. Procedures for maintaining financial records for purposes of auditing.
- E. Description of transportation arrangements with assurances that transportation will be provided by school car, school bus, charter bus, or other district approved carrier.
- F. Description of insurance coverage(s) for each student on the trip.
- G. Identification of accommodations to be used with assurance that they:
 - 1) Are nondiscriminatory,
 - 2) Have adequate health and safety standards,
 - 3) Are adapted and suitable for the disabled.
- H. The detailed itinerary – departure, travel schedule, and return.
- I. A plan to identify the estimated number of qualified chaperones
- J. Identification of a travel agency, educational travel company, or tour guide, if appropriate, and evidence that the agency, company or guide:
 - 1) Can provide proof of satisfactory service and experience in handling educational groups,
 - 2) Has quoted a fee which is competitive for services provided,
 - 3) Has well-defined procedures for handling personal emergencies of the participants,
 - 4) Is a member of the Better Business Bureau, the American Society of Travel Agents, or similar accrediting entity.
- K. Orientation plans for parents and students, including written information concerning the program, such as:
 - 1) The learning goals and objectives of the program of travel.
 - 2) The standards of conduct established for the program and appropriate disciplinary actions and consequences for students not meeting acceptable standards of conduct.
 - 3) The responsibilities students assume by participating in the program and the responsibilities parents assume in the event the student is not following acceptable behavior.
 - 4) The basic costs of travel, meals, accommodations, and other expenses not included in the basic fee.
 - 5) Cancellation procedures as outlined in above.

- 6) Travel arrangements, overnight accommodations, if appropriate, and the itinerary.
- 7) Arrangements for coping with illness, injuries, accidents, or other emergencies.
- 8) Need for special equipment or clothing.
- 9) Parent Orientation Student Trip Meeting

L. A plan for students to makeup work during or from their absence from school.

3. The fully developed proposal, with supporting data, is submitted to the principal for approval. The principal is responsible for reviewing and approving or disapproving all proposed school-sponsored trips. The principal is responsible for assuring that every effort has been made to provide a learning experience that is aligned to the learning goals and objectives of the instructional program or enhances the instructional program and that all reasonable provisions are made for the safety of the students.
4. Out-of-State Trips: The Out-of-State Student Travel Request Form and the trip proposal, approved by the principal, must be submitted to the Superintendent at least three months prior to the departure date and prior to parent notification of and the collection of any payments for the proposed trip. The proposed group of participating students must be attached.

The Superintendent or designee shall be responsible for approving the Out-of-State trip proposal, maintaining a file of approved proposals and notifying the principal and trip sponsor of approval.

After Superintendent approval, the requesting sponsor shall complete the following:

- Leave Request, if applicable.
- Transportation Request, if applicable
- Student Trip Parent/Guardian Permission Form.

5. Out-of-Country Trips: The Out-of-Country Student Travel Request Form and the trip proposal, approved by the principal, must be submitted to the Superintendent at least six months prior to the departure date and prior to parent notification of and the collection of any payments for the proposed trip. The proposed group of participating students must be attached.

The Superintendent or designee shall be responsible for reviewing the Out-of-Country trip proposal seeking School Board approval, maintaining a file of approved proposals and notifying the principal and trip sponsor of School Board approval.

After School Board approval, the requesting sponsor shall complete the following:

- 1) Leave Request, if applicable.
- 2) Transportation Request, if applicable

- 3) Student Trip Parent/Guardian Permission Form.
6. At this point in the process, the sponsor may begin any necessary agreements and travel arrangements, which may require the encumbrance of funds.
7. All Out-of-State and Out-of-Country school-sponsored student travel shall be reported to the School District's insurance carrier, the New Mexico Public Schools Insurance Authority (NMPSIA) to assure that the District's foreign jurisdiction claims coverage is in place for such trip.

NON-SCHOOL SPONSORED TRIPS

Any trip or activity which does not receive School District approval as described in this regulation shall not be promoted or represented as school-sponsored. The school district shall not sponsor commercially promoted student trips. Such trips fail to meet the criteria for field or activity trips and, therefore, shall neither be supported nor sponsored by the Los Alamos Public Schools.

School employees involved in non-school sponsored trips or activities, and/or students who choose to represent companies promoting student trips shall be considered agents of that company. Companies and their agents that promote student trips shall not be permitted to use school resources to promote such trips, school or work time, access to students at school or afforded by the employee's position, use of school directories or records, or school equipment or other resources to organize, solicit participation in, raise or collect funds for or promote such trips. A company or its agent(s) sponsoring student trips shall be responsible, and hence liable, for any and all accidents, injuries, and lawsuits, et al, resulting from its student trips.

Any employee who promotes or sponsors a non-school sponsored trip or activity in which Los Alamos School students will attend or participate shall expressly disclose that the trip or activity is not school sponsored in the promotional materials distributed for the trip or activity, and shall expressly disclose to parents or students that the trip or activity is not school-sponsored in all parent and student permission or participation forms. Failure of the employee to assure that such disclosures are made shall be subject to discipline.

Legal References

Commercial Driver's License Manual