



Washoe County School District

Every Child, By Name And Face, To Graduation

Student Travel – Field and Activity Trips - Procedures Manual

www.washoeschools.net

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Reno, NV 89512

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Disclaimer: This manual may contain references to Board Policy, administrative regulations and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents. To verify the current version of any of these documents, please check the District's website at www.washoeschools.net/Page/2903.

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I. INTRODUCTION

This procedural manual has been written to establish the minimum standards for student travel in the Washoe County School District ("District"). Student travel includes field and activity trips which are sponsored by the District. All student travel will be conducted in compliance with District approved guidelines governing trips and student behavior.

While properly planned and supervised student travel can be the highlight of a student's educational experience during the school year, such trips are completely voluntary and there is no right to attend field trips. These trips allow students to see and experience things that are not otherwise possible in the classroom. Such trips must enhance the academic curriculum for the grade level and are seen as an academic benefit to all students.

A. Field Trip

A field trip is a school or District planned activity in which a class or group of students leave the school grounds for the purpose of continuing or extending the program of instruction. Field trips should be designed to further the learning of a student outside the classroom environment and should be aligned to the curriculum, generally take place during class time, and count towards the student's grade/credit in class.

The duration of a field trip may be a class period or longer, and could extend over multiple days.

B. Co-Curricular Activities

Co-curricular activities are activities that are an integral part of a class, but which take place away from the classroom setting. These activities may include, but are not limited to, drama, vocal and instrumental music, Reserve Officers' Training Corps (ROTC), and Special Education CLS Programming.

C. Extracurricular Activities

Extracurricular activities are held during or after the completion of the academic school day, are not graded, do not offer credit, and are not connected to the curricular program. These activities include athletics, drill and spirit teams, forensics, and any other similar activity or event.

D. School/District-Sponsored Trips

The school/District arranges all aspects of the trip—itinerary, travel arrangements, lodging, tours, restaurants, local guides, ground transportation, etc.

E. School Sponsored - Tour Company Managed

The travel is school sponsored, and the District contracts with a company to manage the trip. Such trips must be pre-approved by the Area Superintendent. Any contractual obligations must be reviewed through the contract review process by the Purchasing Department and Office of the General Counsel.

F. Non School- Or District-Sponsored Trips

Non-sponsored trips, including international travel, may include trips where District employees participate as private citizens who are not acting within the course and scope of their employment, are not provided liability coverage and indemnification by the District, and are not covered by District workers' compensation.

1. It must be made clear to participants, to include students and their parents/guardians that the trip is not a school/District-sponsored activity and that any students and/or their parents/guardians who may attend, do so at their own risk.
2. Staff may not use District resources, to include email and classrooms, to advertise these trips.
3. It must be made clear through all promotional materials and meetings that the trip is not school/District-sponsored and that staff members are not participating as a part of their official duties.

The following procedures must be followed:

Funding

1. Monies raised for activities not sponsored or authorized by the District must not be raised in the name of the individual school or the District, and all fundraising and communications regarding non-sponsored trips must not be done during school hours or using school resources. It should be clear to students, their parents/guardians, faculty and staff, and the community, that the activity is separate and not associated with the District or the school.
 - a. As Non-Sponsored Trips are not sponsored or authorized by the District, District funds shall not be used to provide any financial assistance.
 - b. The District will not sponsor any fund-raising activities for such trips nor will the District handle funds for such trips.

- c. The District does not assume responsibility for such activities and will not maintain custody of such funds. Monies raised for non-sponsored activities must be held in non-District bank accounts, not in student activity fund accounts.
- d. District employees coordinating non-sponsored activities assume all responsibility for funds collected for the activity and should be fully transparent in the accountability of funds.

Liability

1. The District assumes no responsibility for any injuries or accidents which may occur in connection with non-sponsored trips.

Distribution of Materials

1. Distribution of materials regarding these trips may only be done in accordance with Board Policy 1140, Distribution and Display of Informational and Non-School Materials, which states that such material must have a clear educational purpose and be consistent with the District's curricular and instructional objectives. Such materials must be approved by the District's Office of Communications and Community Engagement.
2. Flyers and other materials must be approved by the school principal and be distributed in the manner consistent with the approval and distribution of any other informational materials provided to students at the school.
 - a. For example, a teacher who will act as a trip chaperone should not distribute flyers to students in his/her class if the materials are not being distributed in a like manner throughout the school. Doing so could be interpreted as a teacher "selling" a trip to students.
3. For non-District sponsored travel, flyers and other informational material must meet the following criteria:
 - a. All materials must include the District's disclaimer which states, "The Washoe County School District and/or the Board of Trustees neither endorses nor sponsors the organization or activity represented in this document. The distribution of this material is provided as a community service."
 - b. All materials must specifically state the trip is not sanctioned or supported by the District.

- c. No contact information related to the District, school or staff member can be included on materials. This includes school name, staff member name associated to a position at the school (Jane Smith, WCSD Teacher), District email addresses, and District phone numbers.

Use of District Facilities and/or Resources

1. No work on the trip shall be conducted during a District employee's standard work day.
2. A District employee may not communicate to students/families about the trip using District email addresses.
3. Meetings regarding the trip during the school day are prohibited. Any meetings that occur at a District facility must comply with Board Policy 7110, Community Use of School Facilities, which requires submission of a Use of Facility Agreement and approval of the principal.
 - a. It is suggested that such meetings not occur in the classroom of the teacher who will act as chaperone on the trip.
4. Schools shall not be used to meet at the beginning of the trip or the conclusion of the trip.
5. The District's fingerprinting services are not available for the fingerprinting of trip supervisors.

Ethical Standards

1. It is important that staff conducting student travel opportunities, sponsored or non-sponsored, follow the guidelines outlined in this manual. Doing so may alleviate concerns related to ethical standards.
2. Failure to follow these procedures may result in a violation of Administrative Regulation 4111.4, Ethical Standards, which states, in part:
 - a. No official or employee of the District may seek or accept any gift, service, favor, employment, engagement, emolument, or economic opportunity which would tend improperly to influence a reasonable person in his/her position to depart from the faithful and impartial discharge of his/her duties in connection with the District.
 - b. No official or employee of the District may accept any salary, retainer, augmentation, expense allowance or other compensation from any private

source for the performance of his/her duties as an official or employee of the District.

II. TRIP TYPES – GENERAL PROCEDURES

Because so many people outside of the classroom are affected by student travel, it is essential that staff who are planning a trip follow the procedures outlined in this manual. The following shall serve as a guide for necessary steps to be taken when planning for student travel. Specific instruction for the various areas addressed may be found within this manual. Staff should be mindful of the deadlines for some of the processes detailed in the manual, to include transportation requests, volunteer checks, etc.

The following procedures relate to school/District sponsored travel.

The timelines listed are provided to allow for the appropriate and adequate vetting and approval of field/activity trips which involve volunteer/chaperone clearance, transportation requests, etc. Staff advisors may adjust the timelines if all requirements have been met and necessary approvals have been granted. The timelines of individual District departments, such as Volunteer Services, Fingerprinting and Transportation, may not be adjusted without that department's advance approval.

A. Day or Extended Day Trip

Once you decide to conduct a field/activity trip:

- Consult the school principal or designated administrator and school or District master calendar, as appropriate, to determine if there are any conflicts with other field trips or planned activities.
- Confirm that the trip meets the criteria of a school/District sponsored trip.
- Confirm dates with any outside agency involved with the field or activity trip. (No contracts or other agreements should be signed at this point.)
- Obtain approval from principal or designated site administrator
 - Four weeks in advance for trips within Washoe County
 - Eight weeks in advance for trips outside of Washoe County

Once the date/location has been confirmed:

- Using the Contract Review Form, submit contracts or other agreements to the Purchasing Department and/or the Office of the General Counsel for review and approval.

- If using a fundraising organization, contact the Purchasing Department for approval
 - Create an information packet and provide to students and parents/guardians
 - Include the District's parent/guardian permission slip and liability waiver and ensure that all participating students return the liability waiver prior to attending the trip
 - Begin creation of a Trip Safety Plan
 - Determine attendees to include number of students, staff, parents/guardians, volunteers
-

Six weeks prior to trip:

- The school nurse must be notified regarding extended-hour trips not later than six (6) weeks in advance
-

Four weeks prior to trip:

- Inform administrators on status of field trip
 - Notify faculty, counselors, and any other necessary staff
 - Check with nurse, resource teachers, and counselors regarding any special needs student(s) (i.e. What accommodations need to be provided for?)
-

Three weeks prior to trip:

- Volunteers must have submitted an application and been cleared to volunteer
 - School buses must be requested
 - If non-District transportation is being utilized, be aware of timelines for obtaining authorization to transport students in a non-District vehicle
-

Two weeks prior to trip:

- Inform administrators on status of field trip
 - Send student roster to office staff, faculty, and the clinic
 - Check on any type of internal coverage needed for the teachers who will be going on the field trip
 - If substitute teachers are needed, notify the Assistant Principal or Principal.
 - Teachers who are going on the field trip must have planned activities for each student who will be remaining at the school.
-

- Check with transportation to reconfirm busses will be available (353-5900).
- Check to make sure that all required forms are filled out, signed, and available.
- Start putting together a bus roster and secure a copy of the bus rules
- Meet with teachers who are going on the field trip to finalize field trip agenda and duties

One week prior to field trip:

- Notify administrators regarding present status of field trip
- Update any changes made to the student roster and send to secretaries, teaching staff, administrators, counselors, the clinic, and the cafeteria
- Provide detailed information to the appropriate office staff regarding the place and time, along with who is involved and which teachers are going on the field trip
- Send copy of bus roster to Transportation Excursions and School Police for follow up in case of an emergency.
- Update the bus roster if necessary, the roster must include each student's name, address, and phone number
 - Assign students to each of the buses if more than one bus is needed and assign students to seats
- Notify the cafeteria if the field trip includes lunchtime
- Check with office on whether or not cell phones are needed on the field trip
- Confirm the Trip Safety Plan is complete. Verify who will be providing a first aid kit (Transportation or the School Clinic)
- Check to be certain that coverage for teachers is confirmed
- Check status of any food, water, or other provision that may be required for the field trip
- Make sure that assignments have been provided for students who are not going on the field trip
- Make sure that lesson plans for substitutes or teachers doing prep coverage are ready and available
- Check on status of all permission forms (including Volunteer Applications)
- Call to confirm dates and times with all outside agencies involved with the field trip
- Confirm that all liability waivers have been signed, dated, and delivered for all participating students

Day of the field trip:

- Send an updated bus roster to the attendance clerk (make a note of any student on the list who is either absent or not going on the field trip)
- Send a field trip agenda to the office and leave a few cell phone numbers in case the school needs to contact someone on the field trip.
- Check on the following items:
 - ✓ First aid kit
 - ✓ Food/ Water and other provisions
 - ✓ Accommodations and/or medications for any special needs students
 - ✓ Cellular Phones
 - ✓ Bus Rosters (2 for each bus, 1 for the driver and 1 for a staff member)
- It is essential to take roll before leaving the school and again before leaving the field trip location. Every student must be accounted for before the buses depart.
- Students are to be supervised by an adult at all times during the field trip
- If a student is missing, an adult must:
 - ✓ Notify school administration of the field trip location and contact parent
 - ✓ Do not leave any student at a particular site. School personnel supervising the field trip will also remain on site with buses and students.
 - ✓ If the students will not be getting back to school on time inform the school of this fact and begin calling parents.
 - ✓ If necessary, the District will need to provide additional transportation to the field trip location.

B. Overnight Trip – Co-Curricular and Extra-Curricular**As Soon as You Decide to Conduct a Day Field/Activity Trip:**

- Consult the school principal or designated administrator and school or District master calendar, as appropriate, to determine if there are any conflicts with other field trips or planned activities.
- Confirm that the trip meets the criteria of a school/District sponsored trip.
- Confirm dates with any outside agency involved with the field or activity trip. (No contracts or other agreements should be signed at this point.)

- Obtain approval from principal or designated site administrator. Overnight trips also require the approval of the area superintendent.
 - Four weeks in advance for trips within Washoe County
 - Eight weeks in advance for trips outside of Washoe County
-

Once the Date/Location has been confirmed:

- Using the Contract Review Form, submit contracts or other agreements to the Purchasing Department and/or the Office of the General Counsel for review and approval.
 - If using a fundraising organization, contact the Purchasing Department for approval
 - Create an information packet and provide to students and parents/guardians
 - Include the District's parent/guardian permission slip and liability waiver and ensure that all participating students return the liability waiver prior to attending the trip
 - Begin creation of a Trip Safety Plan
 - Determine attendees to include number of students, staff, parents/guardians, volunteers
-

Eight weeks prior to trip:

- Volunteers must be fingerprinted and applications submitted to Volunteer Services
-

Six weeks prior to trip:

- School buses must be requested.
 - If non-District transportation is being utilized, be aware of timelines for obtaining authorization to transport students in a non-District vehicle
 - Use of charter buses requires contacting the District's Transportation Department, Excursions Division
 - The school nurse shall be notified
-

Four weeks prior to trip:

- Inform administrators on status of field trip
 - Notify faculty, counselors, secretaries, the school nurse and any other necessary staff
-

- Check with nurse, resource teachers, and counselors regarding any special needs student(s) (i.e. What accommodations need to be provided for?)

Two weeks prior to trip:

- Inform administrators on status of field trip
- Send student roster to office staff, faculty, and the clinic
- Check on any type of internal coverage needed for the teachers who will be going on the field trip
- If substitute teachers are needed, notify the Assistant Principal or Principal.
- Teachers who are going on the field trip must have planned activities for each student who will be remaining at the school.
- Check with transportation to reconfirm busses will be available (353-5900).
- Check to make sure that all required forms are filled out, signed, and available.
- Start putting together a bus roster and secure a copy of the bus rules
- Meet with teachers who are going on the field trip to finalize field trip agenda and duties

One week prior to field trip:

- Update any changes made to the student roster and send to secretaries, teaching staff, administrators, counselors, the clinic, and the cafeteria
- Notify the cafeteria as lunch preparation may be impacted
- Check with office on whether or not cell phones are needed on the field trip
- Confirm the Trip Safety Plan is complete. Verify who will be providing a first aid kit (Transportation or the School Clinic)
- Provide detailed information to the secretary regarding the place and time, along with which team is involved, which teachers are going on the field trip, etc.
- Check to be certain that coverage for teachers is confirmed
- Notify administrators regarding present status of field trip
- Update the bus roster if necessary, the roster must include each student's name, address, and phone number
 - Assign students to each of the buses if more than one bus is needed and assign students to seats
- Send copy of bus roster to Transportation Excursions and School Police for follow up in case of an emergency.

- Check status of any food, water, or other provision that may be required for the field trip
- Make sure that assignments have been provided for students who are not going on the field trip
- Make sure that lesson plans for substitutes or teachers doing prep coverage are ready and available
- Check on status of all permission forms (including Volunteer Applications)
- Call to confirm dates and times with all outside agencies involved with the field trip
- Confirm that all liability waivers have been signed, dated, and delivered for all participating students

Day of the field trip:

- Send an updated bus roster to the attendance clerk (make a note of any student on the list who is either absent or not going on the field trip)
- Send a field trip agenda to the office and leave a few cell phone numbers in case the school needs to contact someone on the field trip.
- Check on the following items:
 - ✓ First aid kit
 - ✓ Food/ Water and other provisions
 - ✓ Accommodations and/or medications for any special needs students
 - ✓ Cellular Phones
 - ✓ Bus Rosters (2 for each bus, 1 for the driver and 1 for a staff member)
- It is essential to take roll before leaving the school and again before leaving the field trip location. Every student must be accounted for before the buses depart.
- Students are to be supervised by an adult at all times during the field trip
- If a student is missing, an adult must:
 - ✓ Notify school administration of the field trip location and contact parent
 - ✓ Do not leave any student at a particular site. School personnel supervising the field trip will also remain on site with buses and students.
 - ✓ If the students will not be getting back to school on time inform the school of this fact and begin calling parents.

- ✓ If necessary, the District will need to provide additional transportation to the field trip location.

C. International Trips that are District-Sponsored

As Soon as You Decide to Conduct a Trip:

- Consult the school principal or designated administrator and school or District master calendar, as appropriate, to determine if there are any conflicts with other field trips or planned activities.
- Confirm that the trip meets the criteria of a school/District sponsored trip.
- Confirm dates with any outside agency involved with the field or activity trip. (No contracts or other agreements should be signed at this point.)
- Obtain approval from principal or designated site administrator. Such trips also require the approval of the area superintendent and deputy superintendent.
 - Six months in advance for international travel that is District sponsored

Once the Date/Location has been confirmed:

- Using the Contract Review Form, submit contracts or other agreements to the Purchasing Department and/or the Office of the General Counsel for review and approval.
- If using a fundraising organization, contact the Purchasing Department for approval
- Create an information packet and provide to students and parents/guardians
 - Include the District's parent/guardian permission slip and liability waiver and ensure that all participating students return the liability waiver prior to attending the trip
- Begin creation of a Trip Safety Plan
- Determine attendees to include number of students, staff, parents/guardians, volunteers

Eight weeks prior to trip:

- Volunteers must be fingerprinted and submit the application to volunteer services
- The school nurse shall be notified

Four weeks prior to trip:

- Inform administrators on status of field trip
- Notify faculty, counselors, and any other necessary staff
- Check with nurse, resource teachers, and counselors regarding any special needs student(s) (i.e. What accommodations need to be provided for?)

Two weeks prior to trip:

- Inform administrators on status of field trip
- Send student roster to office staff, faculty, and the clinic
- Check on any type of internal coverage needed for the teachers who will be going on the field trip
- If substitute teachers are needed, notify the Assistant Principal or Principal.
- Teachers who are going on the field trip must have planned activities for each student who will be remaining at the school.
- Confirm all transportation, lodging and other arrangements.
- Check to make sure that all required forms are filled out, signed, and available.
- Meet with teachers who are going on the field trip to finalize field trip agenda and duties

One week prior to field trip:

- Update any changes made to the student roster and send to secretaries, teaching staff, administrators, counselors, the clinic, and the cafeteria
- Notify the cafeteria
- Check with office on whether or not cell phones are needed on the field trip
- Confirm the Trip Safety Plan is complete.
- Provide detailed information to the secretary regarding the place and time, along with which team is involved and which teachers are going on the trip
- Check to be certain that coverage for teachers is confirmed
- Notify administrators regarding present status of trip
- Send copy of roster to School Police for follow up in case of an emergency.
- Check status of any food, water, or other provision that may be required for the trip

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- Make sure that assignments have been provided for students who are not going on the trip
 - Make sure that lesson plans for substitutes or teachers doing prep coverage are ready and available
 - Check on status of all permission forms (including Volunteer Applications)
 - Call to confirm dates and times with all outside agencies involved with the trip
 - Confirm that all liability waivers have been signed, dated, and delivered for all participating students

Day of the trip:

- Send an updated roster to the attendance clerk (make a note of any student on the list who is either absent or not going on the field trip)
- Send a trip agenda to the office and leave a few cell phone numbers in case the school needs to contact someone on the field trip.
- Check on the following items:
 - ✓ First aid kit
 - ✓ Food/ Water and other provisions
 - ✓ Accommodations and/or medications for any special needs students
 - ✓ Cellular Phones
 - ✓ Rosters
- It is essential to take roll before leaving the school and again before leaving the trip location. Every student must be accounted for before departure.
- Students are to be supervised by an adult at all times during the trip
- If a student is missing, an adult must:
 - ✓ Notify school administration of the trip location and contact parent/guardian
 - ✓ Do not leave any student at a particular site. School personnel supervising the trip will also remain on site with students.
 - ✓ If the students will not be getting back to school on time inform the school of this fact and begin calling parents.

III. SUBMISSION OF REQUEST AND APPROVALS

All student travel must be approved by the school principal or designated site administrator in advance of the trip date and prior to any arrangements being made. A "Student Travel Request" form must be completed and retained by the school.

A. Student Travel and Activity Waiver of Liability and Assumption of Risk Form Requirement – Parent/Guardian Approval

Beginning with the 2017-18 school year, the District no longer utilizes the online registration process for the parent/guardian completion of a field trip permission form. Instead, each trip/activity requires submission of a "Student Travel and Activity Waiver of Liability and Assumption of Risk" form as follows:

- Singular field/activity trips require a "Student Travel and Activity Waiver of Liability and Assumption of Risk" form be submitted for each student for each trip. Examples of such trips would be an elementary school class trip to the Discovery Museum or a high school class trip to tour the University of Nevada-Reno. These are singular events and require a permission form for each student.
- School clubs/groups/organizations and athletic teams that conduct multiple events over the course of a single school year require a single "Student Travel and Activity Waiver of Liability and Assumption of Risk" form accompanied by a schedule of such events covered by the permission form. Examples of such groups would be athletic teams, bands, and debate team. However, if an event is added to a previously distributed schedule, a new permission form, accompanied by the trip information, must be provided to the parent/guardian.
- Classes which leave campus as part of the approved curriculum must notify parents/guardians and have permission from the parent/guardian before taking the student off campus. For example, a PE class that walks the neighborhood shall notify and receive permission from the parent/guardian of this requirement on a semester basis. Students who do not receive such permission may be provided an alternate lesson when possible.
- Classes that involve internships and other off-campus opportunities require a specific liability release signed by the parent/guardian for the duration of the semester.

Completed "Student Travel and Activity Waiver of Liability and Assumption of Risk" forms shall be maintained by the school in accordance with the process established by the school administrator or the appropriate department overseeing the activity.

B. Process

1. Consult the school principal or designated administrator and master calendar to determine if there are any conflicts with other field trips or planned activities.
2. Submit a "Request for Student Travel" Form to Site Administrator. Requests must include:

- a. Destination
- b. Date(s) of the trip, to include departure and return times;
- c. Detailed explanation of the trip's purpose and educational value;
- d. Detailed itinerary and proposed activities for each day of the trip, as applicable;
- e. Cost per student, to include any fund raising proposals;
- f. Arrangements for meals;
- g. Names of chaperones and ratio of chaperones to students;
- h. Mode(s) of transportation; and
- i. Any specialized requirements for students with disabilities (e.g., wheelchair lift) or health concerns, and any additional approvals as listed below. Staff are encouraged to check with the school nurse for this information.

C. Administrator Approval

Site Administrator Approval

1. All student travel, to include field/activity trips, require the approval of the principal or designated school administrator.
2. Principals (and/or the District Department lead sponsoring the trip) are responsible for ensuring that all field trip policies and procedures as outlined in this manual are adhered to.

Overnight Trips

1. All overnight trips require the approval of the principal or designated school administrator and the responsible Area Superintendent before any transportation requests and/or arrangements may be made.
2. Overnight requests must be submitted to the Area Superintendent for approval at least 6-8 weeks prior to the date of the trip.

International Travel – District Sponsored

1. For international trips that are District sponsored, the approval of both the appropriate Area Superintendent and the Deputy Superintendent is required.

2. A Travel Request Form must be signed by the principal at least three months prior to the trip. The principal-approved foreign field trip request and accompanying documents are then due immediately to the Area Superintendent's office, from where it will be presented to the Deputy Superintendent for approval. Failure to follow this timeline may result in a trip not receiving approval.
3. Should the itinerary change significantly once the trip has been approved, the Area Superintendent must be notified, in writing, as soon as possible.
4. Should an emergency arise during the trip, the Area Superintendent's Office must be contacted immediately.

Other Trips

1. It may be necessary to notify other District-level departments about student travel outside of Washoe County. Those departments and activities include, but are not limited to:
 - a. Department of Student Activities & Athletics
 - i. School Athletic Teams
 - ii. Spirit and/or Dance Teams
 - iii. ROTC
 - b. Department of Curriculum & Instruction – Fine Arts Division
 - i. Vocal and Instrumental Groups
 - ii. Speech and Debate
 - c. Department of CTE / Signature Academies
 - i. Career & Technical Competitions

D. Contracts & Releases

Contracts, Memorandums of Understanding, Other

1. Contracts and other agreements must be reviewed and approved following the District's adopted procedures to include review and approval by the Office of the General Counsel and, when applicable, the Purchasing Department.

2. Advisors may make tentative arrangements with the intended place of visitation. However, staff advisors who are not administrators are not authorized to sign contracts on behalf of the District.

E. Parent/Guardian Notification

1. Parent/guardians shall be provided with an informational packet regarding any student travel opportunity. Such packet shall include:
 - a. Parent/guardian consent and release of liability form entitled, "Student Travel and Activity Waiver of Liability and Assumption of Risk" form; and
 - b. An itinerary listing all pertinent information to include:
 - i. Instructional agenda (i.e. purpose of trip);
 - ii. date, time, and destination of trip;
 - iii. any costs associated with the trip;
 - iv. mode(s) of transportation;
 - v. lodging information, if applicable;
 - vi. chaperones;
 - vii. day-by-day itinerary, if applicable;
 - viii. health and safety information, to include any applicable general emergency procedures and or emergency contact information. Staff shall work with the school nurse to obtain this information; and
 - ix. student code of conduct.
2. If a student is not able to attend a field trip, arrangements shall be made for him/her to remain with another teacher. That teacher shall be informed of work, expectations, concerns, and medical issues pertaining to the student(s).

IV. STUDENT SUPERVISION

1. A District staff member must supervise students participating in a District-approved trip at all times.
2. Any adult who is attending the trip with the approval of the District shall be considered to be a chaperone/volunteer, must participate in all aspects of the trip, is always on duty, and is responsible for student safety at all times.

A. Student Conduct

1. Students while on school/District sponsored trips shall be held accountable to all policies and procedures of the District, as well as applicable state and federal laws.
2. Students who are suspended from school at the time of a trip will be excluded from field and/or activity trips.

B. Chaperones

1. A District staff member must supervise students participating in a District-approved trip at all times.
2. Any adult who is attending the trip with the approval of the District shall be considered to be a chaperone/volunteer, must participate in all aspects of the trip, is always on duty, and is responsible for student safety at all times.
3. Any volunteer/chaperone who will be alone with a student or group of students for a planned, extended period of time should be fingerprinted.
4. Staff and chaperones who will accompany students on a field trip or foreign travel program are responsible for paying his/her own costs.

Chaperone Ratios

1. Each group or busload of students must have at least one (1) District employee (not including the bus driver) with the group at all times. The number of adult chaperones required for a Sanctioned Trip is listed below.
2. Co-ed groups of students should have both male and female chaperones. Any exceptions must be approved by the responsible Area Superintendent.
3. The recommended adult/student ratios are as follows:

Day Trips	
Kindergarten	1 adult to every 5 students
Grades 1 – 3	1 adult to every 6 students
Grades 4 – 6	1 adult to every 8 students
Grades 7 – 8	1 adult to every 15 students
Grades 9 – 12	1 adult to every 30 students

Overnight Trips	
Kindergarten	Not recommended
Grades 1 – 6	1 adult to every 5 students
Grades 7 – 8	1 adult to every 8 students
Grades 9 – 12	1 adult to every 15 students

C. Volunteers

1. Only approved volunteers may act as chaperones during student travel opportunities. Clearance can be obtained at the school site or through the Fingerprint Department. For the specific process, please contact the Department of Volunteer Services.
 - a. Day-Trip Chaperones must have a current school volunteer application on file with Volunteer Services. School volunteer applications and ID check must be submitted for approval not later than three (3) weeks before a field/activity trip.
 - b. Overnight Chaperones must be fingerprinted and have a current school volunteer application on file with Volunteer Services. To be fingerprinted a potential Overnight Chaperone must complete a school volunteer application with fingerprint authorization. Fingerprinting and application submission must be completed not later than eight (8) weeks before a trip.
2. Duties, responsibilities, and requirements of chaperones/volunteers who participate in a field trip include, but are not necessarily limited to:
 - a. Must physically be able to perform all duties assigned.
 - b. Must remain with the group at all times. Leaving the trip for anything other than an emergency is not allowed.
 - c. Must be appropriately dressed at all times.
 - d. Must immediately report to a District employee any safety concerns or emergency issues related to student safety.
 - e. Must adhere to Board policy and Nevada state law for appropriate behavior while on a trip and representing the school and the District.
 - f. Must always serve as positive role models using appropriate language and discussing only age-appropriate material with students.

- g. Must be at least 18 years of age or older to participate in fields trips with elementary and middle school students. Must be at least 21 years of age or older to participate in field trips with high school students.
- h. Must comply with Administrative Regulation 1332, Alcohol, Tobacco and Controlled Substances Prohibited. This includes the use of smokeless tobacco and "herbal" or "fake" chew products and any device which simulates smoking such as an electronic cigarette.

V. GENERAL INFORMATION

A. Scheduling

1. Field trips should generally not be scheduled during the first two weeks of school, last two weeks of the semester, or last two weeks of school, with the exception of end-of-year activities for graduating classes.
2. Other exceptions may be approved by the appropriate Area Superintendent from the Office of School Performance.

B. Student Missed Instruction / Make-Up Work

1. Participation in all trips involving loss of school time shall be in accordance with District procedures related to school attendance and participation in co-curricular and extra-curricular activities.
2. Absences for students participating in approved field and activity trips should be recorded as a school activity excused absence.
3. Students shall be given an opportunity to make up any missed work in other classes in accordance with the District's attendance procedures.

C. Cancellation

1. The Superintendent reserves the right to cancel a field trip and/or foreign travel program, or recall the group, if circumstances suggest that travel is unsafe or for any reason determined within the Superintendent's sole discretion.
2. Neither the Board of Trustees, the Superintendent, nor the District shall be financially responsible for losses due to changes or cancellation of a field trip scheduled under this Rule.

D. Substitute Teachers/Internal Coverage

1. Determine if substitute teachers and/or internal coverage will be necessary.
2. The day before the trip, confirm that a substitute and/or internal coverage has been arranged.
3. Leave well-prepared lesson plans for the substitute and/or internal coverage.

E. Student Roster

1. At least six weeks before the field trip:
 - a. For extended day or overnight trips, provide a copy of the student roster to the school nurse or clinical aide to determine if any of the students have medical needs and to make arrangements for the student's special needs.
2. At least three weeks before the field trip:
 - a. For day trips, provide a copy of the student roster to the school nurse or clinical aide to determine if any of the students have medical needs and to make arrangements for the student's special needs.
3. At least two weeks before the field trip:
 - a. Place a student roster in all teacher mailboxes. The roster should indicate the date, departure time, and expected return time.
4. At least one week before the field trip:
 - a. Send an electronic copy of the updated student roster (including chaperones and staff) to Transportation Excursions and School Police to hold for follow up in case of an emergency.
5. Two days before the trip:
 - a. Place an updated student roster in teacher mailboxes as a reminder to teachers.
6. Day of the trip:
 - a. Provide a student roster that includes the student's name, address, and phone number to the bus driver, school office, and retain a copy.

F. Other Attendees

1. At least three (3) weeks prior to the field trip, a list of attendees shall be submitted to the school office to verify that all potential chaperones are approved volunteers.
2. Only the sponsor(s) of the field trip, identified chaperones/volunteers, and students eligible for the trip may participate in the field trip. No other persons may travel with the group or participate in the field trip, to include:
 - a. Children of school staff and/or children of chaperones/volunteers.
 - b. Spouses and significant others not assuming chaperone/volunteer roles.

G. Nutrition Services

1. Notify the cafeteria manager at least three (3) days in advance of the date of the field trip, to include the number of students going, and their grade level.
2. If the students will not be back for their regular lunch period, ask all students if they would like a box lunch prepared by the cafeteria. Do not distinguish between free and reduced lunch and regular lunch. Give the cafeteria the names of students who want a box lunch. They will prepare the lunches and determine who will pay for it and who will not.

H. Release Of Students

On any and all Sanctioned Trips including athletics, teachers/advisors/coaches shall not release a student to anyone other than the student's parent. Before releasing the student to the parent, the teacher/advisor/coach must:

1. Verify that, in fact, it is the student's parent/guardian; and
2. Obtain a written note from the parent/guardian authorizing the teacher/advisor/coach to release the student. The note must be dated and include the student's name. These notes must be kept on file for a minimum of one (1) year.

I. Equal Access

1. Students shall not be denied participation in field trips or other travel opportunities because of disability or economic status. Efforts shall be made to find ways to maximize participation by interested and qualified students in these field trips.

2. Students with disabilities must be provided equal opportunity for participation, including transportation to and from the destination, and all planned educational and recreational activities that take place at the field trip site(s).
3. As part of the planning and implementation process, students with disabilities should be given the opportunity to participate with students without disabilities to the maximum extent appropriate to meet the needs of any student with a disability. For this purpose, the student's IEP and/or 504 Plan should be available to staff coordinating and participating in these field trip opportunities.

J. Inclement Weather

1. The following provisions apply in inclement weather:
 - a. When schools are closed due to inclement weather, or when severe weather is forecast at the trip destination, the field trip will be cancelled.
 - b. Delayed Start – Field trips will be postponed until the official opening of the school day. At that time, the school principal will confer with his/her area superintendent to determine whether the field trip will be cancelled.
2. The Area Superintendent may grant exceptions on a case by case basis.

K. Staff Travel

1. Staff are prohibited from participating in any aspect of a field trip and/or foreign travel program when such participation violates the District's ethics code or state laws related to ethics.

L. International Travel – District Sponsored

For information related to non-District sponsored international travel, see page 7 of this manual related to Non-District Sponsored Travel.

The District recognizes the educational benefits of travel to other countries. However, trip organizers and principals should be mindful of the financial burden such travel may place on families, and that there is a possibility of disparate educational opportunities for students.

International Travel – District Sponsored

1. School staff should carefully review applicable District policies, regulations and procedures before signing any agreements, or exchanging money with parents, outside transportation companies, travel agencies, etc.
2. The trip organizer must prepare, distribute, and collect from parents the International Field Trip Permission Form, Student/Parent Field Trip Rules and Agreement Form, and the Medical Information Form.
3. Students, staff, and chaperones should be current on all immunizations and vaccinations including those related to the location they will be traveling to. If any student has a serious medical condition, please be sure that his/her doctor writes a letter indicating the child may safely attend and participate in trip activities. Please review any health concerns with the school nurse or with the Health Services department.
4. The trip organizer shall arrange for additional insurance to cover health issues and accidents, trip interruption, trip cancellation, and emergency evacuation.
5. Schedule, at a minimum, 2 mandatory pre-travel orientation sessions to inform students, chaperones, teachers, and parents/guardians about the travel details and their responsibilities.
 - a. Orientation sessions shall be mandatory for the student participant and his/her parent/guardian.
 - b. The mandatory orientation sessions will include the following:
 - i. Student behavior expectations.
 - ii. Those expenses, not included in the costs, such as required inoculations, passport/Visa expenses, and personal expenses.
 - iii. Health and safety procedures and plans, including requirement for health history and medication orders, if needed.
 - c. The travel agent's trip cancellation policy (if applicable), availability of travel insurance, and the refund schedule (if any).
 - d. Parent financial responsibility in the event a student is removed from participation in the field trip for any reason.

6. Travel to countries cited in the United States Department of State Travel Warning Listing is prohibited. The trip organizer and principal are responsible for checking this list
 - a. Refer to http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.
7. The Superintendent reserves the right to cancel any field trip up to and including the day of departure to ensure safety.

M. Summer Trips

1. Summer field or activity trips will not be scheduled or planned between school years unless they are part of a summer school or year-round school program.
 - a. Such trips will not be sponsored or authorized by the District.
 - b. District funds will not be used to provide any financial assistance nor will the District handle funds for such activities.
 - c. The District will not sponsor nor authorize fund-raising activities for said trips and does not assume responsibility for any injuries or accidents which may occur in connection with such non-sponsored and non-authorized summer field or activity trips.
 - d. Any exceptions must be approved by the Superintendent or his/her designee (i.e. Area Superintendent, Deputy Superintendent).
2. The above may also apply to trips taken during breaks such as Spring breaks that are not directly tied to school activities and athletics.

N. Trips Requiring Physical Skills

1. Whenever an activity trip includes camping, hiking, backpacking, swimming or any other strenuous activity, the school sponsor of the group shall require each participant to have on file, a signed release/assumption of risk statement and a statement certifying the participant is capable of performing the strenuous activity from the participant's parent(s) and/or guardian(s).
2. When it is appropriate to do so, the school advisor shall provide for the student participants a conditioning program that is completed before the beginning of the activity trip and that has the effect of developing in each individual student participant the physical stamina and conditioning that are necessary and appropriate to carry out the physical activities planned for the activity trip.

VI. SAFETY PLAN – EMERGENCY MANAGEMENT

1. The Superintendent or Designee reserves the right to cancel any field trip up to and including the day of departure due to safety concerns.
2. The trip advisor shall ensure student emergency contact information is obtained prior to the field trip. The school must have emergency contact information readily available.
 - a. All rosters and emergency contact information shall be scanned and sent to the Office of School Performance in advance of the trip. Such information shall be made available to appropriate staff such as school police.
3. Travel to countries cited in the United States Department of State Travel Warning Listing are prohibited. The trip organizer and school principal are responsible for checking this listing:

<http://travel.state.gov/content/passports/english/alertswarnings.html>
4. Student travel opportunities should be planned to provide for the safety, comfort, and protection of students, faculty, staff, and chaperones.
5. The staff advisor will create a plan to ensure the safety and security of students. The safety plan should include, as a minimum:
 - a. Procedures to manage particular safety issues relative to the trip;
 - b. identification and phone numbers of local emergency medical facilities, School Police, and local police departments; and
 - c. procedures to connect to same as some areas may not support cellular phone use.
6. Whenever practical, the site of the academic field trip should be visited in advance by the trip advisor, or an appropriate staff member, to evaluate potential risks and to minimize, through effective planning, any risks associated with the location.
7. Students should be familiarized with the site and their surroundings. Faculty and other chaperones should be aware of and warn students of any known hazards at the field trip site.

A. Trip Plan – Emergency Management

The Trip Plan should include an emergency management component whose purpose is to determine appropriate actions to be taken in the event that things go wrong. This

section must be fully understood by all participants with roles and responsibilities clearly defined. The following general list provides requirements that should be included:

1. Communication

- a. Ensure a form of effective communication is readily available and appropriate (i.e. adequate coverage) to the area (i.e. cell phones). Staff should be familiar with the different communications technologies available and should carry effective communications systems (and backup systems if failure of primary system is possible) that are suitable for the student group, the program goals and objectives and the terrain.
- b. The communication strategy will contain details of how, who and when connections with the District and personal contacts will be made and will include detailed procedures on steps to be taken when planned contacts are unable to be engaged.
- c. Knowledge of the capabilities of various external response groups such as ambulance, police, search and rescue groups and other commercial operations should be determined. Clearly defined procedures should be written to mobilize the various resources as needed during an emergency.
- d. All participants shall carry appropriate emergency numbers and outlined procedures.

2. First aid procedures:

- a. Ensure adequate first aid coverage.
- b. Plan distribution of First Aid Kits. Other recommended items include: flashlight with batteries, waterproof matches, and road/route map
- c. Provide copies of the first aid procedures to all participants including: The equipment, supplies, facilities, first aid attendants and services available, the location of and how to summon first aid, how the first aid attendant is to respond to a call for first aid, the authority of the first aid attendant over the treatment of the injured and the responsibility of the attendant to report injuries to the District, who is to call for transportation of the injured and the method of transportation and calling, and prearranged routes in and out of the field site and to medical treatment
- d. Include information on proximity to hospitals, medical assistance; ensure you have the appropriate local emergency numbers.

3. Understand the District's accident/incident reporting requirements.

B. Risk Management Directives

The following summarizes the program supervisor's responsibilities while planning, teaching, leading courses and conducting research in the field.

- Be aware of the common practices for the activity you are leading or instructing.
- Possess the appropriate qualifications and experience for the activity and level you are engaging.
- Ensure that the trip has been adequately planned and documented processes are in place and that all participants have received the appropriate education, training and are aware of their specific roles.
- Ensure that a detailed emergency response plan for the trip being led has been established.

VII. TRANSPORTATION

A. Transportation Department Contact Information

If you are unsure about any form or need clarification regarding your trip, contact the Central Yard Transportation Center at 775-353-5912 and ask to speak to the Excursion Manager. Our goal is to provide safe and timely service for all students, and we will do our best to meet any need you may have.

B. Transportation Department Procedures

Day Trips

1. Requests:
 - a. There are only a limited number of buses available for trips each day.
 - b. Requests must be received in the Transportation Department at least 3 weeks prior to the trip in order to allocate the driver(s) and equipment required. There is no guarantee that any trip will be approved by the Transportation Department, as the system is "first come, first served." Be specific about the trip's destination(s). The Principal or Department Head must sign the request form.
 - c. Due to the overwhelming demand for transportation, trips may be scheduled up to one year in advance.

2. Billing:
 - a. Actual trip cost will be assessed based on time and distance driven even if some destinations have not been pre-requested.
 - b. Trips will be billed monthly. Please pay promptly.
3. Rosters - Rosters are mandatory for all trips, and must be given to the driver before the trip can begin. The roster must show: name, address, date of birth and contact phone numbers for each student. THE TRIP WILL BE DELAYED OR CANCELLED IF A COMPLETED ROSTER CANNOT BE PROVIDED.
4. Departure / Return Times - Most buses have regularly scheduled routes that limit trip time availability so departure and return times are determined by the Transportation Department in conjunction with the requesting school.
5. Extended-Day Buses - A limited number of extended-day buses are available each day. Most are assigned to meet high school athletic needs. The remainder are available on a first come, first serve basis for all other trips. Extended day buses cannot be used for in-town field trips. Provide several dates and/or plan far in advance of the date needed if you need an extended-day bus.
6. Evacuation Drill - allow 15 to 20 minutes to do a bus evacuation drill prior to leaving the home school. Required by State law.
7. Responsibilities
 - a. The driver has the responsibility and authority to conduct the trip in accordance with state law, District policy, and transportation directives. The driver has the final decision in regard to route, arrival and departure times and discipline.
 - b. Teachers and other District personnel accompanying students will ensure that departure times from the destination as provided by the driver are adhered to and that student behavior meets District guidelines. It is advisable to verify with your driver the times and destination(s) to avoid a possible conflict.

Overnight Trips

1. In addition to the procedures regarding Day Trips as listed above, the following also apply to Overnight Trips.

2. All Overnight Trip requests (SSDA-F003) must be submitted to Transportation Department at least six (6) weeks in advance of the trip date as well as beginning the clearance process for volunteers.
3. Payments for overnight trips should be made no later than three (3) weeks before the trip date for school buses.
4. Note: If the driver is to remain with the group over-night(s), an appropriate per diem assessment will be submitted to the school by the Transportation Department.

C. Vehicle Types – District, Personal, Rental/Lease

District Transportation

1. All requests for District transportation and charter buses must be made through the Transportation Department.
2. Trip requests must be submitted to the Transportation Department in a timely manner:
 - a. For Day Trips: at least three (3) weeks prior to the date of the trip
 - b. For Overnight Trips: at least six (6) weeks prior to the date of the overnight trip.
 - c. Due to limited availability for some times and dates, early scheduling is advised. Trips requesting District buses/vehicles are accepted on a “first come, first served” basis. All trip requests are date stamped upon receipt by the Transportation Department. Incomplete requests will be returned to the school, and not scheduled until corrected.
 - d. Trips will not be scheduled the last week of school due to high school testing and early release. Middle schools and elementary schools can schedule year end trips the two weeks previous to the last week of school.

Rental/Leased Vehicles

1. Only school staff, to include principals, teachers, advisors and coaches, are permitted to make transportation arrangements for the use of charter buses or leased/rental vehicles.
 - a. Parent Clubs and/or Booster Clubs are not permitted to make these arrangements. Only vehicles that adhere to the federal guidelines for the transportation of students may be leased or rented.

2. Charter Bus

- a. To charter a bus, contact the District's Transportation Department, Excursions Division.

3. Renting a Vehicle (Administrative Procedure 7340)

- a. When renting/leasing a vehicle from a rental car agency for District business, an employee must elect the insurance option for physical damage to the rental vehicle. The insurance option must be selected:
 - i. Regardless of whether the vehicle will be paid for with a District purchasing card or with personal funds to be reimbursed by the District.
 - ii. Regardless of the insurance limits and coverage the employee has on his/her own personal vehicle. Personal insurance coverage does not cover for "loss of use" should the rental vehicle be damaged and unable to be rented for a period of time while being repaired.
- b. If the coverage is not purchased and the rental vehicle is damaged, the department or school renting the vehicle may be responsible for damages.
- c. If an employee is involved in an accident while using a rental car on District business, he/she should contact the Risk Management Department immediately.

Annual Request to Transport Students

1. If District (non-school bus), personally-owned, leased or rented vehicles are used, the forms listed below must be submitted to the Transportation Department before the field/activity trip is requested. Note: Only District employees are allowed to drive District vehicles.
 - a. "Annual Request to Transport Students" Form (SSDA-F004)
 - b. Ten-year DMV printout
 - c. For Personally Owned Vehicles:
 - i. Current proof of auto insurance for drivers using personally-owned vehicles. Limits are \$100,000 / \$300,000 to be approved.
 - ii. **In-State Trips:** Students may be transported in personally-owned vehicles within the State of Nevada and Lake Tahoe Basin.

- iii. **Out-of-State Trips:** Students may not be transported out of the State of Nevada or the Lake Tahoe Basin (to include the Truckee/Donner Pass areas) in any personally owned vehicle. However, a parent may transport his/her own child out-of-state with proper notification provided to the teacher/advisor/coach. No one, other than the child’s parent, may transport a student on an out-of-state trip.

Transportation by Parent/Guardian

1. A parent/guardian may request to transport his/her own student to an event. Permission must be requested in writing at least 5 school days in advance of the field trip and acknowledge that District insurance coverage will not apply.
2. Parents/Guardians may only transport their own child.
3. Parents/Guardians shall retain supervision over his/her own student until the student arrives at the trip/event.

D. School Bus Passenger Guidelines

The Transportation Department has the final determination on the number of buses sent on any District trip based on bus and driver availability, destination, age range, and group size.

Maximum Capacities

Depending on the bus size available for the specific trip, the maximum student capacities are as follows:

In-town (as determined by the Transportation Department)			
	71 Passenger Bus	77 Passenger Bus	84 Passenger Bus
Kindergarten – 3 rd Grade, including Adults	70	70	75
Grades 4 – 6, including adults	60	60	65
Grades 7 – 12, including adults	50	51	56

Out-of-town (as determined by the Transportation Department)			
	71 Passenger Bus	77 Passenger Bus	84 Passenger Bus
Kindergarten – Grade 6	50	51	56
Grades 7 – 12	50	65	70

1. For Mountain Trips to Mount Rose, Virginia City or any similar mountainous roads there is a 50-passenger maximum including adults.
2. Teacher/advisor/coach must verify the size of the bus that will be sent for the trip at least 3 days before the date of the trip. Please call the Transportation Department to confirm.

E. School Bus Equipment Restrictions

1. No items may be stored in the aisle or in front of any exit on a school bus. This includes musical instruments, backpacks, ice chests, skis, etc. All items shall be stored in the seating area, baggage bins, or racks, if available.

Transporting of Equipment

1. The teacher/advisor/coach must coordinate the transportation of equipment including band instruments. The need for such a vehicle may be noted on the field/activity trip request.
2. Instruments may be transported using the following guidelines:
 - a. A student must accompany each instrument and all instruments are to be kept in their case and under a student’s seat, in their lap or between their legs.
 - b. Students who have instruments that are taller than the seat must sit towards the front of the bus, next to the window so it will not block the driver’s visibility.
 - c. The maximum thickness of any instrument case is six (6) inches which allows the case to be safely placed between the seats.
 - d. The following instruments may be transported at any time using the above guidelines: Trumpet, Clarinet, Violin, Flute, Bass Clarinet, and Tenor Saxophone.

- e. An instrument will not be transported if it takes a student's seat unless a second seat is available. The student must then sit next to the instrument while on the bus. These instruments are: Baritone Saxophone, Baritone Horn, $\frac{3}{4}$ Cello, and $\frac{3}{4}$ Tuba.
- f. The following instruments are allowed on Band Trips only: Drums, String Bass, Bass Cello, and Sousaphone.

VIII. STUDENT HEALTH CONCERNS AND ACCOMMODATIONS

A. General Provisions

1. The Student Health Services Department promotes and facilitates educational opportunities for students who, as a result of health conditions or disabilities, require nursing services during District-sponsored student travel. Services may include delegable and non-delegable nursing tasks or "specialized nursing procedures" such as: G-tube feedings, diabetes management, insulin injections, tracheostomy suctioning, clean intermittent catheterization, and assistance with medications.
2. The safe provision of nursing services for students attending field trips requires collaboration and planning by appropriate members of the school team, including the school administrator, faculty, staff, school nurse, and parent(s)/guardian(s). The nurse, the school administrator, and other members of the school team shall develop a system for anticipating and implementing an effective emergency action plan for children with known health care needs, conditions, or disabilities.
3. The school nurse shall be notified regarding upcoming field trips at least 6 weeks in advance for overnight or extended-hour trips and 3 weeks in advance for trips which occur during regular school hours.
4. The school nurse shall:
 - a. Serve as a health resource and make recommendations to the school administrator regarding the management of students with known health conditions or disabilities.
 - b. In collaboration with the Student Health Services Department, determine if the required nursing services are delegable to a non-RN, and if appropriate, assign, train, and delegate nursing services to a school employee who is identified as willing and competent to provide the required nursing services.

- c. Develop and complete an appropriate and safe Confidential Field Trip Delegation Plan for the school employee staff who has been assigned and trained to provide nursing services to a student during the field trip.
 - d. Attend the field trip in cases where the field trip is scheduled during school hours, the parent/guardian or their designee is not attending, and the nursing services cannot be delegated to a clinical procedure nurse or other school employee.
5. When applicable, the trip advisor, in conjunction with the school nurse, shall:
- a. Compile a list of all students who may need medication administered or health services provided while on the trip. Include the following information for each student:
 - i. Daily medications
 - ii. Medications that may be given on an as-needed basis (including asthma inhalers)
 - iii. Emergency medications (Diastat, EpiPen, Glucagon)
 - iv. Other health services the student will need
 - v. Whether or not the student is authorized to self-administer medications (asthma inhalers/EpiPens);
 - vi. Medications the student receives at home that must be administered on the trip (nighttime medications, once-a-day medications, etc.)
 - b. Schedule a trained staff member to address routine procedures that do not require a licensed person to perform;
 - c. Ensure transportation includes wheelchair capacity or other necessary accommodations;
 - d. Determine whether the parent/guardian, or their designee, of a child with a health condition or disability has agreed to provide nursing services for their student during the field trip.
 - i. Pursuant to state laws and regulations, a parent designee may not be a volunteer or employee of the District.
 - ii. A parent/guardian who agrees to attend a field trip in order to carryout specialized nursing services for their child must notify the

school in writing at least 3 weeks before the scheduled trip if they must cancel their attendance at the field trip. After the three-week deadline, the student's attendance at the field trip will depend upon whether Student Health Services is able to assign an alternate licensed nurse or qualified employee to attend with the student.

- iii. A Parent/guardian or their designee who has agreed to attend in order to carryout specialized nursing services is not to be counted as a chaperone for the trip due to the need for them to concentrate on their student's needs.
 - e. Compile information as to the type, proximity, response time, and transport time of EMS at the field trip location;
 - f. Review the "Confidential Field Trip Delegation Plan" students requiring nursing services;
 - g. Pick up the student's Confidential Field Trip Delegation Plan, supplies, medications, and copy of the student's Medication Log(s) from the school health office prior to leaving on the field trip. After the field trip, return the student's procedure or medication log(s), unused supplies, and all medications to the school health office.
6. With the exception of staff salary, the cost of any health services staff attending the field trip should be factored into the cost of the field trip and will be paid for from the originating school's site budget. This may include, but is not necessarily limited to, food, lodging, and transportation (except mileage).
 7. See Administrative Procedure HEA-P101, Nursing Services for Students Participating in Field Trips, Athletic Events or Curricular or Extra Curricular Activites.

B. Extended Hour or Overnight Travel

1. In cases where the parent/guardian or their designee does not opt to attend the field trip in order to provide nursing services for the student, the provision of nursing services will be the responsibility of the District.
2. When nursing services can only be provided by a licensed nurse, the Student Health Services Director will provide a licensed nurse from the District's nursing staff.

3. The licensed nurse providing nursing services for specific student(s) is not to be used as a chaperone due to their need to concentrate on the nursing need's of the student(s).
4. If the Director of the Student Health Services Department determines that the level of specialized nursing services required by the student is beyond the authorized scope of nursing practice Nevada state law, the parent/guardian of the student, or their designee, must attend the trip in order for the student to be allowed to participate in the activity.

IX. COSTS AND FEES

A. Cost and Fee Collection

1. Funding guidelines related to student travel include the following:
 - a. Fees may be collected from students and their parents/guardians to cover the cost of the trip. However, fees collected shall not exceed the actual cost to the school. Such costs may include transportation, admission fees, tickets, and necessary materials.
 - b. No student shall be denied participation in a field trip because the student cannot afford to pay the cost of the trip.
 - c. In accordance with District policy and procedures, schools may hold fundraisers to cover the trip costs of District-sponsored trips.
2. If fees will be collected, consult with school secretary/bookkeeper to determine the process for collection.
3. For information related to collection of fees, see Administrative Manual 3500, Student Activity Funds Procedures Manual.

B. Lodging and Per Diem

1. Cash advances are not allowed except to provide for student meals when students are traveling as a group during authorized District travel.
2. Lodging rates for coaches and students for in-state student activities and athletic travel are based on cost and availability.

3. Per diem rates may be established by each school but in no instance may the rate exceed rates established by the Student Activities and Athletics Department.
4. Gratuities paid must be within the established per diem rate. Amounts in excess of established rates will not be reimbursed.
5. See the Athletic Handbook or contact the Student Activities and Athletics Department for more information.

X. AREAS OF RESPONSIBILITY

A. Trip Advisor (I.E. Teacher, Coach)

1. Work with and through the principal in the scheduling and arranging of Sanctioned Trips.
2. Refer to, "Nursing & Health Services for WCSD Students Attending Field Trips" procedures for information regarding students with medical needs. Coordination with the school nurse, IEP case manager(s) and/or 504 Team(s) may be necessary.
3. Submit for review and approval to the Office of the General Counsel and the Purchasing Department any contracts or other agreements.
4. Call the Transportation Department for available dates; and submit a field/activity trip request to the Transportation Department within the time limit.
5. Consult with Special Education case manager(s) and/or school nurse regarding required accommodations for students with disabilities. Students with disabilities shall not be denied participation in Sanctioned Trips solely based on disability.
6. Make all arrangements with the place of visitation.
7. Start the clearance process for volunteer parents and chaperones.
8. Develop a lesson plan to integrate the field trip experience with learning in the classroom.
9. Submit a lesson plan with the field/activity trip request for review by the principal or department head.
10. Ensure all students' parents/guardians have completed the trip's "Permission/Release" Form.

11. Ensure that an accurate roster of students has been electronically sent to the Transportation Excursions department and School Police one week before the trip for follow up in case of an emergency.
12. Submit a roster of students to the bus driver *before* departure. The roster must include students' name, address, date of birth, and contact phone numbers. The driver will not leave the school without a complete roster.
13. Assist the driver when performing the required bus evacuation.
14. Verify that the Transportation Department has received and accepted the field/activity trip request. Please do so at least one week before trip is scheduled.
15. Maintain and reinforce appropriate student conduct at all times during the trip.
16. Before departure, confirm with your bus driver the times, both departure from the destination and return to the school, as well as the route to be taken and any other stops that may be made.
17. To ensure the safety and well-being of students on trips, the teacher/advisor/coach:
 - a. Shall explain and discuss safety, proper conduct, and behavior while on the bus and at the destination.
 - b. If necessary, should explain if special attire is required for the trip.
 - c. If necessary, have an adult certified in first aid present on the trip. This would be needed for outdoor trips that are away from the Reno/Sparks populated area.
 - d. Should have a first aid kit available on all trips away from the school. All District buses are equipped with a Nevada Department of Education approved first aid kit.
 - e. Should have elementary age students make identification badges for themselves. This is especially important for all trips away from the immediate Reno/Sparks area.
 - f. Shall conduct regular head counts.
 - g. Shall provide student roster to the District bus driver: The driver must have a roster in his/her possession (of all students) before the bus can depart the school. The roster must include student name, address, date of birth, and contact phone numbers. The driver must also be notified of any

students with special needs. It is also advisable to provide the chaperones with a list of students they are responsible for. When chartered buses are used, an employee riding the bus and designated by the Principal, shall maintain the student roster.

B. Principal / Site Administrator

Responsibilities include:

1. Assist teachers in the selection of appropriate Sanctioned Trips.
2. Ensure that all required forms are completed in accordance with applicable timelines, requisite signatures have been obtained, and that the proposal is submitted for approval in accordance with the guidelines outlined in this manual.
3. Schedule field and activity trips to minimize conflicts with other school activities, including testing schedules.
4. Ensure that classes are covered for teachers on approved field trips.
5. Ensure that the sponsoring advisor has access to the school building if a custodian will not be present at the time of the field trip departure or return.
6. Ensure that all contracts and agreements have been reviewed and approved by the Purchasing Department and the Office of the General Counsel. The principal shall be the signatory on all such contracts and agreements.
7. Ensure that the sponsoring teacher knows procedures to be followed in the event of an emergency, illness, or accident. Refer to "Nursing & Health Services for WCSD Students Attending Field Trips" procedures for information regarding students with medical needs.
8. Ensure that the sponsoring teacher has arranged for coverage for any student not participating in the field trip.
9. Notify the area superintendent of any safety concerns that arise at any time before or during the field trip.
10. Maintain the original of all forms for the duration of the field trip and in accordance with the records retention procedures.
11. Review all lesson plans to ensure that trips contribute to specific educational programs conducted in the classroom.
12. Ensure that all forms have been submitted to the Transportation Department.

13. Assist teachers in making proper arrangements for scheduling trips including transportation and accommodations for students with disabilities.
14. Ensure that students with special needs are not denied participation in a District-sponsored Trip participation due to disability (i.e. work with IEP and 504 Plan case managers).
15. Determine the allocation of available field trip resources for your school.
16. Work with the Transportation Department to determine the time of departure from the destination in order to ensure the timely return of the bus and driver who may need to meet other route commitments.
17. Ensure that trips are not duplicated from grade to grade.
18. The District is self-insured for liability connected with all authorized school activities. **The importance of securing proper authorization from the principal, parents, and the responsible area superintendent (if an Overnight Trip) cannot be understated.**
19. Ensure funds are available. Students participating in a trip must assume the cost for transportation as well as any other costs involved with the trip. However, no student can be denied the right to participate in a trip because of inability to pay. Care must be taken to prevent embarrassment to the student and family in handling such situations.
20. Monitor the involvement of teachers and students in field trips to make certain that neither instructional time nor school resources are unduly compromised by multiple field trips during a single school year.

C. Transportation Department

Responsibilities include:

1. Review all properly submitted requests/forms.
2. Schedule trips in coordination with the schools.
3. Allocate school buses in an equitable manner and ensure that the bus used is accessible to students with disabilities if needed.
4. Determine the route to be traveled.

5. Work with the Principal to determine the time of departure from the destination in order to ensure the timely return of the bus and driver who may need to meet other route commitments.
6. Exercise authority to disapprove the use of school buses or commercial, leased and/or rented transportation for any of the following reasons:
 - a. Illegal use of school buses.
 - b. Excessive cost.
 - c. Insufficient funds.
 - d. Hazardous and/or unsafe conditions.
 - e. Non-availability of equipment and/or personnel.
 - f. Abuses of the field trip procedures.
 - g. Over-riding transportation priorities.
 - h. Exceeding capacity requested.
 - i. Insufficient notice.
 - j. In arrears on payments for previous trips.

D. Bus Driver

Responsibilities include:

1. Enforce proper student conduct and ensure the safety of the passengers while on the bus.
2. Determine road and weather conditions. This will include making a decision to return earlier than scheduled if necessary based on these factors.
3. Work with teachers/advisors/coaches to ensure the safety of the students.
4. Ensure that a complete student roster has been received before departing on the trip.
5. Ensure that the trip returns as scheduled and as mutually agreed upon by the Transportation Department and the teacher/advisor/coach. This includes confirming the departure time from the trip destination with the teacher/advisor/coach before the students exit the bus at arrival.

6. Conduct the state law mandated bus evacuation of students before departing on the trip.

E. Students

Students on trips will behave in the same manner as they are expected to behave in the classroom. Responsibilities include:

1. Follow all bus rules. This includes but is not limited to the items listed below:
 - a. Remain seated.
 - b. No yelling or loud conversations.
 - c. No boisterous conduct.
 - d. No unnecessary noise, such as singing, whistling, or playing musical instruments.
 - e. Not placing any part of their body outside of the bus. Nothing may be thrown out of the bus windows.
 - f. No eating or drinking on the bus.
 - g. No use of tobacco, e-cigs, vapes, alcohol, or drugs on the bus.
 - h. Shoes equipped with metal cleats or spikes may not be worn while on the bus.
 - i. No large instruments will be transported on a school bus, or on the floor of the bus.
 - j. Students must not strike or touch others or their belongings at any time as they ride a school bus.
 - k. Students are expected to follow all reasonable requests of the driver and/or teachers/advisors/coaches.
 - l. Sign the "Student/Parent Field Trip Rules and Agreement" Form, and adhere to all rules contained therein.

F. Parents/Guardians

Responsibilities include:

1. Complete and return trip's "Permission/Release" Form to the school before the trip date and adhere to all rules contained therein.
2. Ensure their student understands their responsibilities and will follow the rules and instructions of District staff; and acknowledge that a student may be sent home at the discretion of the sponsoring teacher in consultation with the school principal at the parent's expense.
3. If a parent/guardian wants his/her child to be released to him/her, provide a written note to the teacher/advisor/coach authorizing the teacher/advisor/coach to release the student.
4. Attend all orientation sessions, if applicable.
5. For international travel, be responsible for the cost of travel to and from the destination country, requisite inoculations, passport/Visa expenses, medical/travel insurance (mandatory), and any personal costs associated with the trip.
6. Refer to "Nursing & Health Services for WCSD Students Attending Field Trips" procedures for information regarding students with medical needs.

XI. FORMS & OTHER REFERENCE MATERIALS

All forms referenced in this manual can be accessed on the following website:

- <http://www.washoeschools.net/Page/5435>
- Administrative Form 5306, Travel Request Form
- Administrative Form 5307, Athletic Travel – Waiver of Liability and Assumption of Risk
- Administrative Form 5308, Student Travel – Waiver of Liability and Assumption of Risk
- Administrative Form 5311, Student and Parent/Guardian Field/Activity Trip Rules and Agreement Form
- Administrative Form 5312, International Travel / Field Trip – Permission Form for District-Sponsored Travel
- Administrative Form 7576, Annual Request to Transport Students

