

SOUTHWEST REGION SCHOOLS



# STUDENT TRAVEL HANDBOOK

UPDATED AUGUST 2019



# TABLE OF CONTENTS

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## SWRS Student Travel & Activities Board Policies

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BP 5131.8 Student Travel & Chaperones	1
Student Travel	1
Chaperones	1

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## Student Travel

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General Travel Procedures	2
Travel Approval Procedures	3
Pre-Travel Preparation	4
Student Chaperone Guidelines	5
Requirements for Coaches and Chaperones Traveling with Students	5
Chaperone Rights and Responsibilities	7
Air Travel Procedures	8
SWRS Air Carrier Requirements	8
Travel Safety	8
Preparation for an Emergency	10
SWRS Participation Agreement	11
SWRS Medical Release and Information	12
Student Meals & Per Diem	13
Per Diem Accountability Form	15

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# **SWRS STUDENT TRAVEL & ACTIVITIES BOARD POLICIES**

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## **BP 5131.8 Student Travel & Chaperones**

### **Student Travel**

The Southwest Region School District recognizes that instructional learning opportunities should include travel experiences appropriate to the educational expectations of the curricula. Further, the district recognizes that extracurricular travel sponsored by the district is justifiable only as it enhances classroom learning, either as an integral part of the instructional program or as application of school learning to outside school situations. Travel experiences must relate appropriately to student age, development, and maturity and must be planned and implemented in a manner to provide all students equal opportunities to participate or to be selected to participate.

The Superintendent shall establish procedures and guidelines for district sponsored travel. These procedures shall include the opportunity for input by parents and the local Community School Committee. Out of District travel must receive the final approval of the Superintendent (or his/her designee). Out of State travel must receive prior review and approval of the School Board.

### **Chaperones**

All chaperones for school sponsored activities are expected to set an example for students with regard to appropriate behavior. Chaperones should respect the community standards of morality and decorum during school sponsored activities and be mindful of the fact that they are representing the School District. They are also expected to take reasonable measures to protect the health and safety of students in their charge.

The Superintendent reserves the right to select all chaperones for out of state school sponsored activities or overnight school sponsored activities. The Superintendent may consult with community school committees with regard to the selection of appropriate chaperones.

*(adopted November 2, 2006)*

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# STUDENT TRAVEL

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Student travel on an approved site athletic/activity schedule (activity days, sports, local events) requires local school administration and parent consent.

All student travel not specifically scheduled on the District's Activity Calendar requires submission of a Student Travel Proposal.

Travel proposals include an approved check-off list, general description of proposed travel, budget, schedule and the plan itself. The student must meet all district eligibility requirements, and obtain parental permission before participating in school-related travel. A copy of an approved Weekly Eligibility Form is included in this section of the handbook. A Participation Agreement Form must also be completed before travel begins. The supervisor(s) traveling with the students must carry a copy of the signed Participation Agreement Form, Medical Release Form, and the Weekly Eligibility Form for each student.

All out-of-district and out-of-state travel must be submitted to the Superintendent at **least six (6) weeks** prior to travel for processing and board approval.

## GENERAL TRAVEL PROCEDURES

1. Students shall remain with the chaperone(s) at all times except during supervised free time activities while in another school. Chaperones, however, are responsible for checking on students at least once every two hours during free time activities
2. On overnight student trips, gender appropriate supervision will be provided for all students.
3. Students are expected to participate in all group/team activities, including meals, and are expected to be with the group at all times.
4. Students shall not be released to any individual without specific written authorization from the parent/guardian and the Principal prior to the initiation of the trip. Chaperones may refuse to release a student to any individual if they have safety concerns.

5. When approved travel plans include lodging in private homes, explicit parental/guardian permission must be obtained in writing prior to the initiation of the trip.
6. All students traveling by means other than commercial jet must carry on their person a survival kit while en route to their destination.
7. All student travel must comply with Southwest Region Schools cold-weather travel procedures.

## **TRAVEL APPROVAL PROCEDURES**

1. The Site Administrator must approve all travel.
2. All travel which, takes the students outside of the District must be approved by the Site Administrator, the Superintendent, the C.S.C. Chairperson, the Program Director and the Activities Coordinator. All student travel outside the state must also be approved by the SWRS Board of Education.
3. All out-of-state and out-of-district travel plans must be on file in the Superintendent's office at least six weeks prior to travel.
4. The Principal and Superintendent, or his/her Designee, must approve, without exception, all chaperones for travel.
5. Within the required timeline, the trip sponsor must submit to the Site Administrator a travel plan for approval. Upon approval of the plan by the CSC , the Site Administrator will forward the plan to the Activities Coordinator for approval. The Activity Coordinator will forward the plan to the District Office.
6. A signed Participation Agreement and a current Eligibility Form must be on file in the Principal's office before a student is permitted to travel.

# PRE-TRAVEL PREPARATION

1. The principal of each school is responsible for conducting a pre-travel orientation at the beginning of the school year with students and chaperones to include the following:
  - a) The proper use of District-issued survival kits.
  - b) Appropriate clothing for seasonal travel.
  - c) Proper conduct while on school-sponsored activities.
  - d) District eligibility requirements for travel.
  - e) Airplane emergency landing survival techniques.
  - f) Chaperone Rights and Responsibilities.
2. Students should be treated as if they are your own dependents. You are legally and professionally responsible for their welfare and safety. A successful trip depends upon careful planning and preparation.
3. A completed, three page (two pages for sports travel) Student Travel Plan will be submitted to the Central Office for approval prior to travel to unscheduled District or out-of-District events.
4. The original Participation Agreement, which includes a medical release form, and the current weekly eligibility check sheet must be on file with school principal before actual travel. Copies of both must be carried with the chaperone as well.
5. The Superintendent or his designee must approve certified or non-certified supervisions.

# STUDENT CHAPERONE GUIDELINES

The chaperone/s for any/all student travel must be designated on the approval Travel Plan Proposal. It is imperative that all chaperones know what is expected of them when traveling with students on District-sponsored trips. Responsibility for the welfare and safety of students begins from the time the group leaves until they return. Chaperones are responsible for the whereabouts of their students at all times. Principals are required to discuss chaperone responsibilities at their first staff meeting and Community School Committee (CSC) meeting. Any additional expectations from the local committee or staff should be shared with the principal, the District's site supervisor, the activities coordinator and the chaperones.

## Requirements for Coaches and Chaperones Traveling with Students

The following are some rules and ideas that are to be followed when traveling. No form can contain everything that may come up on a trip, so you will have to use some common sense and consult when Site Administration whenever possible. Make sure to share these rules with your group prior to traveling. A note home detailing your specific requirements and needs is a good idea.

- Meet the Chaperone requirements: **Background check** and mandated trainings.
- Check semester and weekly eligibility for traveling students.
- Follow Student Meal and Per Diem guidelines. See attached forms.
- If students will miss any class time for their travel, they are required to get and complete missing assignments.
- All travel, not included in the approved District Wide Activities Calendar, necessitates your filling out a "Request for Travel Authorization" form. This form needs to be filled out completely so that travel can be arranged, as well as per diem paid, if necessary. Please see your Site Administrator if you have any questions or concerns on this.
- Each student must have a "Participation Agreement" signed by the student, parent and chaperone. Carry this form while traveling as it also contains emergency medical treatment permission. A signed Weekly Eligibility form for each student must also be in your possession.

- Coaches and chaperones must be able to devote their full attention to the safety and supervision of students. Therefore, coaches and chaperones are prohibited from bringing children or other family members for which they are the caregiver on student trips.
- No person who is not an approved chaperone (with a background check) may lodge with students during a trip. Parents or community members traveling with the group/team must make their own arrangements for lodging and meals.
- Coaches and chaperones are reminded that you are representing yourself, your school, your community and Southwest Region School District and are expected to be a positive representative.

## **Chaperone Rights and Responsibilities**

1. Chaperones are expected to set an example for proper behavior. In addition, chaperones must be supervising students at all times, except as noted in General procedures, p. 4.
2. Chaperones are expected to enforce all Southwest Region Schools Activity Travel Procedures and to report all violations of the rules to the appropriate Principal(s).
3. Chaperones shall be responsible for all student free time activities (such as movies, dances and contact with individuals not associated with the District.)
4. Chaperones shall abide by the Alaska State Law.
5. While traveling with students, the manufacture, possession, distribution, dispensation, possession, or use of alcohol and/or illegal drugs is prohibited.
6. The chaperone shall carry a copy of the student's Participation Agreement and a copy of each student's Weekly Eligibility Form on each trip.
7. If the weather is marginal for safe travel, the chaperone(s), after conferring with the site administrator or designee, shall have the authority to cancel or reschedule travel. All rescheduling of travel shall be coordinated through the site administrator or designee.
8. Chaperone(s) shall have the authority to set and enforce appropriate curfew times, ensuring that students receiving adequate rest.
9. The chaperone(s) shall have the right to turn a student over to the police or juvenile authorities when, in their judgment, they are unable to control the student or the student presents a danger to his/herself or others.
10. It shall be the responsibility of the chaperone(s) to immediately notify the Principal and the responsibility of the Principal to immediately notify the parent/guardian if the student is having medical problems, being returned to the District, being held by the Police or involved in an accident. It is the Principal's responsibility to immediately notify the Superintendent.
11. It shall be the responsibility of the chaperone(s) to determine if a student is using, or is under the influence of alcohol and/or illegal drugs. The decision of the chaperone in these matters shall be final.
12. If a student leaves the group without authorization and cannot be located immediately or will not return to the group, the chaperone(s) shall immediately contact the police as well as the Principal.
13. Only movies rated "G" and "PG-13" shall be permitted for student viewing while on student travel.
14. Time shall be designated each day of travel for students to complete homework assignments.

# AIR TRAVEL PROCEDURES

## SWRS Air Carrier Requirements

1. All air carriers used by Southwest Region School District must provide the District with a current certificate of insurance demonstrating, at a minimum, state-required accident insurance for commercial air transport prior to the School District's use of that air carrier.
2. Southwest Region School District only transports students with pilots who have flown a minimum of one winter commercial season in the Dillingham/Bristol Bay area. The district and/or schools may request specific pilots from air carriers. A list of an air carrier's insured pilots, with a minimum of one winter commercial flying season experience, will be requested from each air carrier each fall. A list of district-approved pilots will be updated and supplied to every school at the beginning of each school year and reviewed periodically throughout the year. Updated district-approved pilot lists will be emailed to site administrators each time updates are done and also may be requested from the SWRS Business Office Purchasing/Travel Technician at any time. **Pilots who do not meet insurance and experience requirements must not be used for transporting students. It is the responsibility of the site administrator and coaches/chaperones to insure that students are not placed on an aircraft piloted by a pilot who is unqualified under these requirements.** You are advised to ask air carriers, when making reservations, who the pilot making the flight will be to ensure that he/she meets the above requirements.

## Travel Safety

Travel to athletic events in Southwest Region School District is primarily by airplane. In order to minimize the risks involved, the following conditions must be observed:

1. All students being transported by aircraft must have prior written parental approval. In-district events only require a one-time Participation Agreement. The Participation Agreement must be on file at the school. Out-of-district travel requires specific approval for each event.
2. All flying should be done during the daylight hours whenever possible.
3. Before groups are transported, weather conditions must fully meet FAA regulations, including VFR or IFR minimums. Should either the School District representative or the pilot be hesitant to fly, no flight will take place; nor should there be any attempts to convince others to fly. Further coaches and chaperones are prohibited from "pilot shopping" to find another air carrier if the scheduled flight is cancelled or delayed due to weather concerns. The School District will provide lodging and meals for a pilot if an over-night result accrues from poor weather.
4. Any designated chaperone/coach traveling with students is expected to adhere to the following guidelines in regard to multiple plane usage:

- a. If there is only one chaperone/coach, that person is expected to board the first plane leaving the home village and the last plane leaving the visitation site.
  - b. If there are two or more chaperones/coaches, a chaperone/coach is expected to be on each plane, as long as item (a) is adhered to.
5. Each fall, the school will provide a safety and survival workshop for students and staff who intend to participate in school activities and fly in small planes. All students who intend to participate in activities will take the course.
5. **Cold Weather Travel Requirements** (late September through mid April)
- a. Minimum temperatures for student travel
    - i. Student travel is not allowed on any piston engine aircraft when the ambient air temperature is -20°F or colder.
    - ii. Student is not allowed on any turbine engine aircraft when the ambient air temperature is -30° F or colder.
    - iii. Student transport in the back of an open vehicle or on snow machine is not allowed if the ambient air temperature is -20° F or colder, or the wind chill factor is -40° F or colder.
    - iv. Staff travel (without students) at the temperatures noted above is at the discretion of the individual.
  - b. All personnel are reminded that at no time should they feel compelled to travel when weather conditions are questionable. If you think that weather or other conditions warrant a postponement or rescheduling of travel, please inform the site administrator that a plane should not be sent for you and/or your students. If cancellations due to conditions occurs, district office should be notified in a timely manner by appropriate site personnel.
  - c. **All staff, students and others traveling on district sponsored aircraft, are required to be dressed appropriately for the weather. Each traveling teacher, coach, administrator, chaperone, etc. is expected to ensure students are prepared for survival in the eventuality of an emergency landing. We must be especially adamant on this requirement with students. This requirement shall be observed during cold weather months (late September through mid April).**
  - c. Items on their persons shall include, but not be limited to:
    - i. Proper clothing for the ever-present harsh weather conditions; i.e., each student shall have winter gloves or mittens, a warm head covering, and appropriate coat, snow pants/bibs and sufficient footwear for the conditions.
    - ii. A District approved survival kit that contains regionally appropriate items.

## Preparation for an Emergency

Prior to leaving your home, you should:

1. **Dress appropriately.** This means:
  - a. Boots suited to the weather conditions – no tennis shoes!
  - b. Headwear – stocking caps at a minimum. A hooded sweatshirt does not meet this requirement.
  - c. Outerwear that will keep you warm and dry. (a winter coat & snow pants/bibs)
  - d. Gloves, suited to the weather conditions.
2. **Carry your survival kit with you on all flights.**
3. **Before the plane departs:**
  - a. Know where the escape doors and fire extinguisher are located.
  - b. Fasten your seat belts. Make sure it is on as tight as possible without being too uncomfortable.
  - c. Know where the first aid/survival gear is located.
  - d. Know where the ELT is in the plane.
4. **If it is apparent that the plane will make a forced landing, you should:**
  - a. Re-secure your seat belt.
  - b. Protect your face, head, and neck.
  - c. Mentally plan your escape from the plane.
5. **After an emergency landing, you should:**
  - a. Following the pilots directions, assure the safe evacuation of yourself and others from the plane.
  - b. Make sure everyone is at a safe distance from the plane – in case of fire or explosion.
  - c. Administer first aid, check the following:
    1. Breathing
    2. Bleeding
    3. Circulation
    4. Treat for shock
    5. Bind wounds to prevent movement
    6. Burns
  - d. If there is no fire, check to see that the ELT is activated. Do not turn on any other electrical switches.
  - e. Establish shelter from the weather.
  - f. Plan how you will signal rescuers when they arrive and make preparations to do so.

# SWRS PARTICIPATION AGREEMENT

(Must be submitted to the Principal)

School Year: \_\_\_\_\_ School: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

As a participant of Southwest Region School Activities, I agree to the following:

1. I will obey the instructions of my supervising adult in a respectful manner the first time asked. The decision of the authorized chaperone is final.
2. The chaperone is to know and agree to my whereabouts at all times, I accept responsibility for my own actions and will act in a mature manner at all times that I am representing myself, my family, my community and the Southwest Region School District.
3. I agree to attend and to participate in all of the scheduled activities (including curfew).
4. I agree to adhere to the Illegal Substances Policy of Southwest Region Schools and know that I will be sent home immediately if this policy is violated. This policy states that use of tobacco products, alcohol or illegal substances by students is not tolerated and that the 'use of drugs/alcohol by chaperones on school trips is also not allowed.
5. I will be responsible for any expenses not provided for (i.e., telephone charges, movies, videos, etc.)
6. I understand that violation of any of the above agreements may result in the immediate expulsion from the activity and that my parent/guardian may be notified that I am being sent home at their expense. The school may enforce additional consequences (i.e., ineligible for future travel, suspension, even expulsion.)
7. Furthermore, I understand, that Southwest Region School District does not assume responsibility for injuries sustained in travel activities. Also, the undersigned parent/guardian consents to have the group chaperone seek emergency medical treatment as maybe necessary for the welfare of the above-named student by qualified medical personnel during all periods of the time the student is away from home as a member of the approved student activity, and hereby waive on behalf of myself and the above-named student any liability of the school district, and of its' agents or employee, arising out of such medical treatment.

I have read the above participation agreement and discussed the consequences of violation of any of these agreements with my child.

By signing in the space provided below, I am agreeing to the above terms and conditions:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Coach/Chaperone: \_\_\_\_\_ Date: \_\_\_\_\_

# SWRS MEDICAL RELEASE AND INFORMATION

## Agreement and Consent for Treatment:

This is to certify that I, the undersigned parent or guardian, hereby consent to and authorize the administration and performance of all needed medicines, and performance of surgical treatment and the administration of any anesthetic that may be necessary and advisable in the event of any medical emergencies regarding my son or daughter. It is understood that efforts shall be made to contact the undersigned prior to rendering emergency treatment to the patient.

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Student's health and/or accident company: \_\_\_\_\_

Pre-existing medical condition(s): \_\_\_\_\_

Current medications (that student will need during travel.) \_\_\_\_\_

List all allergies, especially to medications: \_\_\_\_\_

Does chaperone/medical provider have your permission to administer:

Tylenol? \_\_\_\_\_ Yes    \_\_\_\_\_ No

## Parent/Guardian:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

# STUDENT MEALS & PER DIEM

The purpose of providing funds for meals (per diem) on a student trip is to assure students are provided with adequate and healthy meals.

Per Diem advances must be requested on the Travel Authorization Form and approved by the Site administrator. It is the Site Administrator's responsibility to get travel advance requests to the Business Office at least 10 business days prior to travel to provide enough time to process.

Each participant traveling, including coaches and approved chaperones will be budgeted meal money when meals are not served by the host, lodging or event. When meals are provided to the group (ie: team is eating together at a restaurant) **no individual per diem will be paid**. Travelers are expected to eat with the group.

Meal money is intended to be used for meals only; no other expenses will be approved or allowed.

Coaches/chaperones will be asked to use the district card for meals whenever possible. Per Diem will be issued to the student group chaperone. It is the responsibility of the chaperone to track spending, especially in the case when a credit card is supplied with a larger dollar amount than the per diem authorized amount. When per diem is used in the form of a credit card, receipts are required to be kept and turned in. At the end of travel, the chaperone must return the credit card to the school.

Per Diem issued to the chaperone in the form of a check or cash will require that everyone receiving meal money for individual meals sign to attest to the fact that they received the meal amount. The signature page must also include the amount distributed (Student Per Diem Sign Out Form). Unassigned monies are to be returned to the school.

Groups are expected to eat as a group whenever possible to preserve student travel funds and maximize travel opportunities.

Each participant and chaperone is allowed up to a maximum of \$55.00 per day for meals based on the following breakdown:

\$10.00- Breakfast

\$20.00- Lunch

\$25.00- Dinner

The Distribution of Per Diem should not exceed the maximum amount for any meal. If the chaperone feels the meal amount is higher than what is needed, the chaperone can lower the per diem amount for any or all meals. Do not distribute money for more than one (1) meal at any one time.

By signing below you agree to follow the above guidelines:

\_\_\_\_\_

Chaperone Signature

Date: \_\_\_\_\_

# PER DIEM ACCOUNTABILITY FORM

**Chaperone:** Please list students below and have them initial in the appropriate space when per diem is distributed each day. This form should be returned to the Principal upon return from you trip. Do not give more than one (1) meal payment at any one time.

**Students:** Your initial in the space below each date indicates that you received the per diem listed in order to cover your meal expense during your trip.

Per Diem cannot exceed the following amounts per meal:

- Breakfast \$10, Lunch \$20, Dinner \$25 = Full Day \$55

*Chaperones have the authority to lower the per meal amount based on location of meal (i.e. McDonald's does not warrant a \$25 dinner allowance) but cannot increase it.*

DATE ->									
NAME	AMOUNT DISTRIBUTED								
<b>Total Distributed</b>									

\_\_\_\_\_ Coach    \_\_\_\_\_ Date    \_\_\_\_\_ Principal    \_\_\_\_\_ Date