

Seattle Public Schools

Principal Review of Field Trip Proposal

Teacher or other staff proposing a field trip, especially overnight or out of the country, must meet with their principal and review the following requirements **BEFORE** announcing or promoting the trip to students or families. Principal should initial each section if approved or indicate specific additional requirements to be met before trip can be approved.

- 1) Does the proposed trip have a clear link to the curriculum and instructional goals of the program?
Is it part of your Athletics programs? Is it an ASB activity approved by the ASB leadership?

_____ Approved

Additional Requirements:

- 2) Are the proposed trip dates in conflict with other school priorities?

- a) Start of school
- b) Testing dates
- c) Religious/cultural observances that would prevent student participation
- d) Parent conferences or school events
- e) Other conflicts: _____

_____ Approved

Additional Requirements:

- 3) What is the proposed destination?

- a) Is it a site designed for youth or adult (high school age) outdoor education?
- b) Host site for K-12 scholastic, musical, athletic competition?
- c) A site with special cultural, historical or scientific significance?
- d) Is there a closer / less expensive site that would provide a comparable learning opportunity?
- e) Are there environmental hazards (extreme weather, wildlife, crime) that require special planning? Is this the wrong time of year to travel there (mountain passes in the winter, etc.)?

_____ Approved

Additional Requirements:

- 4) Are all of the proposed activities acceptable; have they been checked against the Activities Matrix and specific written approval from risk management received for those that require it?

_____ Approved

Additional Requirements:

- 5) Do transportation plans meet district requirements?
- a) Yellow bus, charter bus, Metro, scheduled air/rail/ferry?
 - b) Will travel arrangements beyond local bus and charter use SPS travel office for booking purposes?
 - c) If district employees will be transporting students, are all pre-authorized and is this noted in the appropriate permission slip document?
 - d) If volunteer chaperones will be driving, will all be screened and complete Driver Checklist and is this noted in the appropriate permission slip?
 - e) If travel arrangements are left to students and families, is the acknowledgement of no district transportation being collected from all families?

_____ Approved

Additional Requirements:

- 6) What is the group of students that the trip is proposed for?
- a) Are the activities appropriate for the age of the students?
 - b) Does the site have capacity to safely host all students?
 - c) Have ELL, SPED, and Counseling staff been consulted to ensure all eligible students are included?
 - d) If only a subset of students can travel, is the selection process clearly defined and equitable?
 - e) For students of differing abilities, are the site/transportation/activities accessible to the greatest extent reasonably possible while maintaining the core learning objectives?
 - f) Are there students in the group with medical needs that will require special training of chaperones or the presence of a nurse?
 - g) Are there students in the group with disciplinary or behavioral challenges that would potentially preclude them from traveling for their own safety or that of other students? That would require special awareness or training for chaperones? Has an administrator and counselor reviewed the proposed student list with this question in mind?

_____ Approved

Additional Requirements:

- 7) Are there adequate supervision plans in place?
- a) Are minimum chaperone ratios met? Is a greater number required for the site/activities?
 - b) Is the lead chaperone a district employee working at your school or in the program? Does he or she have experience in leading field trips?
 - c) Are they certificated, classified, hourly, or community partner: _____?
 - d) Will chaperones of both genders be present? Are chaperones the appropriate age to chaperone overnight, out of state, or out of country trips?
 - e) How many parent chaperones will be required? Is adequate lead time allowed for background checks? Will alternate chaperones be prepared to go in case one is sick, unavailable or sent home?
 - f) Are plans for overnight supervision appropriate for the specific lodging arrangements on this proposed trip? For the ages and numbers of students participating?
 - g) Is a meeting scheduled to orient all staff and volunteer chaperones to their duties and the specific requirements of the trip?
 - h) If there are trip-specific requirements, are there plans to ensure the chaperone team includes required skills?
 - i) First aid certification (wilderness or mountaineering first aid for remote trips)?
 - ii) If the group is doing its own cooking, a food handler's permit?
 - iii) If trip includes activities requiring specialized knowledge, are there persons certified in those skills (e.g. lifeguard when at beach/pool, rock climbing instructor)?

_____ Approved

Additional Requirements:

- 8) How will costs of trip be covered?
- a) Is this an ASB event?
 - b) Are fundraising plans reasonably designed to cover all trip costs?
 - c) Are proposed fundraising activities acceptable under district fundraising policies?
 - d) Students whose family economic situation does not allow them to pay full costs must have the opportunity to participate. Is fundraising plan adequate to include all students?
 - e) Are all funds properly receipted and deposited into ASB or school account, not into personal bank account?
 - f) If teachers' expenses are being covered by the travel agency or other outside organization, have they completed the conflict of interest disclosure form?
 - i) Are any perks received limited to travel expenses ?
 - ii) Are any stipends or bonus trips applied to reduce costs for students?

_____ Approved

Additional Requirements:

9) Will parents/guardians be fully informed of the risks of the trip?

- a) Is there a comprehensive description of activities and destinations prepared for the Parent/Guardian Authorization form?
- b) Are parent meetings being scheduled to allow parents to ask questions and address concerns?
- c) What are the plans for communicating with families who cannot attend a meeting or whose primary language is not English?

_____ Approved

Additional Requirements:
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Have you, as principal, received all the information you need about trip destination, activities, chaperones, supervision and emergency plans? Have all additional requirements been met and all questions answered to your satisfaction? After reviewing the information, do you approve of the trip moving forward to planning and publicizing phase?

Approved: _____ **Date:** _____

Follow up meeting scheduled for: _____