

Triptracker Field Trip Procedures
Roanoke City Public Schools
2019-2020

In order to ensure that educational field trips are submitted in a timely manner and to eliminate unnecessary repetition when requesting field trips, please follow the guidelines below. Depending on size of school and number of trips, it is recommended that the principal authorize one or two staff members to enter all field trips into Triptracker. Triptracker is the software for managing field trips.

Day trips (includes walking, automobile, school bus or charter bus)

1. All entries for field trips must be submitted into Triptracker **30 days** before the departure date of the trip. Walking trips require a **14 day** prior approval.
-Principals may request that the Executive Director for K-5 Education (Elementary trips) or the Executive Director of School Improvement (Secondary trips) grant an exception for unforeseen circumstances. Exceptions may include: special invitations, district, regional, or state assessments or events.
2. Entries in Triptracker must be complete with all required details and explanations provided so that the trip may be approved. Lack of information will result in delays or a denied trip.
3. Field trip information must include, but not be limited to, trip name, trip destination, grade level(s), date of trip, departure and return time of trip (day trip times are between 9 a.m.-2:00 p.m.), account/funding, number of students and chaperones (*one chaperone for every ten students*). Please contact the Transportation Office prior to scheduling a trip outside of the 9:00 a.m. – 2:00 p.m. window. At least one chaperone must receive training in medication administration and the administration of insulin and glucagon before the trip.
4. Additional required information includes:
 - a. Cost of trip
 - i. Under current budget constraints, field trips should be supported through grants, PTA, or student-collected funds.
 - ii. **Coverage for teacher chaperones on a field trip should be provided in-house rather than using local (unrestricted) funds to purchase**

substitutes. Parents may not be directly responsible for supervising students. Only professional employees of RCPS may chaperone a field trip. Parents may not chaperone, unless they are RCPS professional employees. The principal or district administrator determines who will chaperone a field trip.

- iii. In the event that a field trip is to be paid by an instructional department budget, approval from the appropriate manager (coordinator, supervisor, director) is required and must be noted in the information submitted for the trip.
 - iv. Requisitions for the transportation cost associated with the field trip will be prepared and processed through the Office for Teaching and Learning.
- b. Educational objective
- i. All field trips must have an objective relating to one or more Standards of Learning or describing the educational benefit to students.
 - ii. No trip will be approved without an educational objective.
 - iii. Trip/Club Sponsors in partnership with the school principal will outline and identify participation criteria for all field trips including extracurricular and club field trips. The principal will send the trip criteria to the appropriate Director, Supervisor or Coordinator for approval. Depending on the type of trip (Day/Overnight) the Director, Supervisor or Coordinator will send the criteria to the Executive Director for K-5 Education (Elementary trips), the Executive Director of School Improvement (Secondary trips) or the Superintendent for final approval. Criteria must be communicated to parents and students with the field trip announcement. Criteria is usually attendance and behavior-related. Under no circumstances are benchmarks or simulations (test predictor instruments) or tests to be used as criteria.
- c. Mode of transportation must be indicated, whether walking or traveling by automobile, school bus, or charter.
- i. When traveling by car all adults who transport students must provide the Purchasing Office with a certificate of insurance.
 - ii. When traveling by school bus use the following fees to estimate the cost of the field trip (2019-2020 trip rates):
 1. Rates for trips are \$32.00 per hour with a two hour minimum.

iii. When traveling by charter bus, remember that:

1. All charter trips are handled by Durham School Services. Call Durham School Services at 540-970-3000 to receive a quote for charter bus transportation.

After the trip has been submitted in Triptracker, both the principal and the Executive Director for K-5 Education (Elementary trips) or the Executive Director of School Improvement (Secondary trips) must approve the trip. Upon approval the trip will route to the Transportation Department and Director of Transportation will approve and provide the trip information to Durham School Services.

A trip is considered late when it falls outside the 30 day window prior to departure with the exception of walking trips. Schools are not authorized to enter late trips in Triptracker.

All late-entry field trips require prior approval of the Deputy Superintendent. In addition to all required trip information, you must provide an explanation as to why the trip was not entered on time. If the trip is considered instructionally viable by the Executive Director for K-5 Education (Elementary trips) or the Executive Director of School Improvement (Secondary trips), the Deputy Superintendent will contact the Director of Transportation to determine availability of transportation.

Overnight Field Trips/Extended Day Trips (Cost Exceeding \$2500)

In addition to the information that must be submitted into Triptracker for all trips, an overnight/extended day field trip requires the submission of an Overnight/Extended Day Field Trip Approval Form. The Overnight/Extended Day Field Trip Approval requires information relating to lodging, safety concerns, costs and sources of funding and other information concerning the aspects of the trip. All out-of-state and out-of-country field trips must be pre-approved by the Superintendent before the online Triptracker entry can proceed.

Trip sponsors should plan a meeting with principals/central office supervisor 3-6 months before trip departure date to present details of trips before planning with students and/or parents. (Trip Objective, Location, Method of Transportation, Lodging, Tentative Itinerary, Budget, Estimated Cost, and Fundraising plan).

Exceptions may include: district, regional, or national events.

1. All overnight field trips that include male and/or female students are required to include male and/or female chaperones (respectively). Please note trips that fall under the 1:10 chaperone to student ratio may require an additional chaperone. At least one chaperone must receive training in medication administration and the administration of insulin and glucagon before the trip.) There are no exceptions to this requirement. **Spouses of employees and volunteers may not serve as chaperones.**

Typically, overnight field trips require the use of charter transportation. The schools must not contact the bus company (such as Abbott, Precious Cargo, and so on) directly. **However, if a school is arranging a “package charter” (meaning, a charter trip that includes tickets, lodging, meals, and so on), the school may contact the charter company directly for quotes and billing.**

Trips Out-of-the-Country

Trips Out-of-State and Out-of-the-Country must be approved by the Superintendent prior to arrangements being made.

Additional Staff Procedures-All Trips

- 30 days before departure notify food services with an approximate number of students participating in the trip.
- 10 days before trip notify food services with final student count and ID numbers.
- 30 days before departure notify school nurse with approximate student count and ID numbers. (Please note at least one staff member must receive training in medication administration and the administration of insulin and glucagon before the trip.
- Please note overnight trips require more planning in regards to medication administration. Please provide the school nurse with a student list at least 30 days before departure
- 10 days before trip notify school nurse with final student count and ID numbers.
- 24 hours before departure the trip sponsor must turn-in copies of the following to the principal: permission, media, and health forms. Forms should be in alphabetical order.
Trip sponsors must take the permission and health forms on all field trips. Teachers must take a student media release list on all field trips. Any students without media releases may not be photographed on the trip.

If you have additional questions regarding a field trip or the field trip process, please contact the Office for Teaching and Learning (853-6113) for clarification and assistance.