



The Harker School Domestic Overnight Field Trip Handbook

August, 2024

Getting Started

All overnight trips led by Harker faculty and involving students are considered field trips. That's the term we'll use to describe our trips – no matter what their purpose.

First thing: Approval

Before you've discussed a trip with your students or primed the parents, it needs an approval from administration. Discuss it with your department head first. At the latest, this should be done by the first week of October. This includes even speculative travel, for example, if our students participating in a national exam will qualify for an on-site competition if they score at a certain level on the testing that occurs here, we always should assume that a student or students would qualify and begin to prepare a contingency travel plan.

Please make sure to budget for any trips that you may be planning for the future during the yearly budgeting cycle.

Communication

Parents

As soon as the trip is approved, communication with parents begin. Even before the permission slip is generated, a flyer with trip details: who, what, where, why, how, and how much it will cost – sent home to parents can prepare them for what is to follow.

For a simple weekend trip, it may be possible to do all communicating by email. For longer, more elaborate trips or competitions, it may be necessary to hold a meeting for parents to attend at which time the pertinent forms can be distributed or collected.

Direct contact should be maintained with all parents during any overnight trip, no matter the duration, either by the trip leader or designated chaperone. Even if it is just to say "we've arrived" or describe some challenge that occurred. Otherwise, the students will control the communication link to their parents, and in some cases, that may not be in the best interest of the field trip's success. Though the medical form contains a lot of important contact information, the permission form describes the responsibilities of all parties, and the Appendix contains information like hotel addresses and phone numbers, the trip leader may want to make sure the following specific information is shared.

- Phone and email contact information: hotels, cell phones (both parents' and chaperones')
- How prescription medication will be dispersed, and any medical issues managed
- When the chaperone(s) will contact parents, under what circumstances
- Student's behavioral expectations, and what will happen if a student violates them – in some cases, if the trip is long enough, a parent might be required to come pick up their student
- If drop off or pick up is happening after normal school hours at Harker, the timeframe during which parents can expect the entry gate to be open, or what time to be at the airport

More information, rather than less, will go a long way to ensuring that parents are supportive in cases of emergency, sudden illness, or needed disciplinary response.

Students

Email contact with students should be maintained through their Harker account. When traveling as a group, however, phone contact and text messaging are used more often by students. For professional activities such as field trips, it is acceptable practice to exchange cell phone information for the purpose of emergency contact.

However, using a school approved communication tool such as Remind or Slack are the recommended modes of communication

For the protection of all employees, all messages exchanged with students should pertain only to the trip and school business.

The school

A school liaison should be designated for each field trip. The default contacts are the division head and the assistant head for student affairs. Their school cell phone number should be programmed into the phone of every chaperone on the trip in case assistance is needed from school.

Initial planning checklist (Make an appendix)

- ☐ Date(s) of trip _____
- ☐ Destination / Activity _____
- ☐ Name of group attending _____
- ☐ Purpose _____
- ☐ Time of departure/Desired time of arrival _____
- ☐ Expected time of return to Harker _____
- ☐ Potential/optimum/maximum numbers of students _____
- ☐ Number of chaperones needed and names of those you've recruited _____
- _____
- ☐ Type(s) of transportation required/desired (bus, plane – and if so, desired airport, Suburban/Sprinter, van, rental car – if chaperones are driving, they must be on Harker's Approved Drive List) _____
- _____
- ☐ Account to which any expenses will be charged (sufficient funds available?) and name of the approving manager if not you _____
- ☐ Name and phone number of administrative liaison/emergency contact _____

VersaTrans – It's not just about transportation

VersaTrans is the software that Harker uses to allocate transportation resources among our own bus fleet, secondary vehicles, and also for chartered buses as well. In addition to that, it is the communication link that informs key administrators, the transportation office, the office of student affairs, the nursing staff, and the attendance office about trips that are on the horizon. Trip leaders are responsible for the timely and accurate entry of information into VersaTrans as a critical component to the success of any field trip.

The account to be designated for all overnight field trips is now US Overnight. (Debate trips are exempt from this designation.) All recurring overnight field trips should be entered into VersaTrans no later than the first week of October for inclusion in the planning calendar. Exceptions can be made where a rare opportunity arises on short notice with the approvals referenced above. To ensure that you will be able to arrange transportation, generate, distribute, and receive health and permission forms, and make necessary fiscal

arrangements, **VersaTrans entries should minimally occur 4 weeks before the date of the trip, and longer if possible.** An example of a blank Trip Request is included in the Appendix for reference.

Prior to entry into VersaTrans, if the transportation request will include a request for charter bus or plane travel, a request for quote should be forwarded to the Office of Student Affairs.

The VersaTrans system will issue three confirming emails to the trip leader:

- 1) After the trip is first entered into VersaTrans.
- 2) After it has been approved.
- 3) When the transportation manager has completed any scheduling of ground transport vehicles (usually a week before the trip).

An example of confirming email is included in the Appendix.

VersaTrans is accessed online in the faculty portal. There are tutorials available to help guide you during your initial use. If you have questions, you can contact the student affairs office, x685, for assistance.

Transportation Planning

As the transportation request is entered in VersaTrans, the elements of ground transport can be coordinated with Heather Armada at Heather.Armada@harker.org. If air travel is involved, then the assistant in the office of student affairs can help with group travel arrangements. Details for both modes of transport are referenced below.

Harker vehicles

If the group is small enough, and trip leader and/or chaperone(s) are Harker-Approved drivers, then it may be possible for the school's Suburban's or Sprinter's to be utilized for transport. As athletic teams have priority use of the vehicles, use can be dependent upon those schedules. If need be and finances permit, a multi-passenger van may be rented for use on the trip. The trip leader will need to provide an account to which those fees may be charged.

Harker bus and driver

If the destination is less than 100 miles from Harker, a Harker bus and driver may be utilized. The transportation manager will schedule within the VersaTrans system, and the trip leader will receive an acknowledgement of the assignment and confirmation of timetable. If the drive includes a meal break, the trip leader is responsible for feeding the driver from the trip's travel funds. If the driver will stay overnight with the group, a separate hotel room will be required for the driver. Harker buses do not have a great deal of luggage room, so if the trip includes a large number of students and luggage a charter bus may be necessary.

Harker buses can also be used for airport drop-off during normal school hours. Harker does not provide transport to the airport for any departures after 8:00 p.m. in the evening or on weekends or breaks, nor will they normally provide pick up and return to campus after 8:00 p.m. in the evening or on weekends or breaks. Those transports will need to be coordinated directly with parents. However, small vehicle transport back to campus may be arranged for adult chaperone groups from the airport if a driver is available to work at those times.

Chartered buses

Trips of more than 100 miles may require chartering from a private company, and sometimes depending upon our own fleet's scheduling, chartering may be necessary for closer travel as well. SPAB buses must be used when chartering. Charters must be paid for from the account supporting the trip. A group may request a charter in lieu of a Harker bus for shorter trips if they are willing to pay for it. More information about accounting for these fees is included in the section on charges, deposits, and business office considerations.

Air transportation

If air travel is required, you should begin researching the options at least 60 days prior to your trip. You can do your own research and coordinate with the office of student affairs or allow the office to research possible options as well. In either case, in order to book the travel, the following information will be needed.

Additionally, a school credit card may be needed to facilitate the booking.

- Full names and birthdates of all attendees, based upon Driver's Licenses or Passports (if over age of 16), and their status (student/chaperone/faculty/staff).
- Dates of travel
- Destination
- Time that you need to be at your final destination, and time you can leave the location
- Preferred local airport (San Jose is default) for departure and return
- The account to which this will be charged and the approving manager
- Emergency contact name and number for the airline
- Name of conference or event attended/name of group traveling
- Reason for travel

Once this information is provided research can begin. As soon as options are developed, the trip leader will be contacted, and approval arranged. Approval can initially be verbal but must also be confirmed by email. After management approves the expenditure, the trip can be booked.

The Harker School Travel Policy referencing all details pertaining to employee travel and guidelines is located under the Business Office heading of Employee References within the Faculty Portal and should be reviewed prior to making any airline travel arrangements for faculty and staff.

The reservation process for all trips involving airline travel should begin *no less than 28 days in advance* to be able to seek out the best possible flights and rates. By following the goal to have all field trips in the system by the first week of October this should not be an issue for most trips. For those trips that must be last minute due to, for instance, students qualifying for the next level of a competition, then arrangements must be made immediately following the release of details to the trip leader from the hosting organization and the division head notified as well.

These variables must all be determined before the permission form/liability waiver can be issued, because the clause regarding cost must be accurate before submitting to parents for signature. Their signature makes them liable for the cost of the trip that includes all non-cancellable items such as airfare and lodging, whether their child attends or not.

Car/vehicle rental at destination airport

If a vehicle rental is required at the destination, the number of people involved, and the name of the Harker-approved driver(s) are required. Car rentals will need to be paid directly by the trip leader unless If paid by trip leader directly, reimbursement is available if a receipt is returned to the office at the end of the trip.

Lodging

As you are planning your trip, please keep in mind the following:

- Number of rooms requested
- Proximity to conference or event
- Hotel or conference discount associated with your trip
- Desired hotel name
- Address of conference or event so that other lodging options can be explored if desired hotel is not available
- No student should be in a hotel alone
- Students are not allowed to visit other students in their room

The same rules for approval and billing apply as above.

Documentation – Required

The following documents are those that are mandatory submissions for every overnight field trip.

VersaTrans Field Trip Request

This was described above and is included in the Appendix.

Field Trip Permission and Waiver Form

The permission form must be generated by office of student affairs. In order to complete it, *an itinerary for the entire trip that includes all actual and potential activities*, must be submitted. The document must specify all the inherent risks on the trip, and so the office of student affairs assumes the responsibility for creating the original documents. The cost of the trip is to be part of the submission as well. If the trip includes any physical activities (hiking, biking, climbing, game play, etc.) then an Appendix must be created that includes a risk evaluation that is for the parents to keep as reference. To limit Harker's exposure both of the parents or guardians as well as students over 18 participating on the trip must sign this document – unless there is clear single custody. This document should be requested at least 4 weeks before any field trip to allow sufficient time for its creation, distribution, and collection. *All forms for any trip are due in the student affairs office at least 5 days before the trip departs* to allow review and coordination with the attendance office, who will pre-enter any missed class time by students. For domestic trips the originals are maintained in the student affairs office.

Attendance Roster

If leaving during school hours, an attendance roster verifying who is leaving campus with you should be submitted to the attendance office. If leaving outside school hours, an email verifying final attendance should be sent to the attendance office if school time will be missed by any of the attendees.

Other Documents – not submitted, but you may need or find helpful to hold or share

- Field trip rosters, including separate travel rosters if students are on more than one vehicle or flight
- Attendance checklists
- Chaperone groups
- Rooming lists
- Airline tickets
- Printed student photo lists with emergency contact information from Infinite Campus.

Chaperones

Requirement

Every overnight trip requires two chaperones or administrative approval under unique circumstances

Ratios

For groups of 6-18 upper school students, 2 chaperones are acceptable. After that, a 1:9 ratio is acceptable.

Responsibilities and recruitment

The **Chaperone Responsibility Training** document which describes the duties and role of chaperone is located on the faculty portal under field trips. The Trip Leader should meet with and brief the chaperone time on the specific timeline and responsibilities that may be unique to the trip they are planning as well as the general guidelines.

They should also be given:

- The complete itinerary and timetable (Appendix A of the permission form)
- Roster of attendees with contact information, and list of their specific chaperone group, if any
- Health summary created by the nurse
- Contact information for all other chaperones on the trip, and emergency contact number from Harker

Recruiting chaperones for your field trip should begin as soon as approval is arranged. It can be very challenging to find teachers and exempt staff available who are not already committed to other activities.

Non-exempt staff as chaperones

The use of non-exempt staff for chaperoning is discouraged. Since they are compensated hourly, they must be paid for every hour they are on the clock, and in a chaperone situation, that can be 12-16 hours a day, resulting in significant charges that will be allocated to the trip. The Human Resources guidelines for meals and breaks must also be followed. If a trip leader feels that they need to utilize a non-exempt employee as a chaperone, then it must be approved in advance by the division head, Human Resources, and the business office.

Parents / Staff spouses

It is not best practice to use parents or staff spouses as volunteer chaperones. If this is desired or necessary, it must be first cleared with the division head. The parent or spouse must also be cleared through Human Resources, with a LiveScan clearance and TB test conducted.

If a staff spouse is utilized as chaperone, it must be made clear that the priority is the work as chaperone and to provide safe support for students, especially in the case of an emergency.

General Trip Safety

Students

No matter the age, when they are out – in an airport, sightseeing, or eating, etc. – they are always with at least one other student. No exceptions. If you are traveling alone with a student in support of a special award of competition, you become the “buddy.”

When sightseeing, students should be advised whom to contact if there is an emergency if they are not in the immediate presence of a chaperone, and the place to which they would all return should some sort of general emergency occur. These “places to call” in order, would be chaperone, trip leader, other chaperones on the trip, school trip liaison, division head, main office number. The idea is that the emergency numbers begin with those in closest contact with them, then expand back to the school if no one locally can be reached. Encourage them to make these calls before contacting parents, if possible, though they will and should call parents if the emergency is such that parents would be worried if the student did not contact them.

Students should also be required to check in regularly with the chaperone team every 60 minutes even if they are being given a fair amount of time to be on their own. Decisions about how much free reign is to be given to students should be based on the overall age and location of the group.

Always Be Counting

Whenever you board a bus, prepare to board a plane, disembark, prepare to enter a hotel or convention site, etc. a count of the students should be taken. Whether by chaperone group or through confirmed head count, this is a boring but critical portion of trip safety. Whatever system you use, including anything to make it fun and less monotonous for the students, thank you for doing it. Please make all attempts to be seated near the students when traveling by plane. Seating yourself a row behind students or in front is the ideal situation.

Hotel Safety

When the group first gathers at the hotel/motel, even before issuing room keys, a determination of where the group should meet in the event of an or evacuation should be determined. For large groups where it is easier to group by chaperone groups, these do not have to be on top of each other, but it should be easier for the entire team to connect once that’s done.

Every alarm that goes off in a hotel will result in evacuation to the gathering place. Even if told that it is a “false alarm,” if the alarm sounds you will evacuate to the designated location, complete a head count, and confirm with management that is safe to return to the rooms.

Convention/Event Safety

To some degree, the same safety considerations apply at a convention site. A group meeting place should be determined, and check-in times developed if the group is spread out over a venue. Even if given good general instruction by the meeting host, a specific meeting place for the Harker group should be part of any planning process.

Illness

If a student becomes too ill to attend the day’s activities, but not so ill as to require medical care, a chaperone must be designated to remain at the hotel as support for the student. Regular checks of the student’s condition should be made throughout the day, and if necessary, chaperone should remain with the student until remaining travelers have returned to the hotel. If a temperature is suspected, locate a thermometer for confirmation. If there is not a second chaperone, the group’s activities may need to be cancelled.

In case of student illness, regular and direct communication with parents is an absolute necessity. Even if it seems minor, a student may contact home and describe the symptoms and create worry in the mind of the parent. In these circumstances, regular communication by the trip leader or designated chaperone can go a long way to alleviating worry.

If the illness is determined to be contagious, room assignments should be altered. If the illness is serious enough that the condition needs constant monitoring, it may necessitate that a chaperone sleep in the room with the ill student, unless doing so might expose the chaperone to contagion. If this is necessary, then parents need to be informed in advance of the decision to authorize. At that point, they may want to just come get the student.

Students may not travel by air less than 24 hours after exhibiting any fever over 100 degrees. Contact parents immediately when it becomes clear the child's health/fever status will not allow her/him to return with the rest of the students. Although it would have been included in the original permission form, parents should be advised that additional expenses will be incurred as a result of the extended stay. A chaperone will have to stay with the students under these circumstances, and if the trip has only a single chaperone, the entire group will have to stay until conditions improve.

For safety's sake, obtaining a doctor's evaluation to confirm that a student is too sick to fly is recommended.

Local Emergency Room

In the planning process, the location and phone numbers of the closest Hospital and/or Urgent Care should be determined and included in communication to chaperones, students, and parents.

Student Behavior

Students should always be reminded, no matter the grade level, that on any overnight field trip, all rules of the school apply all the time, 24/7.

The elements of the "Four Pillars" – Respect, Honesty, Fair Treatment of Property, and Safe and Healthy Environment are the guideposts for Harker student behavior. This should be no different while on the road.

You may want to establish "field rules" specific to your activity that essentially are extensions of school rules to which the students need to adhere. You can remind them that these are for their own safety, and yours, because you want to return them to their parents safe and sound when all is said and done.

Some of these areas will require field rules particular to the situation in which you are in:

- Check-in and lights out expectations – all check-ins done face-to-face without exception
- Students should not be in each other's rooms without supervision
- Punctuality when meeting times have been established
- Adherence to the Buddy System
- Maintenance of dress code for your event
- Students must demonstrate courtesy and respect toward each other – even with those who are not their favorite persons

If a situation arises that is a serious violation of school rules, immediately contact your trip liaison, division head, or dean of students to brief them on the situation and discuss plans of action. The idea is that any decision made in the field has the support of the administrative team so that if parents disagree with the response, they are now dealing with administrators at school while the trip leader can hopefully continue with the trip in the field.

Reimbursable expenses

Per The Harker School Travel Policy, meals and certain miscellaneous travel costs are reimbursable. Consult the Travel Policy for specifics on both acceptable and non-reimbursable expenses. Certain expenses may need to be approved in advance of the trip. If in doubt, consult your trip liaison for guidance.

APPENDIX

Field Trip Checklist - Before the Field Trip Departs

- ☐ Discuss plans with department chair, dean, division head and gain approval from the division head before any discussion with students or parents.
- ☐ Make sure that budgetary considerations have been fully addressed: sufficient departmental/organizational funds are available, pass along limited and reasonable cost to parents if necessary, and gain administrative approval for cost structure as well.
- ☐ After approval is obtained and details confirmed, enter the information about the trip into the VersaTrans field trip system. **US Overnight** is the designated account.
- ☐ After administrative approval move forward with any conference, lodging or air travel reservations.
- ☐ Contact Assistant Head for Student Affairs to determine which administrator will act as communication liaison for the trip in case of emergency and share 24-hour cell phone contact information.
- ☐ Share cellular phone contact information with all parents.
- ☐ Recruit additional chaperones as necessary to maintain proper ratio of students-to-chaperones. If teacher-chaperones are involved, make certain they arrange substitutes if teaching schedules are affected.
- ☐ Read and follow all guidelines in the Chaperones Responsibility Training Outline and Faculty Handbook to communicate responsibilities most effectively to your chaperones.
- ☐ Contact office of student affairs for assistance in generating Permission and Waiver Form, Appendix A.
- ☐ As soon as the forms are prepared, distribute them immediately to students/parents.
- ☐ Provide Counseling Office with list of students attending trip so their academic standing can be reviewed to verify their suitability to miss classes if classes will be missed.
- ☐ Meet with chaperones and review all of their specific responsibilities. Share contact information, rooming lists, chaperone groups, itinerary and check-in protocols, and responsibilities in case of any emergency. Prepare them to administer prescription medication and follow record-keeping protocols for same. Review protocols for identifying hazing and other adverse behavior among students.
- ☐ Meet with students. Share contact information, rooming lists, chaperone groups, itinerary and check-in protocols, and essentials on how they should respond in case of any emergency. Discuss the “buddy system” if independent movement will be allowed and emphasize need for careful attention to all timelines and availability for head counts and check-ins. Review behavioral expectations and emphasize mutually respectful behavior and how to report adverse behavior among students, and responsibility to do so.
- ☐ Fourteen (14) days in advance, if a meal request (lunch, snack) is necessary for the trip, request it utilizing the catering request system.
- ☐ Seven (7) to ten (10) days before the trip date, receive signed permission/waiver forms from parents. Review to make sure all boxes are checked (if any) and form is signed by parents.
- ☐ No less than five (5) days before the trip, turn in completed permission forms to the attendance office.
- ☐ No later than 14 days before the trip, a student roster should be emailed to NursesUS@harker.org so that health and medical information can be emailed to parents and health documents/medications can be organized.
- ☐ No later than the day **before** the trip, pick up travel medical kit from nurses’ office and go through the contents. There is much useful information and helpful supplies, but you won’t know you have them unless you take a minute to see what you have been given. Glance through all the written health guides provided by the nurse and read the health summary and medication schedule carefully.
- ☐ If you want a record of the trip for posterity, or if the trip is traditionally referenced in Harker News or the division’s student Yearbook, make sure there is at least one camera on the trip for photographs to be shared with the Office of Communication and parents.

Field Trip Checklist – The Day the Field Trip Departs

- ☐ If food or snacks have been ordered, make sure they have been delivered and loaded on the bus.
- ☐ Leave an accurate count of students who are taking part with the attendance office. If they are being transported by bus, this list should be forwarded to the office after roll is taken. If the trip is departing after normal school hours or on a weekend or during vacation, this information still must be left via email.
- ☐ Verify that chaperones have all cell phone numbers programmed into their phones.
- ☐ Verify that students are appropriately dressed for the trip, and if not, make sure they change clothes.
- ☐ ABC – Always Be Counting. Make certain you perform head counts on a regular basis: every time you make a vehicle stop; every time you enter or leave a site. This should become a regular routine, regardless of the trip's duration.
- ☐ If the bus makes any stops in route and students will be allowed to get off, make certain that chaperones know the groups for whom they are responsible, that students are informed about the limits of what they can do while stopped, and that there is another complete attendance taken before the bus(es) leave the area.
- ☐ If the nurse provides you with any medication that a child must take during the day, be certain that the instructions for dosage are available and clearly understood prior to dispensing.
- ☐ Make sure you begin to collect any and all receipts for expenses for reimbursement or for expenses paid with funds advanced to you. Provide as much detail as possible. A good rule of thumb is to write needed information on the receipt the same day that you get it and maintain an envelope with all receipts.

Field Trip Checklist – Upon arrival at any destination

- ☐ Before students are allowed to disembark, make certain that chaperones are 'on the ground' and ready to receive them and students are aware of the process and responsibilities for managing luggage, checking in, etc.
- ☐ Gather the students and chaperones and let them know the meeting point at the site for everyone in case of an emergency or if they become separated from the group. If in an enclosed space (museum, hotel, conference site, etc.) make certain that everyone knows the emergency evacuation exits from the building, and the location of the nearest emergency treatment facility.
- ☐ Verify that the school emergency contact information is in the possession of chaperones so you or they can contact the school with an update in case of emergency or to request a treatment form to be sent to an urgent care or hospital should such services be needed.
- ☐ Make sure that chaperones and students know the chaperone groups to which they have been assigned and gather with them. Take attendance.
- ☐ Let everyone know the exact timetable(s) at which the group will reconvene for meetings/lunch/departure.

Field Trip Checklist – For trips involving hotel stays, to do before and during

- ☐ In any trip orientation meetings or general documentation sent home, suggest to parents that they have their children pack their own bags, so that they will be capable of doing the same when they prepare to return home.
- ☐ Make sure parents know that their students will be responsible for any damages to or missing items from hotel/motel rooms for which the school might be charged at check out.
- ☐ Make sure that a list of contact information for all students and their parents (cell phone, home phone, work phone, and email contacts) are available and shared among all chaperones.
- ☐ Make sure all chaperones have all contact information and directions to the nearest hospital and nearest Urgent Care Clinic.
- ☐ Whenever you give an "as needed" medication to a student, such as Tylenol or Advil, it must be recorded in the Health Care Log included in the health folder provided by the nurse.

- ☐ If handing out scheduled medication, such as an antibiotic, it must be recorded in the Daily Med Log, with chaperone initials and the time the medication was administered. As you can guess, this can be very important to document this in case parents inquire about it.
- ☐ If a student becomes ill and an assessment is made of the student's condition, it also must be recorded in the Health Care Log. Information such as temperature, medications given, comfort measures provided (additional fluids, special foods, cold compress, etc.) and when parents were notified and what they were told should be included. This is to protect chaperones in the event of an unfortunate outcome or consequence. Return these logs to the nurse when the trip returns to campus.
- ☐ Make sure that everyone is familiar with hotel evacuation plans and pathways and where the group will convene outside in the event of an evacuation that does not permit a meet inside the building before evacuation.
- ☐ Make sure that chaperones are clear on the room check-in procedures for students as well as knowing the specific students and rooms to which they have been assigned this responsibility.
- ☐ Again review behavioral expectations for students and check-in/lights out timing and procedures and advise who will be the chaperone checking them in.
- ☐ Make sure that a timetable for a morning gathering of the group is established and communicated before lights out on the previous night.
- ☐ All chaperones doing check-in should report results to the trip coordinator that evening, and the entire chaperone group should meet at breakfast before the start of the next day's activities to review itinerary, daily responsibilities, physical condition of their chaperone group and share any communication that has occurred with parents, or that should occur with parents.
- ☐ For Upper School trips allowing for independent movement by students and advisors within a destination city, make certain everyone knows the central gathering point in the event of an emergency, and a secondary gathering point should the primary location be unavailable.
- ☐ It is recommended that all cash advanced for a trip be kept in a hotel safe and distributed in modest amounts as needed. If handling cash for students, records of collection and distribution must be initialed by the students.
- ☐ A hard copy of the hotel receipt should be requested at checkout if Harker booked the accommodations.
- ☐ For ease in submitting expense reports at the end of the trip, it is recommended that receipts be maintained in an organized fashion and an expense log created charting daily expenses. Receipts are a necessity for any reimbursement unless prior arrangements have been made with the Business Office for certain items.

Just Before Returning Home/In Route

- ☐ Confirm all transportation arrangements including hotel-to-airport transport if required.
- ☐ The night before check-out confirm that all students and chaperones are aware of the timetable and duties for the next morning.
- ☐ The night before check-out have chaperones make sure that all students' bags are in or nearing a ready-to-go condition, and that hotel rooms appear to be in good condition.
- ☐ When checking out, make sure all students and their bags are accounted for before loading onto the any transport, whether to airport or bus to campus.
- ☐ If any damage or room expense has occurred that is traceable to students, if they cannot pay at time of checkout, make sure immediate parent contact is made, especially if the school will need to pay the bill and recoup at a later time from the parents.
- ☐ Final head count should be made before boarding ground transport, checking in at the airport, or boarding any planes.

- ☐ If there are any delays, inform parents, school liaison, and school transportation coordinator if Harker transport is to be the source of airport pickup.

Upon arrival home

- ☐ Make certain students check their seats for any belongings and remove any trash they have created while in route.
- ☐ If luggage is involved, double check to be sure that all luggage comes off the bus or luggage terminal before students are released to their parents.
- ☐ If returning to school by bus after hours, at least one chaperone must wait with the students until they are picked up by a parent.
- ☐ Make sure all medical documentation is returned to the nurses' office, and all medical information distributed to chaperones is collected.
- ☐ Expense report forms should be completed and submitted with 48-72 hours after return from the trip.
- ☐ If activity is to be featured in any campus news, a story brief and/or photographs should be sent to the Office of Communications as soon as possible.
- ☐ Any issues arising from the trip should be reported to the division head's office within 24 hours of arrival and should have been communicated when they first occurred.



**Domestic Transportation Permission and Waiver Form
The Harker School trip to International Finals of Future Problem Solving
Ames, Iowa, June 10, 2015 – June 14, 2015**

CHILD'S NAME: _____
(Print Full Name)

In consideration for permitting the above-named child ("Student") to participate in the Trip to the **International Finals of Future Problem Solving on June 10, 2015, through June 14, 2015 ("Trip")** with The Harker School, the undersigned parent(s) and/or guardian(s) of the Student, on behalf of their heirs, executors, administrator and assigns, and on behalf of the Student, hereby agree to the following terms and conditions:

1. **Voluntary Trip.** I/We understand that Student is not obligated to participate in this Trip and that Student will not receive class or school credit for doing so.
2. **Acknowledgment of Risk:** The Student may participate in activities during the Trip including, but not limited to, *as set forth in the detailed, day-by-day activities handout for the Harker School International Finals of Future Problem Solving June 10-June 14, 2015, a copy of which is attached hereto as Appendix A and incorporated by this reference herein.*

I/We understand and acknowledge that the activities that the Student may engage in during the Trip may be dangerous and include risks that are inherent and cannot be reasonably avoided without changing the nature of the activity. Participation in the activities can cause personal injury. I/We understand that The Harker School cannot foresee every possible contingency or completely eliminate all risk. The inherent risks of the Trip include, but are not limited to, as follows:

There is a continuous risk assessment that is done during the visit by Harker chaperone Cyrus Merrill to make the best decisions, changes and/or cancellations if environmental or weather conditions appear to be too risky. This is not a guarantee of complete safety on this trip. Prior to each activity, the chaperone will review the inherent risks and will also provide precautionary warnings and well as provide preventative measures such as checking footwear and outer wear and other equipment as warranted. It is possible that travelers may suffer unexpected trauma or become ill enough to warrant immediate medical attention. Medical help will be sought in a timely fashion and every effort will be made to return the student home once the traveler is stabilized for travel.

Here is a list of the associated risks involved in this trip:

Travel to and from Minneapolis, Minnesota will be by commercial airline. The safety record of United Airlines is a matter of public record. There is the remote chance of catastrophic accident during air travel. Once at the airport, participants will travel by charter bus to and from the Iowa State University campus by charter bus operated by Schmitts and Sons of Lakeview, Minnesota. They have been in business since 1941, with over 100 buses in the fleet. Bus travel is subject to road accidents that can result in everything from minor injury to fatality, depending upon the nature of the accident. The bus company shows no previous record of fatality involving their buses and drivers. Once on campus, participants will travel only within the campus proper on foot or via university shuttle bus. Pedestrian travel does carry with it the possibility of trip and fall accidents that can result in abrasions, contusions, fractures, and concussion.



Domestic Transportation Permission and Waiver Form
The Harker School trip to International Finals of Future Problem Solving
Ames, Iowa, June 10, 2015 – June 14, 2015

5. Voluntary Release of All Claims. I/We voluntarily release, discharge, waive and relinquish all claims against The Harker School, its trustees, officers, directors, representatives, agents and employees, arising out of ordinary negligence that are in any way related to or arising from the Trip, including but not limited to, claims for bodily injury, personal injury, emotional distress, property damage, and/or wrongful death. This release, discharge, waiver and relinquishment also pertains to any instruction or supervision related to the Trip on the part of The Harker School, its trustees, officers, directors, representatives, agents and employees. This voluntary release of claims shall apply and be interpreted to the greatest extent permitted by law.
6. Release from Third Party Liability. I/We understand that The Harker School is not an agent of, and has no responsibility for, any third party including without limitation any sponsor or entity that may provide any services, equipment, hospitality, public and/or private transportation, equipment, training, guide services or activities associated with the Trip. Students will use commercial airlines, travel programs, trains, buses, ground services, restaurants, hotels and other services whose performance and service cannot be controlled. Consequently, the School is not responsible for the actions of these commercial entities for matters including, but not limited to, injuries or damages caused by a third-party, strikes, lost luggage and the like.
7. Indemnification. I/We understand and agree that I/we may be held liable and responsible for any injury or death to another person or injury to property of another caused by the Student. I/We hereby agree to indemnify and hold harmless The Harker School, its trustees, officers, directors, representatives, agents and employees, with respect to any claims of injury, death or other loss or damage to person or property suffered by any person related to or arising in whole or in part from the conduct of the Student while participating in the Trip.
8. Medical Conditions. I/We agree to provide to the School, on the attached form, not later than one month prior to the scheduled departure date of the Trip, current information concerning any medical or physical conditions or other special considerations concerning the Student of which The Harker School should be aware, including, but not limited to, allergies, asthma or medications concerning the Student, and names and phone numbers of emergency contacts. I/We also agree to provide verification of the Student's compliance with the CDC's immunization recommendations.

I/We further agree that if the Student has had any serious illness, injury, or medical treatment in the month prior to the scheduled departure date of the Trip, I/we are expected to notify the School. I/We release The Harker School, its trustees, officers, directors, representatives, agents and employees, from all claims and liabilities for any illness, injury, loss of property and/or death resulting during or after the Trip from a pre-existing medical (physical, emotional and/or psychological) condition of the Student. I/We accept full responsibility for any omissions or errors on the medical information forms I/we have completed and provided to The Harker School. To the best of my/our knowledge, the Student has no medical conditions that would interfere with her ability to participate in the Trip or would otherwise endanger his/her health while participating in the Trip.

9. Medical Insurance. I/We understand and acknowledge that the School does not carry or maintain health, medical, or disability insurance coverage for the Student and therefore agree to assume the responsibility for such insurance coverage on the Student.



Domestic Transportation Permission and Waiver Form
The Harker School trip to International Finals of Future Problem Solving
Ames, Iowa, June 10, 2015 – June 14, 2015

10. **Student Conduct** I/We understand and acknowledge that the Student is expected to abide by all School policies and regulations, including those in the student handbook, during the course of the Trip. Failure to do so may result in discipline up to and including expulsion. I/We acknowledge that independence, responsibility, and autonomy are a critical part of the Student's learning experience. During the Trip the Student will be held responsible for his/her own actions. I/We agree that the School has the right, in its sole and absolute discretion, to terminate the Student's participation in the Trip at any time for conduct deemed detrimental to the School or to the Student.
11. **Early Return of Student** I/We understand and acknowledge that if The Harker School terminates the Student's participation in the Trip for violation of School policies, regulations, or conduct that endangers the health or safety of any participant of the Trip, the Student will immediately be sent home [with a chaperone] at the parent(s)' or guardian(s)' sole expense, or parent(s)' or guardian(s)' may be required to travel to the Trip site to pick up the Student.
12. **Entire Agreement** This Agreement constitutes a single, integrated contract expressing the entire agreement of the parties hereto. There are no other agreements, written or oral, express or implied, between the parties hereto concerning the subject matter. This agreement may only be modified or amended in a writing approved and signed by all parties to this agreement.
13. **Photos or Likeness of Students are School Property** I/We understand that photographs of likenesses of students, including any video of the Student, become the property of School who may use the photographs for publicity purposes, without compensation to the Student.
14. **Severability** If any provision of this Agreement is held to be invalid or unenforceable, the remainder of this Agreement shall nevertheless remain in full force and effect.
15. **Choice of Law** This Agreement shall be governed by the laws of the State of California.

IMPORTANT – READ ENTIRE AGREEMENT BEFORE SIGNING

Name of Student: _____

Date Signature of Student

Both Parents/Guardians Must Sign:

Name of Parent or Guardian: _____

Date Signature of Parent or Guardian

Name of Parent or Guardian: _____

Date Signature of Parent or Guardian

APPENDIX A

The Harker School – Volleyball Pre-season Retreat, August 16-18, 2015 Field Trip Permission and Waiver Form – Risk Evaluation

Transportation and Lodging details:

- All ground transportation provided by Harker Approved drivers in Harker Suburbans
- Lodging at Seascaple Beach Resort, 1 Seascaple Resort Drive, Aptos, CA, 95003, (800) 929-7727.

August 16: Depart Harker at 9:30 a.m.

- Boardwalk and beach play in Santa Cruz
- 4:00 p.m. check in at resort
- Team meal in residence.
- Beach bonfire
- Lights out

August 17:

- Breakfast in residence
- Volleyball practice, site TBD
- Lunch in residence
- Potential afternoon activities: bowling, movie, strawberry picking, or similar
- Dinner at local residence
- Activities in residence
- Lights out

August 18:

- Breakfast in residence
- Volleyball practice, site TBD
- Lunch in residence
- Potential afternoon activities: bowling, movie, strawberry picking, or similar
- Return to Harker between 4:00 p.m. and 7:00 p.m. dependent upon practice time this date

RISK EVALUATION

There is a continuous risk assessment done during the visit by Harker coach/chaperones Theresa Smith, Stephanie Coleman, and Yagmur Ilgen to make the best decisions, changes and/or cancellations if environmental or weather conditions appear to be too risky. This is not a guarantee of complete safety on this trip. Prior to each activity, the chaperone will review the inherent risks and will also provide precautionary warnings and well as provide preventative measures such as checking footwear and outer wear and other equipment as warranted. It is possible that travelers may suffer unexpected trauma or become ill enough to warrant immediate medical attention. Medical help will be sought in a timely fashion and every effort will be made to return the student home once the traveler is stabilized for travel.

APPENDIX A

The Harker School – Volleyball Pre-season Retreat, August 16-18, 2015 Field Trip Permission and Waiver Form – Risk Evaluation






Here is a list of the associated risks involved in this trip:

- Travel to and from Santa Cruz and Aptos will be by school Suburban driver by Coach Smith and Coach Coleman, who are both Harker-approved drivers. The group may also travel to various activity sites by Suburban. Vehicular travel is subject to road accidents that can result in everything from minor injury to fatality, depending upon the nature of the accident.
- The group will cook most of their meals in residence. Cooking accidents can occur involving cuts and burns.
- The group will walk around the Santa Cruz Beach and Boardwalk area as part of their activities. Pedestrian travel does carry with it the possibility of trip and fall accidents that can result in abrasions, contusions, fractures, and concussion.
- If crossing roadways, there is always the possibility of car v. pedestrian accident, and injuries can be more serious when those occur.
- While at the beach, there are also the chance for trip and fall accidents, as well as water-based accidents if the participants go into the water. Sunscreen will be advised, but there is a chance of windburn or sunburn, depending upon conditions. Additionally, the participants will have a beach bonfire, and burns may also be possible in that activity.
- The participants will practice volleyball during the retreat, and the requisite injury possibilities exist. Sprains, strains, floor burns, bruises, contusions, and more serious muscular-skeletal injuries and concussions may occur.
- The team has a variety of potential other activities possible: bowling – mostly a risk of strains and possible bruises; strawberry-picking – outdoor exposure to insect bites and potential plant allergies. Any activity selected will not exceed the level of risk involved in any other action referenced herein.

Chaperones will conduct a nightly check-in of students at the resort. Hotel stays may expose the participants to germs carried by other guests, and sickness can ensue due to those exposures. These are usually limited to common cold and flu strains but can be more serious. Medical response is outlined in the Overnight Health Form.

Trip Request

Status: **Unsubmitted**

-  Cancel
-  Reactivate
-  Clone
-  Close
-  Delete

-  Approve
-  Reject

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#) | [Attachments \(0\)](#)

Trip Details

Trip Name:	<input type="text"/>	Trip Date:	<input type="text"/>
Trip Type:	<input type="text"/>	Activity Type:	<input type="text"/>
Reason for Trip:	<input type="text"/>		
Account:	<input type="text"/>		
Requester:	<input type="text"/>	<input type="checkbox"/> Expand Requester List	
Account Notes:	<input type="text"/>		
Origin:	<input type="text"/>	<input type="checkbox"/> One-Way Trip	
Departure Date:	<input type="text"/>	Departure Time:	<input type="text"/>
Return Date:	<input type="text"/>	Return Time:	<input type="text"/>
Destinations:			
Destination:		<input type="text"/>	
		Can't find your destination in the list? Click here to add a new location...	
Arrival:	<input type="text"/>	<input type="text"/>	
Departure:	<input type="text"/>	<input type="text"/>	
Click "Add" to add the select location to the list of destinations for this trip.			
<input type="button" value="Add"/>			
No destinations have been added for this trip.			
Adults Students Wheelchairs Vehicles			
Number Of:	<input type="text"/>	<input type="text"/>	<input type="text"/>
			1
Contact Name:	<input type="text"/>		
Contact Phone:	<input type="text"/>		
Notes:	<input type="text"/>		
<input type="button" value="Express Trip"/>			
<input type="button" value="Submit"/>			
<input type="button" value="Cancel"/>			