

July 15, 2015

Delivered via Certified and Regular Mail

Noam Gundle

RCW 42.56.230(3)

Re: Notice of Probable Cause
Ten (10) day suspension without pay

Dear Mr. Gundle:

This letter is to advise you of my determination as Superintendent of Seattle Public School District ("District") that probable cause exists to impose a ten (10) day suspension for your inappropriate and unprofessional conduct during the course of your certificated teaching duties at Ballard High School. Pursuant to RCW 28A.405.300 the basis for the suspension is as outlined below and incorporates the information contained in an investigative report dated June 10, 2015, and the letter from Human Resources dated June 18, 2015 (both documents are attached and incorporated herein).

You received a letter on June 18, 2015, that advised you of the District's recommendation that probable cause existed to terminate your employment based on the outcome of an investigation into an allegation that you had abandoned students during a District sponsored overnight field trip when you allowed five (5) Ballard High School students to remain an extra night without a chaperone and transport themselves home from a trip you had organized and led to Deception Pass on May 17 – 19, 2015. Based on this action you were invited to meet with me to discuss the proposed termination of your employment.

A meeting was held in my office on July 9, 2015. I met with you, your Seattle Education Association UniServ Representative Tim Kopp, parent Sharon Rutker, and NOAA employee Rebecca Rider and Ballard Language Arts teacher John Foster, both of who work with the Ballard Maritime Academy. Also in attendance were Mark Yamashita, Interim Director of Labor and Employee Relations, Keven Wynkoop, Principal of Ballard High School, and Labor and Employee Relations Manager Elaine Williams. During the meeting you admitted that you had made a serious mistake. You said that you were aware that your action on May 18, 2019, when you abandoned the five students, had negatively impacted not just you, but students, peers, administrators and the school as a whole. You said that it had been devastating not to be able to finish the year with your students. You stated that this was a first time mistake and believed termination was too severe a punishment. You hoped a lesser discipline could be determined more appropriate.

You gave a brief history of your employment with the District and the work you do. You stated that you now regret having made the decision to leave the students at Deception Pass when you returned to Seattle on May 18. You said that you realize now that it was a bad decision, but don't want it to destroy your career. UniServ Representative Tim Kopp, parent Sharon Rutker, NOAA employee Rebecca Rider, and Ballard peer John Foster all provided positive testimony in your behalf and asked that you not be terminated.

Based on the findings in the investigative report, I find that evidence supports the conclusion that you:

Decided to cut short the overnight field trip by a day in order to participate in the SEA Walk Out and allowed five (5) students on the field trip to spend an extra night at the campground (unsupervised), without an approved chaperone present.

Made the decision, that with parent permission, the five students could spend the extra night. One student did not have parent permission. Neglected to inform the parents that their sons or daughters would be unchaperoned if they stayed the extra night.

Neglected to obtain approval from school administration to allow the students to spend the additional night.

Allowed two chaperones to attend the field trip who were not listed on your RFPL request form. Neglected to obtain approval from school administrators for the change.

Allowed students to drive to the overnight field trip and transport other students, one of whom rode home unable to use a seatbelt. Neglected to inform parents that their sons or daughters might be transported to and from the overnight field trip by student drivers.

Allowed a former Ballard student, a boyfriend of one of the field trip participants, to join the field trip on the second day and spend the night.

Your conduct violated Policy 5006 - Unprofessional Conduct of Staff, when you made the decision to leave the students unchaperoned on the overnight field trip. You put them at great risk when you abandoned them and negated your responsibility to protect them from physical harm at the school-sponsored event. You also violated "The Guidelines for Volunteer Chaperones" when you failed to supervise on the second night, as the activity remained a District-sponsored event. Without chaperones, you failed to ensure that all the required supervisory activities were being carried out. You endangered the personal safety of the five students when you allowed them to remain a second night at the campsite and left them unattended, unsupervised and unchaperoned.

You violated Policy 2320 - Field Trips and Excursions, when you allowed a former student and boyfriend of one of your students to arrive at the campsite and spend the night and two unauthorized chaperones to participate in the field trip. You also violated Risk Management field trip procedures when you allowed students to drive their own vehicles on the field trip and transport other students.

The purpose of this disciplinary action is to underscore the seriousness of your conduct and the District's resolve that you will never again engage in behavior that may physically put students at risk. Although the Human Resources Department recommended that your employment be terminated, I am going to impose a 10-day suspension. Please know that any future behavior of this type will result in the immediate termination of your employment with the District. To ensure that you understand the seriousness of your behavior, in addition to the 10-day unpaid suspension being issued to you, I am directing that you not lead or participate in overnight field trips for a period of two (2) years and in day field trips for a period of one (1) year.

Please be aware that I am required by the Office of the Superintendent of Public Instruction to notify the Office of Professional Practices that I have reasonable reason to believe that you have committed violations of the Code of Professional Conduct. As such, a separate letter will be sent to OSPI informing them of my decision and your actions.

This letter is given to you pursuant to RCW 28A.405.300. You have a right to appeal my determination according to the appeal procedures as described in RCW 28A.405.300 and RCW

28A.405.310. It requires that your written appeal be filed within ten days of receiving this letter with me or the President of the School Board, Sherry Carr. If you do not appeal my determination in a timely manner, your suspension without pay will be imposed next school year at a time to be determined by the Assistant Superintendent for Human Resources and your building principal.

Respectfully,

Dr. Larry Nyland
Superintendent

Cc: Keven Wynkoop, Principal, Ballard High School
Jon Halfaker, Executive Director of Schools
Mark Yamashita, Interim Director of Labor/Employee Relations
Elaine Williams, Labor/Employee Relations Manager
Tim Kopp, SEA UniServ Representative
Personnel file

Attachment: Settlement Agreement

July 20, 2015

Catherine Slagle, Director
Office of Professional Practice
Office of the Superintendent of Public Instruction
PO Box 47200
Olympia, WA 98504-7200

Re: Noam Gundle
Certificate # 394222D

Dear Ms. Slagle:

This letter is being submitted to you pursuant to WAC 181-86-110. As Superintendent for the Seattle School District ("District"), I possess "sufficient reliable information" to believe that Noam Gundle, a certificated teacher for the District, has committed an act of unprofessional conduct.

Mr. Gundle was sent a letter on June 18, 2015, discussing the acts of unprofessional conduct. In that letter, he was given an opportunity to meet with me.

Mr. Gundle attended a meeting with me on July 9, 2015 to discuss these acts. On July 17, 2015 I made a determination that an act of unprofessional conduct did occur. The employee was given a 10-day suspension and last chance settlement agreement. The June 18, 2015 and July 17, 2015 letters and settlement agreement are attached. I have also attached the May 22, 2015 notification letter.

If you have questions, please contact Elaine Williams at (206) 252-0290.

Respectfully,

Dr. Larry Nyland
Superintendent

Attachments: May 22, 2015 notification letter
June 18, 2015 loudermill letter
July 17, 2015 determination letter
Settlement Agreement

cc: Dr. Brent Jones, Assistant Superintendent of Human Resources
Geoffrey Miller, Director of Labor and Employee Relations
Elaine Williams, Labor/Employee Relations Manager

Settlement Agreement

This Settlement Agreement ("Agreement") is made by and between the Seattle School District No 1 ("the District") and Noam Gundle ("Mr. Gundle").

A. RECITALS

WHEREAS,

1. Mr. Gundle is employed as a certificated teacher for the District at Ballard High School.
2. On May 22, 2015, Mr. Gundle was placed on paid administrative leave after receiving notice of allegations that he had engaged in unprofessional conduct when he abandoned five (5) students during a District-sponsored overnight field to Deception Pass and allowed them to remain an extra night, unsupervised without chaperones, and transport themselves home.
3. The District completed an investigation into the allegations and on June 18, 2015, notified Mr. Gundle that probable cause existed to terminate his employment based on the outcome of the investigation. He was invited to a meeting to discuss the proposed disciplinary action. That meeting was held on July 9, 2015.
4. In order to resolve the appropriate level of discipline to be imposed, the parties agree as follows:

B. AGREEMENT AND RELEASE

1. Suspension Without Pay. Mr. Gundle shall be suspended without pay for a period of ten (10) days. Mr. Gundle agrees that he will not dispute or appeal the suspension through any process, including but not limited to the grievance process in the collective bargaining agreement. Attached is the ten (10) day suspension letter.
2. Leave Status. Mr. Gundle will be removed from paid administrative leave on August 1, 2015, and will return to work as a certified teacher at Ballard High School at the beginning of the 2015-16 school year. His building principal and the Assistant Superintendent for Human Resources will determine when he will serve the ten (10) day unpaid suspension during the 2015-16 school year.
3. Field Trips. Mr. Gundle agrees not to lead or participate in overnight field trips during the 2015-16 and 2016-17 school years. He agrees not to lead or participate in day field trips during the 2015-16 school year.
4. Continued Employment. Mr. Gundle agrees and understands that if, in the future, after a fair and complete investigation, the District determines that he has engaged in inappropriate or unprofessional behavior and/or in acts similar to those that occurred in the May 17-19, 2015 incident documented in the June 18, 2015 letter or addressed in the July 15, 2015 letter (letters attached and included

herein), the conduct will be considered just and sufficient cause to terminate his employment with the District under the terms of the parties' collective bargaining agreement. This includes, but is not limited to, any behavior on field trips where you negate your responsibility ensure students are adequately supervised or protected from physical harm. Mr. Gundle waives his rights under the collective bargaining agreement to file a grievance on this disciplinary action of any subsequent similar conduct.

5. Personnel File. This agreement will not be placed in Mr. Gundle's personnel file. Mr. Gundle agrees that it will be retained in Labor Relations files, any records retention limitations contained in the parties' collective bargaining agreement notwithstanding. The ten (10) day suspension letter will be placed in his personnel file.
6. Further Clarification of Waiver and Release. In relation to the release of claims set forth in Section B, Mr. Gundle further agrees
 - a. He has carefully read the entire Agreement including the provisions specifically related to the release and waiver of claims;
 - b. He understands the Agreement, including the provisions specifically related to the release and waiver of claims;
 - c. He has been advised in writing (in this Agreement) to consult with an attorney about the terms of this Agreement and he has had the opportunity to consult with an attorney about the terms of this Agreement;
 - d. He does not waive any rights or claims that arise after the date upon which this Agreement is executed; and
 - e. He is aware that this Agreement grants him money and/or benefits that he is otherwise not entitled to receive; but in exchange, he agrees to waive and release certain rights and/or do certain things that he is not otherwise required to do.
7. Twenty-One-Day Consideration Period. Mr. Gundle acknowledges that he has been given the opportunity to consider this Agreement for twenty-one (21) days in accordance with the Older Worker's Benefit Protection Act and accepts this Agreement in its present form.
8. Seven-Day Revocation Period. Mr. Gundle acknowledges that following the date the Agreement is signed by the parties, he has seven (7) days to revoke the same by personally notifying the Assistant Superintendent for Human Resources in writing of his revocation before the seven (7) day revocation period expires.
9. No Admission of Liability. By entering into this Agreement, neither Mr. Gundle nor the District admits to any wrongdoing or fault or liability.
10. Governing Law. The terms of this Agreement shall be construed in accordance with and governed by the statutes and common laws of the State of Washington. Any disputes now or hereafter arising in connection with the execution and/or operation of this Agreement shall be determined in Superior Court in King County, Washington.

11. Opportunity to Review Agreement with Representatives. Both parties have had the opportunity to review this Agreement with their respective representatives (attorneys or otherwise) and now execute this Agreement knowingly and voluntarily with full knowledge and understanding of its contents.
12. Entire Agreement and Representations. This written Agreement constitutes the entire understanding between the parties. Mr. Gundle agrees that he has not relied upon any representations by the District prior to signing this Agreement that are not included herein. Mr. Gundle understands that any representations not included in the Agreement are not enforceable.

Noam Gundle

Date

Keven Wynkoop, Principal
Ballard High School

Date

Jon Halfaker
Executive Director of Schools

Date

Dr. Brent C. Jones
Assistant Superintendent for Human Resources

Date

Attachment to Agreement between Seattle School District and Noam Gundle:

The Seattle Education Association stipulates that it will withdraw and/or not grieve or file any other administrative/legal proceedings concerning any matters pertaining to Mr. Gundle arising out of the incident described in Paragraph 2 of this agreement and to issues contained in the attached Settlement Agreement reached between Mr. Gundle and Seattle Public Schools, including any existing or current grievances over his eligibility for leave.

Dated: _____, 2015

Tim Kopp,
UniServ Representative
Seattle Education Association

June 11, 2015

Delivered via Certified and Regular Mail

Noam Gundle

RCW 42.56.230(3)

Dear Mr. Gundle:

This letter is to advise you of the recommendation being made to the Superintendent of Seattle Public Schools (the "District") that there is probable cause to terminate your employment as a teacher for allowing five (5) Ballard High School students to remain an extra night without a chaperone and transport themselves home from an overnight field trip you organized and led to Deception Pass on May 17 – 19, 2015.

You received a letter on May 22, 2015, advising you of allegations that you had engaged in unprofessional conduct in violation of District policies, including but not limited to Board Policy No. 5006, "Unprofessional Conduct of Staff." You were informed that the District was investigating an allegation that you had violated District protocol involving the organization and execution of the overnight field trip to Deception Pass. You were placed on paid administrative leave pending the outcome of the investigation. A complete investigation has been conducted and the District concludes that you:

- Decided to cut short the overnight field trip by a day in order to participate in the SEA Walk Out and allowed five (5) students who were participating in the overnight field trip to spend an extra night at the campground, unsupervised, without a chaperone present.
- Decided to allow the students to stay, as long as they had parent permission. However, you did not receive parent permission from one student's parents and you obtained permission from another's while you were on the field trip.
- Neglected to inform parents that their sons or daughters would be unchaperoned if they stayed the extra night.
- Neglected to obtain approval from school administration for the students to spend the additional night without a chaperone present.
- Allowed students to drive to the overnight field trip and transport other students, one of whom rode home unable to use a seatbelt.
- Neglected to inform parents that their sons or daughters might be transported to and from the overnight field trip by student drivers.
- Neglected to tell school administrators that you were allowing students to drive to and from the overnight field trip and transport students.
- Allowed a former Ballard student, a boyfriend of one of the field trip participants, to join the field trip on the second day and spend the night.
- Allowed two chaperones to attend the field trip who were not listed on your RFPL request form.

SPS District Policy No. 5006 – Unprofessional Conduct of Staff, states in part,

“The School Board recognizes its responsibility to protect students, staff, parents/guardians, and volunteers from physical and/or emotional harm at school and at school-sponsored events.

A. CERTIFICATED STAFF

Pursuant to state law, certificated staff are required to exhibit “good moral character and personal fitness” as they teach, supervise students, or interact with others and are prohibited from engaging in unprofessional conduct. “Good moral character and personal fitness” is defined in WAC 181-86-013. Unprofessional conduct includes, but is not limited to:

...
7. *Disregard or abandonment of generally recognized professional standard (i.e., any performance of professional practice in flagrant disregard or clear abandonment of generally recognized professional standards in the course of: (i) assessing; treating, instructing, or supervising students; (ii) evaluating personnel; or (iii) managing money or property);*

SPS District Policy No. 2320 – Field Trips and Excursions, states in part,

“Field trips which take students out of the state or are planned to keep students out of the district overnight must be approved in advance by the Superintendent or his/her designee.”

“Only students, approved chaperones and the spouse or partner of a chaperone will be allowed on the trip.

SPS Guidelines for Volunteer Chaperones – Overnight Field Trips, states in part,

“4. Students must be supervised at all times while at District-sponsored events.

Field Trip Procedures/Risk Management, states in part,

“4. Transportation/Land:

- Students may never drive motorized vehicles during a trip OR ride with a non-authorized individual.*
- All occupants in vehicle must use seatbelts.*

B. CERTIFICATED STAFF

Pursuant to state law, certificated employees are required to exhibit “good moral character and personal fitness” as they teach, supervise students, or interact with others and are prohibited from engaging in unprofessional conduct. “Good moral character and personal fitness” is defined in WAC 181-86-013. Unprofessional conduct includes, but is not limited to:

(3) Behavioral problems which endanger the educational welfare or personal safety of students, teachers, or other colleagues within the educational setting.

Failure to Chaperone

As the teacher in charge of the overnight trip, it was your responsibility to ensure that all the required supervisory activities were carried out, including nighttime supervision, as District policy requires

chaperones to provide adequate supervision of students during the night. The Guidelines for Volunteer Chaperones also states that students must be supervised at all times while at a District-sponsored event. When you allowed students to remain at the campsite a second night the activity remained a District-sponsored event. Without chaperones, you negated your responsibility to ensure that all the required supervisory activities were carried out.

Student safety is also of paramount concern on field trips. You endangered the personal safety of the five students when you allowed them to remain a second night at the campsite and left them unattended, unsupervised and unchaperoned. You violated Board Policy 2320 (Field Trips and Excursions) when you allowed a former student and boyfriend of one of your students, to arrive at the campsite and spend the night. You also violated Risk Management Field Trip Procedures when you allowed students to drive their own vehicles on the field trip and transport other students.

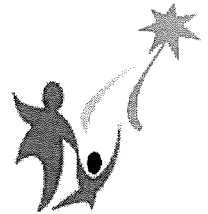
You are invited to meet with Superintendent Larry Nyland on Thursday, June 18, 2015 at 3:00 pm to respond to the proposed termination. You have a right to representation at this meeting. If you wish to take advantage of this opportunity to respond to the allegations, you must contact Labor/Employee Relations Manager Elaine Williams at 206-252-0290 before 5:00 pm on May 17, 2015, to confirm your meeting with the Superintendent. Please leave a detailed voicemail message with current contact information in the event she does not answer the phone. Failure to timely contact Ms. Williams will be considered a waiver of your right to respond to the allegations and the District will make a final decision without further notice to you.

Respectfully,

Geoffrey D. Miller, Director
Labor and Employee Relations

Cc: Keven Wynkoop, Principal, Ballard High School
Jon Halfaker, Executive Director of Schools
Elaine Williams, Labor/Employee Relations Manager
Tim Kopp, SEA UniServ Representative
Personnel file

Attachments: Policies



SEATTLE
PUBLIC
SCHOOLS

May 22, 2015

Hand Delivered and Sent via Regular and Certified Mail and Email

Noam Gundle

RCW 42.56.230(3)

Dear Mr. Gundle,

My office has been informed of allegations that you conducted yourself in an inappropriate and unprofessional manner. Specifically, it is alleged that you violated multiple District protocols, including, but not limited to those involving the organization and execution of a Ballard High School field trip that occurred on May 17-19. In addition, your alleged behavior, if true, would be a breach of your professional duty as a certificated teacher. These are serious allegations that require immediate investigation.

To minimize disruptions and ensure a fair and expeditious investigation of this matter, you are being placed on administrative leave with pay effective Friday, May, 22, 2015. Your salary and benefits will not be impacted by this action and you are likely to remain on administrative leave until the District's investigation of this matter has been completed. Please review the attached information about administrative leave.

You are directed to stay away from Seattle School District property and to have no contact with Ballard High School staff, students or parents unless you have prior permission from me. Finally, you are to refrain from interfering with the investigation in any way and to keep this matter confidential to the extent possible.

You will be contacted by my office regarding the investigation process. If you have questions you may contact Labor/Employee Relations Manager Elaine Williams at (206) 252-0290. For assistance you are also encouraged to contact the District's Employee Assistance Program at (206) 252-0415.

Respectfully,

Dr. Brent Jones

Assistant Superintendent – Human Resources

cc: Keven Wynkoop, Principal Ballard High School
John Halfaker, Executive Director of Schools
Elaine Williams-Saunders, Labor/Employee Relations Manager
Jonathan Donaghy, SEA

Attachment (1)

HELPFUL INFORMATION ABOUT ADMINISTRATIVE LEAVE

Employees who have been placed on administrative leave often have a number of questions about what administrative leave is and how it works. I hope this question and answer sheet provides some helpful information.

Question: *What is administrative leave?*

Answer: Administrative leave is an employer-directed removal from the regular work environment for an indefinite period of time.

Question: *What is the purpose of administrative leave?*

Answer: The purpose of administrative leave is to remove an employee from the workplace during the pendency of an investigation and/or until discipline can be imposed. In general, it is used when the District believes the employee's continued presence in the workplace could threaten or endanger children or others, disrupt the educational or work environment, or interfere with an investigation.

Question: *Is administrative leave disciplinary?*

Answer: No, administrative leave is not considered by the District to be disciplinary. The employee is paid while on leave and retains all legal and contract rights to contest any discipline that might ultimately be imposed.

Question: *Can an employee find out why he/she has been placed on administrative leave?*

Answer: Yes, when an employee has been placed on administrative leave, the District will inform the employee of the reason(s). However, the District may not be able to provide much detail because of the status of the investigation or because it believes such disclosure might compromise the investigation.

Question: *What District resources are available to assist an employee during this time?*

Answer: The Employee Assistance Program is a free and confidential counseling and referral program available to all employees. You are encouraged to make use of this resource. To make an appointment with an EAP counselor, call 206-252-0415. Any employee also has a right to and should regularly communicate with his or her union representative.

Question: *How can an employee on administrative leave get his/her belongings from the building?*

Answer: The employee should call the Employee/Labor Relations Department at 252-0023 or 252-0028. That department will work with the principal or other supervisor to make appropriate arrangements.

Question: *How long will the administrative leave last?*

Answer: There is no set length. Many investigations are done quickly (several days or a few weeks). Others can take longer because of the complexity of the allegations, the number of witnesses to be interviewed, etc. The District's goals in any investigation are to be thorough and timely.

Question: *If an employee is on leave for an extended period of time, can the employee get information on the status of the investigation?*

Answer: If the employee is on an extended leave (several weeks) and would like to know the status of the investigation, the employee (or union representative or lawyer) may call the Employee/Labor Relations Department at 252-0023 or 252-0028. That department will provide such information as possible without compromising the investigation or the discipline process.

June 18, 2015



Delivered via Certified and Regular Mail

Noam Gundle

RCW 42.56.230(3)

Re: Termination Loudermill Hearing

Dear Mr. Gundle:

This letter is to advise you of the recommendation being made to the Superintendent of Seattle Public Schools (the "District") that there is probable cause to terminate your employment as a teacher for abandoning students during a District sponsored overnight field trip when you allowed five (5) Ballard High School students to remain an extra night without a chaperone and transport themselves home from a trip you organized and led to Deception Pass on May 17 – 19, 2015.

You received a letter on May 22, 2015, advising you of allegations that you had engaged in unprofessional conduct in violation of District policies, including but not limited to Board Policy No. 5006 - Unprofessional Conduct of Staff. You were informed that the District was investigating an allegation that you had violated District protocol involving the organization and execution of the overnight field trip to Deception Pass. You were placed on paid administrative leave pending the outcome of the investigation. A complete investigation has been conducted and the District concludes that you engaged in multiple acts of misconduct that placed student safety in jeopardy. The District finds that you:

- Decided to cut short the overnight field trip by a day in order to participate in the SEA Walk Out and allowed five (5) students who were participating in the overnight field trip to spend an extra night at the campground (unsupervised), without an approved chaperone present.
- Decided to allow the students to stay, as long as they had parent permission. However, you did not receive parent permission from one student's parents and you obtained oral permission from another's while you were on the field trip.
- Neglected to inform parents that their sons or daughters would be unchaperoned if they stayed the extra night.
- Neglected to obtain approval from school administration to allow the students to spend the additional night.
- Allowed students to drive to the overnight field trip and transport other students, one of whom rode home unable to use a seatbelt.
- Neglected to inform parents in the RFPL that their sons or daughters might be transported to and from the overnight field trip by student drivers.
- Allowed a former Ballard student, a boyfriend of one of the field trip participants, to join the field trip on the second day and spend the night.
- Allowed two chaperones to attend the field trip who were not listed on your RFPL request form.

Your conduct violated the following District policies and guidelines:

1. SPS District Policy No. 5006 – Unprofessional Conduct of Staff, states in part,

"The School Board recognizes its responsibility to protect students, staff, parents/guardians, and volunteers from physical and/or emotional harm at school and at school-sponsored events.

A. Certificated Staff

Pursuant to state law, certificated staff are required to exhibit "good moral character and personal fitness" as they teach, supervise students, or interact with others and are prohibited from engaging in unprofessional conduct. "Good moral character and personal fitness" is defined in WAC 181-86-013. Unprofessional conduct includes, but is not limited to:

...
"7. Disregard or abandonment of generally recognized professional standard (i.e., any performance of professional practice in flagrant disregard or clear abandonment of generally recognized professional standards in the course of: (i) assessing; treating, instructing, or supervising students; (ii) evaluating personnel; or (iii) managing money or property);"

2. SPS District Policy No. 2320 – Field Trips and Excursions, states in part,

"Field trips which take students out of the state or are planned to keep students out of the district overnight must be approved in advance by the Superintendent or his/her designee."

"Only students, approved chaperones and the spouse or partner of a chaperone will be allowed on the trip."

3. SPS Guidelines for Volunteer Chaperones – Overnight Field Trips, states in part,

"4. Students must be supervised at all times while at District-sponsored events."

4. Field Trip Procedures/Risk Management, states in part,

"4. Transportation/Land:

- *Students may never drive motorized vehicles during a trip OR ride with a non-authorized individual.*
- *All occupants in vehicle must use seatbelts"*

Failure to Chaperone

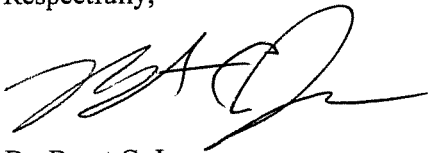
As the teacher in charge of the overnight trip, it was your responsibility to ensure that all the required supervisory activities were carried out, including nighttime supervision, as District policy requires chaperones to provide adequate supervision of students during the night. The Guidelines for Volunteer Chaperones also states that students must be supervised at all times while at a District-sponsored event. When you allowed students to remain at the campsite a second night the activity remained a District-sponsored event. Without chaperones, you negated your responsibility to ensure that all the required supervisory activities were carried out.

Student safety is also of paramount concern on field trips. You endangered the personal safety of the five students when you allowed them to remain a second night at the campsite and left them

unattended, unsupervised and unchaperoned. You violated Board Policy 2320 (Field Trips and Excursions) when you allowed a former student and boyfriend of one of your students to arrive at the campsite and spend the night. You also violated Risk Management Field Trip Procedures when you allowed students to drive their own vehicles on the field trip and transport other students.

You are invited to meet with Superintendent Larry Nyland on Tuesday, July 7, 2015 at 10:30 am to respond to the proposed termination. You have a right to representation at this meeting. If you wish to take advantage of this opportunity to respond to the allegations, you must contact Labor/Employee Relations Manager Elaine Williams at 206-252-0290 before 5:00 pm on Friday, June 26, 2015, to confirm your meeting with the Superintendent. Please leave a detailed voicemail message with current contact information in the event she does not answer the phone. Failure to timely contact Ms. Williams will be considered a waiver of your right to respond to the allegations and the District will make a final decision without further notice to you.

Respectfully,



Dr. Brent C. Jones
Assistant Superintendent for Human Resources

Cc: Dr. Larry Nyland, Superintendent
Keven Wynkoop, Principal, Ballard High School
Jon Halfaker, Executive Director of Schools
Elaine Williams, Labor/Employee Relations Manager
Tim Kopp, SEA UniServ Representative
Personnel file

Attachments: Policies

	UNPROFESSIONAL CONDUCT OF STAFF	Policy No. 5006 January 22, 2014 Page 1 of 3
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The School Board recognizes its responsibility to protect students, staff, parents/guardians, and volunteers from physical and/or emotional harm at school and at school-sponsored events.

A. CERTIFICATED STAFF

Pursuant to state law, certificated staff are required to exhibit "good moral character and personal fitness" as they teach, supervise students, or interact with others and are prohibited from engaging in unprofessional conduct. "Good moral character and personal fitness" is defined in WAC 181-86-013. Unprofessional conduct includes, but is not limited to:

1. Violation of written contract;
2. Crimes against children as listed in RCW 26A.400.322;
3. The physical injury of children;
4. Sexual misconduct with children or students;
5. Misrepresentation or falsification in the course of professional practice (i.e., any falsification or deliberate misrepresentation, including omission, of a material fact by an education practitioner, including but not limited to: (i) statement of professional qualifications; (ii) application or recommendation for employment, promotion, certification, or an endorsement; (iii) application or representation for college admission, scholarship, grant, award, or similar benefit; (iv) representation of completion of in-service or continuing education credit hours; (v) evaluation or grading of students and/or personnel; (vi) financial or program compliance reports submitted to agencies; and (vii) information submitted to OSPI or law enforcement related to an official investigation.
6. Possession, use, consumption, or being under the influence of alcohol or of an illegal and/or controlled substance, including marijuana (cannabis), on school premises or at a school-sponsored activity involving students (possession of an unopened container of alcohol in a locked motor vehicle is allowed);
7. Disregard or abandonment of generally recognized professional standards (i.e., any performance of professional practice in flagrant disregard or clear abandonment of generally recognized professional standards in the course of: (i) assessing; treating, instructing, or supervising students; (ii) evaluating personnel; or (iii) managing money or property);
8. Abandonment of contract for professional services, including an extracurricular contract;
9. Unauthorized professional practice;

	UNPROFESSIONAL CONDUCT OF STAFF	Policy No. 5006 January 22, 2014 Page 2 of 3
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10. Illegal furnishing of alcohol or an illegal and/or controlled substance, including marijuana (cannabis), to a student;
11. Improper remunerative conduct (i.e., any deliberate act in the course of professional practice that requires or pressures students to purchase equipment, supplies, or services from the educational practitioner in a private capacity); or
12. Failure to report child abuse or neglect under RCW 26.44.

Certificated staff may be disciplined for engaging in unprofessional conduct according to Policy Nos. 5280 and 5281.

When the Superintendent or his or her designee possesses sufficiently reliable information to believe that a certificated employee is not of “good moral character and personal fitness” or has committed an act of unprofessional conduct, within a reasonable period of time of making such determination, a written complaint shall be filed with the Office of Superintendent of Public Instruction.

If the District is considering action to discharge a certificated staff member, the Superintendent or his or her designee need not file such complaint until ten calendar days after making the final decision to serve or not serve formal notice of discharge. Such a written complaint shall state the grounds for revocation and summarize the factual basis upon which a determination has been made that an investigation by the Office of the Superintendent of Public Instruction is warranted.

B. CLASSIFIED STAFF

Although classified employees are not governed by the same state regulations applicable to certificated staff, the District prohibits classified staff from engaging in acts of unprofessional conduct, including but not limited to:

1. Crimes against children listed in RCW 26A.400.322;
2. The physical injury of children;
3. Sexual misconduct with children or students;
4. Providing false information to the District (i.e., timesheets, application materials, formal investigations);
5. Possession, use, consumption, or being under the influence of alcohol or of an illegal and/or controlled substance, including marijuana (cannabis), on school premises or at a school-sponsored activity involving students (possession of an unopened container of alcohol in a locked motor vehicle is allowed);

	UNPROFESSIONAL CONDUCT OF STAFF	Policy No. 5006 January 22, 2014 Page 3 of 3
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6. Disregard or abandonment of generally recognized professional standards when (i) assessing; treating, instructing, or supervising students; (ii) evaluating personnel; or (iii) managing money or property; or
7. Illegal furnishing of alcohol or an illegal and/or controlled substance, including marijuana (cannabis), to a student;

Classified staff may be disciplined for acts of unprofessional conduct according to Policy Nos. 5280 and 5281.

Adopted: April 2012

Revised: January 2014

Cross Reference: Policy Nos. 5005; 5280; 5281

Related Superintendent Procedure:

Previous Policies:

Legal References: RCW 28A.400.320 Mandatory termination of classified employees; RCW 28A.405.470 Mandatory termination of certificated employees; RCW 28A.410.090 Revocation of Authority to teach — Method — Grounds; RCW 28A.410.100 Revocation of authority to teach — Hearings and appeals; RCW 28A.410.110 Reinstatement prohibited for crimes; WAC 181-79A Standards for teacher, administrator, and educational staff associate certification; WAC 181-86 Professional certification — Policies and procedures for administration of certification proceedings; WAC 181-87 Professional certification — Acts of unprofessional conduct; WAC 181-79A-155 Good Moral Character and Personal Fitness — Necessary supporting evidence applicants

Management Resources: *Policy News*, February 2013

	FIELD TRIPS & EXCURSIONS	Policy No. 2320 September 9, 2014 Page 1 of 1
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The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

Field trips which take students out of the state or are planned to keep students out of the district overnight must be approved in advance by the Superintendent or his/her designee. The Superintendent or his or her designee has the authority to approve or deny all other field trips.

The Superintendent or his/her designee is granted the authority to develop administrative guidelines for the operation of field trips which shall ensure that the safety of the student shall be protected and that parent permission is obtained before the student leaves the school. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness. Private vehicles may be used to transport students if approval is obtained in advance from the principal.

No staff member may solicit students for any privately arranged field trip or excursion without the principal's permission.

Adopted: December 2011

Revised: September 2014

Cross Reference: Policy Nos. 6625; 3520

Related Superintendent Procedure:

Previous Policies: C30.00

Legal References: RCW 28A.330.100(5) Additional powers of board; RCW 67.20.020 Parks, bathing beaches, public camps — Contracts for cooperation; WAC 181-87-090 Improper remunerative conduct

Management Resources:

Business & Finance	Seattle Public Schools FIELD TRIPS AND EXCURSIONS: Overnight Field Trip Procedures	Administrative Procedure 2320-C 9/25/2014 Page 1 of 5
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This Administrative Procedure provides instructions for implementing School Board Policy 2320 – Field Trips and Excursions.

This Procedure should be read after Administrative Procedure 2320-A, General Guidelines and Procedures for All Field Trips.

Principals (and/or the District Department sponsoring the trip) are responsible for ensuring that all field trip policies and procedures as outlined in this Procedure are adhered to.

Together Principals (and/or the District Department sponsoring the trip) and the trip leader must review and complete "Checklists" for this Procedure, initialing each item as completed. Signed "Checklist" must be kept on file at the school.

Transportation for field trips **must** be arranged in accordance with Business & Finance Administrative Procedures Travel Procedures and Travel Waiver Request. These procedures require completion and approval of a Request for Professional Leave for any extended travel outside of the district.

OVERNIGHT FIELD TRIP CHECKLIST

___ Review Administrative Procedure No. 2320-A, General Guidelines and Procedures for All Field Trips.

___ Select a site and investigate the appropriateness of the site in relation to the category of field trip.

Field Trip Category(s): _____

Site: _____

___ Select a date and an alternate date. Note: Check with the principal, teachers and staff to ensure that trips are not scheduled on dates that interfere with important tests, religious holidays, or class work.

Date: _____

Alternate Date: _____

Twelve Weeks (or More) Prior to Field Trip

(Recommendation: To maximize fundraising so that trips are open to all students and for thorough planning, it is recommended that overnight trips are planned at least 6 months in advance.)

___ Research and plan the details of your trip.

___ Complete and submit an Overnight Field Trip Request Form to the principal. Schedule a meeting with the Principal to go over the Principal Review of Field Trip Proposal and identify any remaining requirements. When the principal has approved the trip, email or fax the Overnight Field Trip Request Form, a signed copy of this Overnight Field Trip Checklist and other required documents to the appropriate Executive Director and to Risk Management for their approval of the trip.

___ Upon approval from the principal, consult with and submit to the principal a list of chaperones.
 ▪ For "Overnight Trips," the student-to-chaperone **maximum** ratio is 10:1

Please note: For students with disabilities, the ratio of staff to students must be at least the same as the ratio mandated in their IEPs for their classes.

- ___ Contact the field trip site and ensure that the necessary arrangements are in place
 - Staff should carefully review Finance Administrative Procedures and ASB rules before signing any agreements, or exchanging money with parents, outside transportation companies, travel agencies, etc.
- ___ Recruit chaperones for the trip.
 - One chaperone must be a Seattle Public Schools employee from the school or department sponsoring the trip.
 - Chaperones shall be at least 21 years of age for K-8 trips, at least 25 years of age for grades 9-12.
 - Chaperones must be background checked in accordance with the Volunteer Management Department's Administrative Procedure Volunteer Program. (Fingerprinting may be required for overnight field trip chaperones. Please allow sufficient time.)
 - There shall be at least 1 chaperone for every 10 students on the trip.
 - Chaperones will not be allowed to bring minor family members or friends on the trip.
 - Only students, approved chaperones and the spouse or partner of a chaperone will be allowed on the trip.
 - The lead chaperone must be sure that all non-SPS chaperones are familiar with the *Basic Rules of Seattle Public Schools – Code of Prohibited Conduct* and other district and school-based rules for student conduct.
 - The Lead Chaperone must retain a copy of the signed Guidelines for Volunteer Chaperones – Overnight Field Trips for each chaperone, along with the chaperones' emergency contact information.
- ___ Recruit students and coordinate fundraising efforts so that the trip is open to all students. The student's and his/her family's ability to pay may not be a criterion for field trip participation. Trips must be open to all students regardless of their financial situation.
- ___ Share the trip details listed below with all teachers and other staff members so that they may plan accordingly.
 - Trip Overview (purpose)
 - Destination(s) (if multiple, attach detailed itinerary/agenda)
 - Specific Activities and Risks
 - Date of Trip
 - Students' Names
 - Chaperones' Names & Roles in School Community
- ___ Prepare and distribute the Parent/Guardian Authorization for Overnight Field Trip form, Important Medical Information Form and the Medication Administration Form to each participating student and chaperone. (For preparedness and safety, it is important to have these forms from chaperones too. You may also distribute these forms at your parent/family meeting.)
- ___ If any student has a serious medical condition, please be sure that his/her doctor writes a letter indicating that the child may safely attend and participate in trip activities.
- ___ Conduct at least one parent/guardian meeting (with each family or all families together) to review the purpose of the trip, review/sign permission forms, review logistics of travel and share medical and safety information. (Please note: If a parent/guardian is unable to attend the meeting, a chaperone (SPS employee) must be sure to speak to the parent/guardian via telephone or in person about the trip prior to taking the student on an overnight trip. Document this personal contact for your records.)

Meeting Date: _____
- ___ Discuss with students the trip's purpose and learning goals in the weeks prior to the trip; engage students in activities before, during, and after the trip so that the field trip's learning potential is maximized.

Eight Weeks (or More) Prior to Your Trip

- ___ Notify the appropriate Executive Director and Risk Management of your overnight travel plans by faxing the Overnight Field Trip Request Form along with a list of student participants (include student ID#s). In addition, please call or email to ensure this form has been received by all parties.
- ___ Contact the field trip site and ensure that the necessary arrangements are still in place.
- ___ Develop transportation plans: mode of transportation, travel time, cost, etc. (If applicable, be sure to note how and with whom the child will travel to and from a field trip's departure and pick-up locations.) Transportation for field trips must be arranged in accordance with the Business & Finance Administrative Procedure "Travel Procedures", including submission of a Request for Professional Leave.

Four Weeks (or More) Prior to the Field Trip

- ___ Collect the completed and signed Parental Authorization for Overnight Trip form, Medical Information Form, and Medication Administration Form from each participating student and chaperone and ensure that a copy of all forms (and the itinerary) is submitted to the Principal.
- ___ Prepare the chaperones on your trip (distribution of responsibilities)
 - The lead chaperone will record the names of the chaperones and whom each chaperone is supervising.
 - Each chaperone must have a list of the students he/she is supervising.
 - Chaperones will organize a "Buddy System," pairing students with one another for safety purposes.
 - If there is only one chaperone on your trip, prepare a contingency plan in case the chaperone needs additional adult support while on the trip.
 - **The lead chaperone must carry original, signed Parent/Guardian Authorization for Overnight Trip forms, Important Medical Information Forms and Medication Administration Forms for all students at all times; all other chaperones must carry copies at all times.**
- ___ Ensure the availability of a first aid kit.

Two Weeks (or More) Prior to the Field Trip

- ___ Consult with and, when necessary, receive training from and obtain written comments from the School Nurse regarding any students who have expressed medical needs (e.g. medication, asthma, allergies, etc.).
- ___ If applicable, inform the Child Nutrition Services manager at your school of the names of the students going on the trip and the date and time of the field trip.
- ___ Arrange for special equipment such as a digital or video camera if necessary or desired.

One Week Prior to the Field Trip

- ___ Verify all arrangements, including transportation and reception at the site.
- ___ Contact parent/guardian via telephone or in person to review the final details of travel and **verify** emergency, medical and safety information, and contact details. Be sure families have copies of their child's permission and medical forms as well as the trip itinerary and contact details.
- ___ Set expectations regarding communication during travel between chaperone/student travelers and the principal/families.
- ___ Leave copies of all **updated** Parent/Guardian Authorization for Overnight Field Trip forms, Important Medical Information Forms, Medication Administration Forms and the itinerary with Principal.
- ___ Set standards for safety and behavior with students and chaperones.

During the Field Trip

- ___ On the day of the trip, take attendance and leave the current list of students attending the trip with the Principal.
- ___ If applicable, record specific Bus Number and Driver's Name and leave information with the Principal and well as with all chaperones and, if age appropriate, students.
- ___ Conduct a "head count" before embarking on your trip, throughout your trip and before departing for home.
- ___ Review standards for safety and behavior with students.
- ___ Original, signed permission slips and medical forms must be carried by the lead chaperone at all times for all students; copies must be carried by all other chaperones.
- ___ A copy of the Emergency Action Plan for calling 911 on a field trip must be carried by all chaperones throughout the duration of the trip.
- ___ Organize a "Buddy System" for all students.
- ___ Chaperones must supervise all assigned students.
- ___ Ensure students have a list of the key addresses (hotel/chaperone/host family contact information) and emergency information for the overnight destination as well as copies of all travel documents.
- ___ Review with everyone where they are to go if they get separated from the group.
- ___ Set aside time to process student learning on the trip.

After the Field Trip (Suggested)

- ___ Write thank you notes.
- ___ Have group discussions in class about the students' observations while on the trip.
- ___ Conduct related creative and/or analytical projects to showcase student learning (i.e. public speaking engagements, Web 2.0 projects, etc.)
- ___ Write a news article about the trip for a local newspaper, website, or blog.
- ___ Evaluate the Trip.
 - o Was the educational purpose of the trip served?
 - o What were the highlights of the trip?
 - o What might you do differently next time?
 - o Are there any incidents, accidents, etc. to report?
 - o File a brief written report with the Principal.

PLEASE SIGN THIS CHECKLIST, RETAIN A COPY FOR YOUR FILE, AND SUBMIT THE ORIGINAL TO THE SCHOOL OFFICE AND TO RISK MANAGEMENT FOR FILING.

School Name: _____

Signature of Lead Chaperone Date

Signature of Principal or Date
Sponsoring District Department

Required Forms:

1. **Overnight Field Trip Request Form** (1 per trip)
2. **Emergency Action Plan** (1 copy per chaperone)
3. **Guidelines for Volunteer Chaperones – Overnight Field Trips** (1 per chaperone)
4. **Parent/Guardian Authorization for Overnight Field Trip** (1 per student)
5. **Important Medical Information Form** (1 per student)
6. **Medication Administration Form** (1 per student)
7. **Field Trip Behavior and Expectations Agreement** (1 per student – secondary schools only)

Seattle Public Schools Guidelines for Volunteer Chaperones Overnight Field Trips

Thank You for Your Support!

Seattle Public Schools believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities.

In order to help ensure that District-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Because student safety is our paramount concern, Seattle Public Schools has established procedures for screening all school volunteers who may have unsupervised access to children. Please check the District website "Volunteering at SPS" (under the Families & Communities tab) for the latest requirements. No volunteer may chaperone a field trip until the background check and other requirements are completed. If you have recently moved to Washington State and plan to chaperone an overnight field trip, the District may require you to be fingerprinted so we may access other states' criminal history databases. Please allow sufficient time to complete this requirement before the scheduled field trip departure date.

The District also requires that volunteer chaperones be at least 21 years old to supervise students in grades 6-8, 25 years old for students in grades 9-12.

Guidelines for Volunteer Chaperones

Prior to your field trip, the lead chaperone will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the lead chaperone or the building principal/program manager.

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's lead chaperone, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Be sure you are familiar with the Seattle Public Schools' *Code of Conduct*.
2. In order to comply with District policy, during District sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - may not use tobacco in the presence of, or within the sight of, students
 - may not possess any weapon
 - may not administer any medications, prescription or nonprescription, to students
3. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by administrators and parents. If a student will not follow your reasonable requests to comply with behavior and safety rules, please notify the lead chaperone or other District staff chaperone promptly.
4. Students must be supervised at all times while at District-sponsored events. Go over use

of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available 24/7, be mindful of safety concerns, and respond to students' needs.

5. Night-time supervision can present different challenges. Chaperones should not be sleeping in the same rooms with students, but must ensure that students are in their rooms and not engaged in prohibited activities. This will generally mean a bed check at lights out and at least one additional check during the night. Your lead chaperone will help you understand the requirements and procedures for specific locations where students will be lodging. Different rules may need to be established for locations where students are staying in a gym, in open cabins or other non-traditional lodgings.
6. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
7. Other than the spouse or partner of a chaperone, with prior written approval of the principal, family members or friends of a chaperone may not participate in a District-sponsored overnight field trip.
8. Chaperones who transport students in their personal vehicle must complete the Volunteer Driver Checklist form. You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
9. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

In the event that I have a personal emergency, please contact:

<i>Printed Name</i>	<i>Relationship</i>	<i>Daytime Phone</i>
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I acknowledge that I have received a copy of the "Guidelines for Volunteer Chaperones – Overnight Field Trips," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Name _____ Date _____

Printed Name

Name _____

Signature

Volunteer Chaperones – Overnight Field Trips

Fingerprinting Application Form (Use this form only if you lived in Washington State for less than two years)

Teacher/Program manager initiates this form

Name of School: _____ Date: _____

Individual involved: _____

Description of the Activity: _____

Destination (place of activity): _____

Dates of the Field Trip: From _____ To _____

Fingerprint cost (\$41.75) Individual _____ School _____

Overnight Chaperones MUST review and complete the following posted on the Volunteer website:

<http://bit.ly/SPS-Volunteering>

___ I have viewed the on-line course related to "Adult Sexual Misconduct Prevention Course."

___ I have read and sign the Volunteer Handbook

___ I have read the guidelines for Volunteer Chaperones-Overnight Field Trips

___ I have read and adhere to Policy No. 3246 (Use of Reasonable Force)

___ I have read the Volunteer Policy. 5630 (Volunteers)

___ I have completed Screening Form for background check (WATCH)

Volunteer Chaperone (please print)

Signature of Building principal

For School Principal Use only:

Additional information needed: _____

Principal or Designee Approval

Signature: _____ Date _____

Finger Print Process

- Payment/fee collection: School/volunteer coordinator collect any fees associated with Overnight Field-Trip and forward to school secretary who will submit to the Comptroller's Office MS: 33-343. Using Account: 1000 B2653 Fingerprinting.
- Schedule an appointment: Volunteer Coordinator directs Volunteer/Chaperone to call **SPS Safety & Security (2x0707)** to schedule an appointment (**the fingerprinting process is performed only once unless there is a break in continuous residence in State of Washington.**)
- What you need to bring to your appointment: Your photo I.D. and a copy of this form to verify proof of payment.

Principals are responsible for ensuring that appropriate levels of supervision are provided, with required ratio of district employees and properly background checked volunteers to students. Principal's signature on the field trip approval from certifies that he or she has verified this supervision will be in place.

FIELD TRIP PROCEDURES/RISK MANAGEMENT

1. Principals Preliminary Approval:

- ☐ The teacher must first meet with the building principal to request approval to proceed with planning. At that time the principal should be presented with information relating to the proposed trip, including, but not limited to, educational benefit. Copy of a letter outlining potential risks, proposed funding, estimated costs, estimated number of student participants, number of proposed chaperones and proposed travel plan using shall be given to the principal at this time.
- ☐ No fund raising shall commence until trip receives full approval. Approval shall be obtained prior to talking to students and parents about the proposed trip.
- ☐ Approval is given by district authorities in advance of announcing plans to students and parents.

2. Parent Input:

- ☐ The principal and advisor must agree on a process for determining the level of support by parents of students in the group. A high percentage of parental approval will be required in order to proceed with this process.
- ☐ Keep records of dates of meetings, number in attendance, and handouts/information given.

3. Plan Itinerary:

- ☐ Include departure time and place, major events, travel arrangements, planned stops and time and place for return.
- ☐ Students must be supervised at ALL times while at school- sponsored events.
- ☐ Prepare a detailed itinerary.
- ☐ High-risk activities such as mountain biking, roller-blading, canoeing, hiking, etc., require Washington Schools Risk Management Pool Special Events Liability Insurance. Contact Risk Management Services at 206-252-0710 for more application information.

4. Transportation/Land:

- ☐ Students may never drive motorized vehicles during a trip OR ride with a non-authorized individual.
- ☐ All occupants in vehicle must use seatbelts.
- ☐ Teacher shall indicate if charter carriers are to be used; indicate the charter name; and confirm they have insurance coverage.
- ☐ Students transported in private vehicles shall comply with R.C.W. 46.61.687:
 - Infants shall ride in rear-facing seats until age one or until they reach 20 pounds.
 - Children one to four years or under 40 pounds shall ride in a forward facing child safety seat restraint system.
 - Children four to six years or weighing between 40-60 pounds shall be restrained in a child booster seat. ("Child booster seat" means a restraint system that meets the Federal Motor Vehicles Safety Standard that is designed to elevate a child to properly sit in a federally approved lap/shoulder belt system.)
 - Children under the age of six or weighing less than 60 pounds shall ride in the back seat if the vehicle is equipped with a passenger side air bag.
 - Children over the age of six or weighing more than 60 pounds shall be restrained with the vehicle's safety belt system. Identify designated drivers. Motor Vehicle Reports should be obtained on all designated drivers, prior to the trip to assure good driving records. If district employees are driving, Type II driving designation should be followed.

5. Transportation/Air:

- All travel arrangements should be made in accordance with established district procedures.
- If the trip is not planned by an outside organization, it is important that insurance coverage be purchased for cancellation of trip.
- If the trip is planned with the use of an outside organization, confirm they provide coverage for trip cancellation.

6. Other Insurance Considerations:

- **Foreign General Liability Coverage.** The district's current policy provides coverage for law suites brought in the United States. International Travel Liability Insurance should be purchased to insure protection if a third party is harmed or alleged to be harmed and suit is brought in a foreign country.
- **Student Medical Insurance:** Student accident insurance companies (I.E. Excel-Serv) can provide coverage for medical insurance claims that happen out-side the United States. This is secondary coverage, but is advisable.

7. Informational Meeting for Students and Parents to Discuss:

- Purpose of the trip and its relation to curriculum or activity program
- Review of steps being taken to secure administrative approval
- Present a detailed daily student itinerary
- Proposed housing arrangements
- Budget and fund raising, including review of policies
- Rules of conduct
- Rules on field trips are the same as required of students within the school confines. Student abuse of school conduct rules on a field trip are subject to the same disciplinary action as on school property
- No drugs or alcohol may be used by students, supervisors, or chaperones
- Arrangements for chaperones
- Parent information and permission requirements
- Advisor/Chaperone responsibilities (provide them with a written list)
- Emergency procedures
- Address all potential personal safety risks
- Include all information related for foreign travel such as need for immunizations, identification, laws specific to that country regarding drugs (and prescribed medications) and conduct.

Advise new arrivals to the country, including exchange students, to determine their immigration status before entering a foreign country and to take appropriate credentials with them. All other students should be advised to take appropriate identification. (consult local Consulate Office for foreign country for specific requirements). Confirm requirements of required immunizations, etc.

8. Select Adult Chaperones:

- What is the confirmed number of staff and parents supervising on this trip? The appropriate number of chaperones is to be determined by the building principal and be subject to review by the superintendent or designee.
- If the proposed trip includes both male and female students, provide chaperones from both genders.
- Advise them of their responsibilities

Students must be supervised at ALL times while at school sponsored events

No drug or alcohol use by supervisors/chaperones

- One or more of the adult supervisors/chaperones must have current First Aid/CPR card
- Room arrangements for chaperones

9. Emergency procedures:

- One or more of the adult supervisors/chaperones must have a current First Aid/CPR card.
- Take a First Aid Kit and Snake Bite Kit
- Safety, including potential risks, and emergency procedures must be discussed with students, parents and chaperones
- In case of illness or accident, one adult must remain with the student at all times

WHEN DISTRICT APPROVAL IS RECEIVED:

10. Parent Permission Forms:

- Parent Permission forms which include health information and emergency information must be completed and signed by parent or guardian, and **TAKEN ON THE TRIP BY THE FACULTY ADVISOR**. One copy should remain with the school office.

11. Medication Procedures - Elementary Schools:

- Contact the building nurse one month before the scheduled field trip.
- The OVERNIGHT FIELD TRIP EMERGENCY FORM with the district medication form on the back must be completed by all parents. This form should be taken on the field trip by the faculty advisor. If the student is to receive medication, a copy of this form must also be given to the person designated to administer the medications.
- All students who will be taking medication need a district medication form completed and signed by both the parent and the physician.
- All medication must be in the original prescription bottle and properly labeled with the name of the child, name of medication, dosage, time medication is to be given, expiration date, name of physician and the date the prescription was filled. Over-the-counter medications also require a Seattle School District medication form signed by both parent and physician and the medication must be properly labeled by the parent.
- The person designated to give medication on the field trip must be trained by the building nurse before they can administer any medication.
- All medications must be kept in a locked box or container at all times.

12. Medication Procedure - Secondary Schools:

- If a parent requests the school to administer medication to their student, please contact the building nurse and follow the above instructions.
- Students and parents need to be advised of all laws and regulations of the foreign country that pertain to prescription and over-the-counter drugs.

13. Finalizing Plans:

- Secure housing, final arrangements for transportation, requests purchase orders. etc.

Business & Finance	Seattle Public Schools FIELD TRIPS AND EXCURSIONS: General Guidelines and Procedures for All Field Trips	Administrative Procedure 2320-A 9/25/2014 Page 1 of 8
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This Administrative Procedure provides instructions for implementing School Board Policy 2320 – Field Trips and Excursions.

This procedure **MUST be read in its entirety first** by Principals (or the District Department sponsoring the trip) and chaperones as it outlines important guidelines and procedures for all field trips. After reading this entire procedure, please refer to the procedure appropriate for your type of trip for further details on guidelines, procedures, and permission forms.

Principals (and/or the District Department sponsoring the trip) are responsible for ensuring that all field trip policies and procedures as outlined in all of the field trip procedures are adhered to.

Transportation for field trips **must** be arranged in accordance with District procedures, including Transportation of Students, Volunteer Driver Checklist and the Transportation Department's guideline Field and Athletic Trips.

Types of Field Trips

A field trip is **school-sponsored** if school or ASB funds pay for the activity, it is part of the educational process (e.g. there is any relationship between participation and grades or credit for a class), or it is supervised or staffed by school employees during their contract year. All school-sponsored field trips must be approved in writing by school administration, Executive Director of Schools, risk management and/or the Superintendent as required under these procedures.

For school-sponsored field trips, no qualified student who is member of the group making the trip shall be prevented from participation due solely to a lack of funds. If families are being asked to contribute to the cost of the field trip, the school must ensure that fundraising opportunities or scholarships are made available to assist students whose families' financial circumstances do not allow them to contribute the full amount. If students do not qualify for field trip participation based on behavioral or disciplinary actions or academic standing, alternative educational opportunities will be made available to them at the school during regular school days.

A field trip is **privately sponsored** if no school funds, equipment or materials are used; the field trip does not occur during school hours; and the school or the district are not named in promotional materials. All such materials should include clear and prominent notice that the trip is not sponsored by the school or the District. Planning or organizational meetings for privately sponsored field trips should be held off-site or, if at the school, according to the public use of school facilities guidelines. Enrollment at the school should not be a requirement for participation in privately sponsored field trips.

NOTE: Promotion of a privately-sponsored field trip by a teacher in his or her classroom or elsewhere during class time is, in most cases, a violation of the District Ethics Policy, Section 4.f. (Misuse of Position). Such violations will be reviewed for disciplinary action.

If a trip is privately-sponsored, the individual organizing the trip will assume all responsibility for the safety of participants and may be personally liable for any incidents or injuries that occur. **Approval by the District is not required and the District will assume no liability for these trips. None of the remaining guidelines in this Administrative Procedure need to be applied to privately-sponsored trips.**

Business & Finance	Seattle Public Schools FIELD TRIPS AND EXCURSIONS: General Guidelines and Procedures for All Field Trips	Administrative Procedure 2320-A 9/25/2014 Page 2 of 8
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SPS has divided school-sponsored field trips into three types: 1) Day Field Trip, 2) Overnight Field Trip, and 3) International Field Trip. This division ensures that permission forms and procedures are directly relevant to the type of trip and activities students will be engaged in.

For more information about the type of field trip you are planning and permission forms, refer to the applicable procedure listed below:

1. **"Day Field Trips,"** Administrative Procedure 2320-B
2. **"Overnight Field Trips,"** Administrative Procedure 2320-C
3. **"International Field Trips,"** Administrative Procedure 2320-D

Purpose of Field Trips

Field trips provide an important avenue for student learning that complements the classroom experience in critical respects. They can enrich and extend the curriculum and, in doing so, often motivate students. Field trips expose students to new ways of thinking and being that are often best understood when experienced firsthand.

It is important to note the serious obligations that SPS staff members have to ensure that all field trips are not only educationally sound, but also safe and secure learning experiences. To meet this obligation, we must partner with students and families to ensure we understand the responsibilities we share when students are engaged in experiences outside of the classroom. This procedure provides field trip rules and guidelines that will help fulfill this obligation.

Field Trip Categories (A trip often meets more than one category.)

- A. **Curricular/Educational Field Trip:** A field trip that is integral to a specific curriculum unit or serves a broader educational purpose. This might include a focused visit to a college, museum, an historic location, or a nature reserve.
- B. **Cultural Field Trip:** A field trip where the content of the trip is cultural in nature. These field trips might include a visit to a dance or art exhibition or a visit to a foreign country for a language immersion experience.
- C. **Community Building Field Trip:** This type of trip may reinforce relationships in an existing group of students, prepare students for a significant transition into a new structure or community (e.g. students entering grades 6 or 9), help students work collaboratively, or assist in the development of leadership and decision making skills. These trips might include an outdoor education day trip or camping trip experience with an overnight commitment.
- D. **Service Learning Field Trip:** This is a voluntary field trip where students learn the value of helping others in their own community and beyond. These trips show students how empowering service to others is while developing students' leadership skills.
- E. **Athletic Field Trip:** A field trip in which travel (local or out of state) enables a team to participate in athletic training, practice or competition. This might involve varsity, junior varsity, "C" or freshman team competing in WIAA sports and activities, approved club sports teams, or individual competitors qualifying for state or regional competition in those sports.

Business & Finance	Seattle Public Schools FIELD TRIPS AND EXCURSIONS: General Guidelines and Procedures for All Field Trips	Administrative Procedure 2320-A 9/25/2014 Page 3 of 8
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General Guidelines for All Types of Field Trips

- **Principals** have the primary responsibility to ensure that all procedures pertaining to field trips are followed by their school.
- Permission for field trips must be in written form only. Without a signed permission slip, the student may not attend the field trip. Trip leaders are responsible for seeing that permission slips are filled out completely and signed by the parent(s)/guardian(s).
- Permission slips are legal documents and may not be altered.
- Permission slips must be used for any excursion that is school-sponsored, including those scheduled on weekends, holidays or during school breaks.
- Retain completed field trip request forms, original permission slips, medical forms, and other signed documents for field trips in the school office. These records must be kept for the current school year plus three additional years after all field trips have occurred.
- A separate parent/guardian permission slip must be obtained and filed for each field trip. There are two categories of exceptions authorized.
 - “Blanket” authorization (i.e. parent/guardian approval through the use of a single form for any trips to be taken on unspecified dates during the school year) is only allowed for walking field trips in the immediate vicinity of the school.
 - “Series” authorization (i.e. parent/guardian approval through the use of a single form listing a series of essentially identical events on specified dates) is only allowed for events in which both the activities and the means of transportation are the same. Examples might include a series of “away” basketball games against other local high schools with yellow bus transportation or a series of parade appearances by a school marching band with approved charter bus transportation.
- Parent/Guardian permission slips **must** be sent home in English and preferably in the language of the home.
- Only parent/guardians are authorized to sign permissions forms. For questions regarding legal guardianship, refer to Legal at 252-0110.
- Staff should be aware that errors, late submissions, and poor security for a field trip at one school or site may have negative side effects on field trips for other schools and students. Therefore forms **MUST** be submitted **AT LEAST 4 weeks in advance for “Day Field Trips”** and **AT LEAST 12 weeks in advance for “Overnight Field Trips”** and **“International Field Trips”** to ensure that guidelines are adhered to, safety procedures are followed, and parents, the Principal, and the district are informed and prepared to support the trip. If these deadlines are not met, then a field trip application may be rejected.

These timelines will be waived to allow student participation in competitive events requiring a team to qualify (through earlier rounds of competition) before they are invited or accepted into the event. Examples of this might include athletic competition at the State level, a robotics

Business & Finance	Seattle Public Schools FIELD TRIPS AND EXCURSIONS: General Guidelines and Procedures for All Field Trips	Administrative Procedure 2320-A 9/25/2014 Page 4 of 8
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competition at the regional level, or a musical competitions at the national level, While timelines will be waived, other field trip requirements must still be met, which may mean having chaperones pre-screened, tentative travel arrangements in place and other preparation under way before the results of the earlier rounds of competition are known.

Approval and Filing Process for Field Trips

It is necessary that the proper procedures are followed and that copies of all checklists, permission forms, and if applicable, medical forms are kept on file in the school office and when appropriate, filed with the district. Details regarding approval process and record keeping are outlined below:

- "Day Field Trip" forms are submitted to the principal **AT LEAST 4 weeks in advance** (or at the principal's discretion) and approved by the principal; all forms, including signed checklist form, are filed at the school.
- "Overnight Field Trip" forms are submitted to the principal **AT LEAST 12 weeks in advance** and approved by the principal; all forms, including the signed checklist form, are filed at the school; copies of original Overnight Field Trip Request form, signed original checklist page, and other required documents are submitted to the district **AT LEAST 12 weeks in advance** and approved by the appropriate Executive Director and by Risk Management; copies of all forms also filed at the district. Please email or fax the form to the appropriate Executive Director as well as to Risk Management. In addition, please follow up with a phone call or email to ensure documentation has been received.
- "International Field Trip" forms are submitted to the principal **AT LEAST 12 weeks** in advance and approved by the principal; all forms filed at the school; copies of original International Field Trip Request form, signed original checklist page, and other required documents are submitted to the district **AT LEAST 12 weeks in advance** and approved by the appropriate Executive Director, Risk Management and the Superintendent; copies of all forms also filed at the district. Please email or fax the form to the appropriate Executive Director as well as to Risk Management. In addition, please follow up with a phone call or email to ensure documentation has been received.

General Trip Planning Guidelines

- Please note that trip planning timelines (i.e. "Twelve Weeks (Or More) Prior to the Field Trip", etc.) in each procedure chronicle the minimum amount of time for planning. **More time for pre-trip planning is strongly recommended for all types of field trips.**
- Together, principal and trip leader must review and complete the appropriate type of field trip Procedure and Checklist throughout the planning process.
- **The student's and his/her family's ability to pay may not be a criterion for field trip participation. Trips must be open to all students regardless of their financial situation.**
- Sites for field trips should be carefully selected to enrich student learning and increase students' exposure to new people, places, and activities. It is recommended that a school plan its trips from grade to grade and subject to subject to avoid duplication.

Business & Finance	Seattle Public Schools FIELD TRIPS AND EXCURSIONS: General Guidelines and Procedures for All Field Trips	Administrative Procedure 2320-A 9/25/2014 Page 5 of 8
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- Discuss with students the trip's purpose and learning goals in the weeks prior to the trip; engage students in activities before, during, and after the trip so that the field trip's learning potential is maximized.
- Teachers and staff at the school should be consulted with and/or informed about the trip well in advance so they may plan their schedules accordingly.
- If applicable, provide alternative arrangements for students not attending the trip or a comparable activity for students unable to participate in a portion of your trip.

Chaperone Guidelines

- At least one chaperone on every field trip must be an SPS employee, from the school or department sponsoring the trip. Other authorized chaperones may include parents and volunteers who are 21 years of age or older in the case of grades K-8 trips, 25 years or older for grades 9-12 trips. The trip leader must be sure that all non-SPS chaperones are familiar with the *Basic Rules of Seattle Public Schools – Code of Prohibited Conduct* and other district and school-based rules of conduct.
- We require that all chaperones have been background checked according to the Volunteer Management Department's Administrative Procedure Volunteer Program. This requires at minimum a WATCH background check for all field trips. (Fingerprinting may be required for overnight/international field trip chaperones. Please allow sufficient time.)
- All chaperones must be oriented to their duties, including a review of the document "Guidelines for Volunteer Field Trip Chaperones" for the appropriate type of trip, a review of the *Basic Rules of Seattle Public Schools - Code of Prohibited Conduct*, and an opportunity to ask the Principal and the Lead Chaperone any questions about school-specific and trip-specific requirements.
- For all field trips, every effort should be made for chaperones to be representative of the student group and include males and females.
- The student-to-chaperone **maximum** ratios must be:
 - Day Field Trips:
 - Grades K-5, 10:1
 - Grades 6 and up, 15:1
 - Overnight Field Trips: 10:1
 - International Field Trips: 10:1

Please note the following: For students with disabilities, the ratio of staff to students must be at least the same as the ratio mandated in their IEPs for their classes.

Safety Guidelines

- The Department of Safety & Security (206-252-0707) must be notified in the event of a serious emergency and should be used as a resource for questions regarding safety on field trips.

Business & Finance	Seattle Public Schools FIELD TRIPS AND EXCURSIONS: General Guidelines and Procedures for All Field Trips	Administrative Procedure 2320-A 9/25/2014 Page 6 of 8
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- Review each student's emergency information in the student information system (PowerSchool) to ensure/cross-check accuracy of all field trip permissions and forms.
- Please be specific when completing the "School Portion" of the Parent/Guardian Authorization for Field Trip Form. Parents/guardians must be given sufficient information to understand the nature and scope of the activity(s) and the associated risks.
- All chaperones must carry with them at all times during the trip a copy of the Emergency Action Plan (EAP) (which can be found under the "Day," "Overnight" and "International" procedures) that outlines procedures for calling 911 in the US or the EAP for foreign countries which outlines emergency procedures for the respective country. While an EAP outline is provided in the "International Field Trip Procedure," it is the lead chaperone's responsibility to research the information required for foreign countries. During the trip, a copy of the EAP for the foreign country visited should be left with the Principal.
- Consult with and, when necessary, receive training from and obtain written comments from the school nurse regarding any students who have expressed medical needs (e.g. medication, asthma, allergies, etc.). If any student has a serious medical condition, please be sure that his/her doctor writes a letter indicating that the child may safely attend and participate in trip activities.
- The district reserves the right to require additional training and/or certifications such as CPR/AED and First Aid depending on the location and purpose of the trip.
- The Superintendent reserves the right to cancel any field trip up to and including the day of departure to ensure safety.
- In case of a medical or other emergency, the chaperones must immediately contact Safety & Security, principal, the parent/guardian, and the district (i.e. Executive Director or Superintendent depending on the level of emergency).
- If a principal or lead chaperone finds the behavior of a student unacceptable on a field trip and the student fails to correct his or her behavior, the child may be sent home after notifying his or her parent/guardian. The principal or lead chaperone must document their contact with the parent or guardian.
- Conduct regular "head counts" throughout your trip to ensure that all participants are accounted for.

Prohibited Activities

Certain categories of activity are excluded from coverage under Seattle Public School's insurance program. Non-insured activities that will not be authorized on any field trip include:

- Air or flight activities (other than regularly scheduled commercial flights), including airplane flying, hang gliding, helicopters, hot air ballooning, parasailing, and skydiving.
- Motorized races and contents, including auto racing, soapbox and go-cart racing, demolition contests, stunting and tractor pulls.

Business & Finance	Seattle Public Schools FIELD TRIPS AND EXCURSIONS: General Guidelines and Procedures for All Field Trips	Administrative Procedure 2320-A 9/25/2014 Page 7 of 8
-----------------------------------	---	--

- Maintenance, operation, use, loading or unloading of any aircraft or any motorized vehicle used in races or contests, except for electric-powered endurance activities
- Any activities (rafting, tubing, kayaking, canoeing, etc.) on any body of water that has been designated as Class I through Class VI under the international whitewater classification system.
- Any jet ski or other similar motorized personal watercraft.
- Any watercraft over 26 feet in length, unless in advance of the trip a certificate of insurance has been obtained from the owner/operator of the vessel, showing the name of the insurance carrier and the limits of insurance, which must be at least \$1,000,000 of Protection & Indemnity (marine liability) coverage.

There are many other types of activities that are prohibited or subject to specific approval due to their inherent risks. Please refer to the School Sponsored Activities Matrix for those activities that are being considered for your field trip. If an activity does not appear on that list and the principal or lead chaperone has concerns about the potential risks, please consult with Risk Management for guidance.

Water Activities (On the Water)

- Water activities are permitted involving larger commercial or passenger vessels which meet the US Coast Guard standards for safety and hold a valid Certification of Compliance for the state or its international equivalent. Washington State Ferries, Victoria Clipper and Argosy Harbor Tours meet these requirements. (Please note: There **must** be one life jacket per passenger.) In addition, be sure the water-related activity is clearly listed in the appropriate Parent/Guardian Authorization for Field Trip form. Parents/guardians must be given sufficient information to understand the nature and scope of the activity(s).
- Water Activities such as kayaking and canoeing (or the equivalent where the movement of a craft depends on the physical endurance of its operator) and travel in small water crafts are not permitted on a SPS field trip unless a request is submitted and approved by the district. These requests are submitted to and reviewed by Risk Management. Activities on any body of water designated as Class I through Class VI under the international whitewater classification system are excluded from the district's liability coverage and will not be authorized. Significant lead time is needed (12 weeks or more) to allow for safety requirements to be met.

Student Attendance Logistics

- Provisions must be made for any student not attending the trip and staying at school.
- Attendance forms should indicate when a student is physically absent from the school building on a field trip, but participating in a school-sponsored program being conducted off school grounds. (Note: It is important to know and document where students are at all times.)

Business & Finance	Seattle Public Schools FIELD TRIPS AND EXCURSIONS: General Guidelines and Procedures for All Field Trips	Administrative Procedure 2320-A 9/25/2014 Page 8 of 8
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Procedure Owner: Richard Staudt

Cross Reference: Policy 2320, Field Trips and Excursions

Legal References:

FIELD TRIP PROCEDURES/RISK MANAGEMENT

1. Principals Preliminary Approval:

- ☐ The teacher must first meet with the building principal to request approval to proceed with planning. At that time the principal should be presented with information relating to the proposed trip, including, but not limited to, educational benefit. Copy of a letter outlining potential risks, proposed funding, estimated costs, estimated number of student participants, number of proposed chaperones and proposed travel plan using shall be given to the principal at this time.
- ☐ No fund raising shall commence until trip receives full approval. Approval shall be obtained prior to talking to students and parents about the proposed trip.
- ☐ Approval is given by district authorities in advance of announcing plans to students and parents.

2. Parent Input:

- ☐ The principal and advisor must agree on a process for determining the level of support by parents of students in the group. A high percentage of parental approval will be required in order to proceed with this process.
- ☐ Keep records of dates of meetings, number in attendance, and handouts/information given.

3. Plan Itinerary:

- ☐ Include departure time and place, major events, travel arrangements, planned stops and time and place for return.
- ☐ Students must be supervised at ALL times while at school- sponsored events.
- ☐ Prepare a detailed itinerary.
- ☐ High-risk activities such as mountain biking, roller-blading, canoeing, hiking, etc., require Washington Schools Risk Management Pool Special Events Liability Insurance. Contact Risk Management Services at 206-252-0710 for more application information.

4. Transportation/Land:

- ☐ Students may never drive motorized vehicles during a trip OR ride with a non-authorized individual.
- ☐ All occupants in vehicle must use seatbelts.
- ☐ Teacher shall indicate if charter carriers are to be used; indicate the charter name; and confirm they have insurance coverage.
- ☐ Students transported in private vehicles shall comply with R.C.W. 46.61.687:
 - Infants shall ride in rear-facing seats until age one or until they reach 20 pounds.
 - Children one to four years or under 40 pounds shall ride in a forward facing child safety seat restraint system.
 - Children four to six years or weighing between 40-60 pounds shall be restrained in a child booster seat. ("Child booster seat" means a restraint system that meets the Federal Motor Vehicles Safety Standard that is designed to elevate a child to properly sit in a federally approved lap/shoulder belt system.)
 - Children under the age of six or weighing less than 60 pounds shall ride in the back seat if the vehicle is equipped with a passenger side air bag.
 - Children over the age of six or weighing more than 60 pounds shall be restrained with the vehicle's safety belt system. Identify designated drivers. Motor Vehicle Reports should be obtained on all designated drivers, prior to the trip to assure good driving records. If district employees are driving, Type II driving designation should be followed.

5. Transportation/Air:

- All travel arrangements should be made in accordance with established district procedures.
- If the trip is not planned by an outside organization, it is important that insurance coverage be purchased for cancellation of trip.
- If the trip is planned with the use of an outside organization, confirm they provide coverage for trip cancellation.

6. Other Insurance Considerations:

- **Foreign General Liability Coverage.** The district's current policy provides coverage for law suits brought in the United States. International Travel Liability Insurance should be purchased to insure protection if a third party is harmed or alleged to be harmed and suit is brought in a foreign country.
- **Student Medical Insurance:** Student accident insurance companies (I.E. Excel-Serv) can provide coverage for medical insurance claims that happen out-side the United States. This is secondary coverage, but is advisable.

7. Informational Meeting for Students and Parents to Discuss:

- Purpose of the trip and its relation to curriculum or activity program
- Review of steps being taken to secure administrative approval
- Present a detailed daily student itinerary
- Proposed housing arrangements
- Budget and fund raising, including review of policies
- Rules of conduct
- Rules on field trips are the same as required of students within the school confines. Student abuse of school conduct rules on a field trip are subject to the same disciplinary action as on school property
- No drugs or alcohol may be used by students, supervisors, or chaperones
- Arrangements for chaperones
- Parent information and permission requirements
- Advisor/Chaperone responsibilities (provide them with a written list)
- Emergency procedures
- Address all potential personal safety risks
- Include all information related for foreign travel such as need for immunizations, identification, laws specific to that country regarding drugs (and prescribed medications) and conduct.

Advise new arrivals to the country, including exchange students, to determine their immigration status before entering a foreign country and to take appropriate credentials with them. All other students should be advised to take appropriate identification. (consult local Consulate Office for foreign country for specific requirements). Confirm requirements of required immunizations, etc.

8. Select Adult Chaperones:

- What is the confirmed number of staff and parents supervising on this trip? The appropriate number of chaperones is to be determined by the building principal and be subject to review by the superintendent or designee.
- If the proposed trip includes both male and female students, provide chaperones from both genders.
- Advise them of their responsibilities
 - Students must be supervised at ALL times while at school sponsored events
 - No drug or alcohol use by supervisors/chaperones
- One or more of the adult supervisors/chaperones must have current First Aid/CPR card
- Room arrangements for chaperones

9. Emergency procedures:

- One or more of the adult supervisors/chaperones must have a current First Aid/CPR card.
- Take a First Aid Kit and Snake Bite Kit
- Safety, including potential risks, and emergency procedures must be discussed with students, parents and chaperones
- In case of illness or accident, one adult must remain with the student at all times

WHEN DISTRICT APPROVAL IS RECEIVED:

10. Parent Permission Forms:

- Parent Permission forms which include health information and emergency information must be completed and signed by parent or guardian, and **TAKEN ON THE TRIP BY THE FACULTY ADVISOR**. One copy should remain with the school office.

11. Medication Procedures - Elementary Schools:

- Contact the building nurse one month before the scheduled field trip.
- The OVERNIGHT FIELD TRIP EMERGENCY FORM with the district medication form on the back must be completed by all parents. This form should be taken on the field trip by the faculty advisor. If the student is to receive medication, a copy of this form must also be given to the person designated to administer the medications.
- All students who will be taking medication need a district medication form completed and signed by both the parent and the physician.
- All medication must be in the original prescription bottle and properly labeled with the name of the child, name of medication, dosage, time medication is to be given, expiration date, name of physician and the date the prescription was filled. Over-the-counter medications also require a Seattle School District medication form signed by both parent and physician and the medication must be properly labeled by the parent.
- The person designated to give medication on the field trip must be trained by the building nurse before they can administer any medication.
- All medications must be kept in a locked box or container at all times.

12. Medication Procedure - Secondary Schools:

- If a parent requests the school to administer medication to their student, please contact the building nurse and follow the above instructions.
- Students and parents need to be advised of all laws and regulations of the foreign country that pertain to prescription and over-the-counter drugs.

13. Finalizing Plans:

- Secure housing, final arrangements for transportation, requests purchase orders. etc.

August 7, 2015

Catherine Slagle, Director
Office of Professional Practice
Office of the Superintendent of Public Instruction
PO Box 47200
Olympia, WA 98504-7200



Re: Noam Gundle
Certificate # 394222D

Dear Ms. Slagle:

This letter is being submitted to you pursuant to WAC 181-86-110. As Superintendent for the Seattle School District ("District"), I possess "sufficient reliable information" to believe that Noam Gundle, a certificated teacher for the District, has committed an act of unprofessional conduct.

Mr. Gundle was sent a letter on June 18, 2015, discussing the acts of unprofessional conduct. In that letter, he was given an opportunity to meet with me.

Mr. Gundle attended a meeting with me on July 9, 2015 to discuss these acts. On August 7, 2015 I made a determination that an act of unprofessional conduct did occur. The employee was given a 10-day suspension and last chance settlement agreement. The June 18, 2015 and August 7, 2015 letters and settlement agreement are attached. I have also attached the May 22, 2015 notification letter.

If you have questions, please contact Elaine Williams at (206) 252-0290.

Respectfully,

Dr. Larry Nyland
Superintendent

Attachments: May 22, 2015 notification letter
June 18, 2015 loudermill letter
August 7, 2015 determination letter
Settlement Agreement

cc: Dr. Brent Jones, Assistant Superintendent of Human Resources
Mark Yamashita, Interim Director of Labor and Employee Relations
Elaine Williams, Labor and Employee Relations Manager

August 24, 2015

Catherine Slagle, Director
Office of Professional Practice
Office of the Superintendent of Public Instruction
PO Box 47200
Olympia, WA 98504-7200



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Mr. Gundle was sent a letter on June 18, 2015, discussing the acts of unprofessional conduct. In that letter, he was given an opportunity to meet with me.

Mr. Gundle attended a meeting with me on July 9, 2015 to discuss these acts. On August 20, 2015 I made a determination that an act of unprofessional conduct did occur. The employee was given a 7-day suspension and last chance settlement agreement. The June 18, 2015 and August 20, 2015 letters and settlement agreement are attached. I have also attached the May 22, 2015 notification letter.

If you have questions, please contact Elaine Williams at (206) 252-0290.

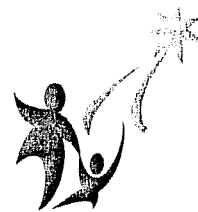
Respectfully,

Dr. Larry Nyland
Superintendent

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cc: Dr. Brent Jones, Assistant Superintendent of Human Resources
Mark Yamashita, Interim Director of Labor and Employee Relations
Elaine Williams, Labor and Employee Relations Manager

August 20, 2015



SEATTLE
PUBLIC
SCHOOLS

Sent via Email and Regular/Certified Mail

Noam Gundle

RCW 42.56.230(3)

Re: Notice of Probable Cause
Seven (7) Day Suspension Without Pay

Dear Mr. Gundle:

The purpose of this letter is to advise you of my determination as Superintendent for Seattle School District No. 1 ("District") that probable cause exists to impose a seven (7) day suspension without pay for your inappropriate and unprofessional conduct during the course of your certificated teaching duties at Ballard High School under RCW 28A.405.300. The basis for the suspension is discussed below, but it relies heavily on the findings contained in an investigative report dated June 10, 2015.

A meeting was held in my office on July 9, 2015. I met with you, your Seattle Education Association UniServ Representative Tim Kopp, and three others: Sharon Rutker, a parent of one of your students, Rebecca Rider, an acquaintance of yours who works for NOAA, and John Foster, Ballard Language Arts teacher. Also in attendance were Keven Wynkoop, Principal of Ballard High School, Mark Yamashita, Interim Director of Labor and Employee Relations, and Labor and Employee Relations Manager Elaine Williams. You were given an opportunity to be heard on this matter. You and Mr. Kopp spoke at length in your defense, and you and the people accompanying you spoke in praise of your accomplishments as a teacher at Ballard High School, your association with the Maritime Academy, and your conduct on a prior field trip to Maui.

I have carefully considered your presentation at the July 9th meeting, the findings of fact in the investigative report, and your employment history, and I find that you violated the following District policies and guidelines:

Board Policy 5006 - Unprofessional Conduct of Staff—by failing to safely transport all students back to Ballard High School in accordance with the approved field trip plan and leaving a few student behind without a District approved chaperone at the Deception Pass campsite after you decided the field trip had ended, thereby placing their safety at risk.

Board Policy 2320 - Field Trips and Excursions and 2320SP.C. - Field Trips and Excursions: Overnight Field Trip Procedures—by allowing an unapproved 19 year old boyfriend of one of the female students to join the group, and spend the night at the campsite, and by substituting two authorized chaperones with two unapproved chaperones to provide supervision of the students.

Risk Management field trip procedures—when you allowed students to drive their own vehicles on the field trip and to transport other students home.

The Guidelines for Volunteer Chaperones—by failing to ensure that all the required supervisory activities were being carried out by failing to provide a District approved chaperone to supervise the students when they remained at the campsite on the second night.

On May 18, you and another Ballard staff person transported 13 students back to the school. You left 5 students at the campsite without an approved chaperone. Your action endangered the personal safety of the five students who stayed behind when you allowed them to remain a second night at the campsite and left them unsupervised and unchaperoned. The 19 year old boyfriend of one of the 5 students you left behind also remained at the campsite. Although you said that you had the permission from all the parents of the 5 students left behind, the investigation found and I find that you did not have permission from a parent of one of the students, who had earlier expressed her concerns about cutting the trip short by a day. That parent was later upset that her daughter was allowed to stay at the campsite with the 19 year old, and that her daughter had to return home in a pickup truck, which did not have a seat belt for her to use. I find that you failed to supervise a student under your supervision, which violates the District's policy on Unprofessional Conduct of Staff (Policy No. 5006) and WAC 181-87-060 (Disregard or Abandonment of Generally Recognized Professional Standards).

You also did not ask for or receive approval from your principal Mr. Wynkoop or Assistant Principle Elizabeth Guillory to have students stay behind when you left the field trip a day early.

You have conducted a number of student field trips, including camping trips, in the past. In planning and preparation of this trip, you signed **Superintendent Procedure 2320.SP.C.—Field Trips and Excursions: Overnight Field Trip Procedures**, which includes a checklist for you to complete. That form was not signed either by Principal Keven Wynkoop or by his delegate. The form requires you to read the General Guidelines and Procedures for All Field Trips, among other responsibilities. The form also contains a comprehensive timeline of events that should occur prior to, during, and after the field trip, including seeking approval for chaperones and contacting parents about transportation arrangements. You have stated that you are now well aware of the guidelines and requirements for fieldtrips and the various hoops required to engage in outdoor learning, and have stated that you recognize the reasons for the guidelines and requirements. At the time of this trip, however, I find that you did not follow this process and procedure.

It is clear that you made a deliberate and knowing decision to leave the students at the campsite without an approved chaperone, and without prior approval by administration in order to attend the union rally on May 19. You admitted that you could have, and should have, transported all of the students back to school at the end of the field trip, but that circumstances prevented you from making that decision. You did not explain what those circumstances were.

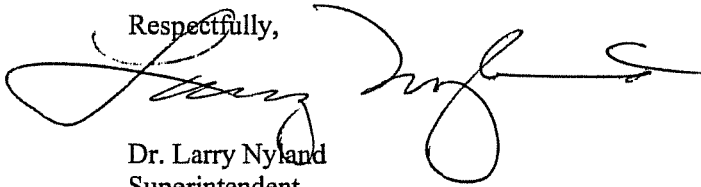
Your failure to return all students to school, your failure to follow field trip rules, and your failure to seek approval for the decisions you made was a serious oversight on your part and is a serious act of misconduct. Because this is your first disciplinary offense, I am imposing a 7-day suspension. Please know that any future behavior of this type will result in the termination of your employment with the District. To ensure that you understand the seriousness of your behavior, in addition to the suspension being issued to you, I am directing that you not lead or participate in overnight field trips for a period of two (2) years and in day field trips for a period of one (1) year.

Please be aware that I am required by the Office of the Superintendent of Public Instruction to notify the Office of Professional Practices that I have reasonable reason to believe that you have committed violations of the Code of Professional Conduct. As such, a separate letter will be sent to OSPI informing them of my decision and your actions.

This letter is given to you pursuant to RCW 28A.405.300. You have a right to appeal my determination according to the appeal procedures as described in RCW 28A.405.300 and RCW 28A.405.310. It requires that your written appeal be filed within ten days of receiving this letter with me or the President

of the School Board, Sherry Carr. If you do not appeal my determination in a timely manner, your suspension without pay will be imposed next school year at a time to be determined by the Assistant Superintendent for Human Resources and your building principal.

Respectfully,

A handwritten signature in black ink, appearing to read 'Larry Nyland', with a large, stylized loop at the end.

Dr. Larry Nyland
Superintendent

Cc: Keven Wynkoop, Principal, Ballard High School
Jon Halfaker, Executive Director of Schools
Mark Yamashita, Interim Director of Labor and Employee Relations
Elaine Williams, Manager, Labor and Employee Relations
Tim Kopp, SEA UniServ Representative
Personnel file

Attachment: Settlement Agreement