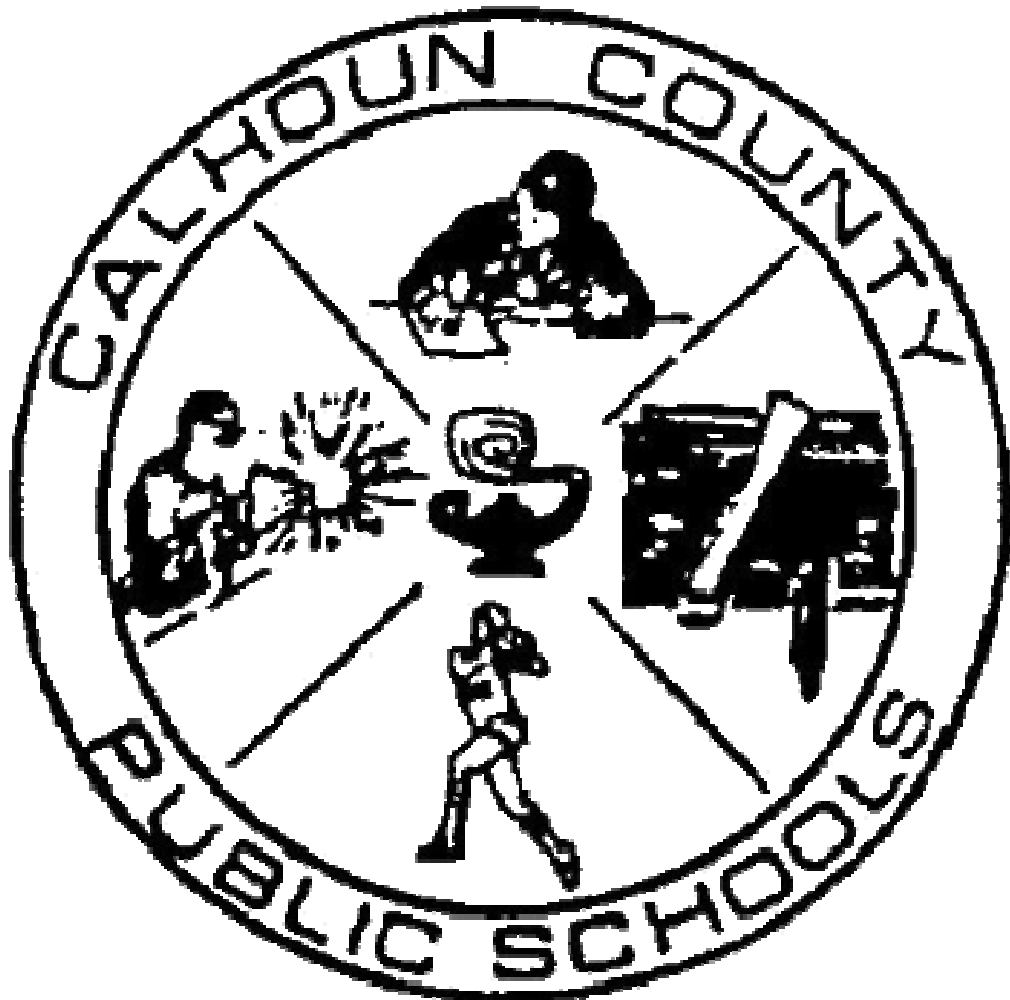


# Calhoun County Public Schools



## Field Trip Procedures



**SCHOOL FIELD TRIP PROCEDURES**

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**Sample forms** .....*Found in back of the procedures*

Several forms which are part of these guidelines:

- *School Sponsored Field Trip Preliminary Approval Form*
- *Field Trip Checklist*
- *Sample Field Trip Description with Itinerary*
- *Parent/Guardian Field Trip Permission/Emergency Information/Informed*
- *Consent Form*
- *Calhoun County School District – Field Trip Request Form*
- *Field Trip Student Roster*
- *Field Trip Transportation Release form*

# ***SCHOOL FIELD TRIP PROCEDURES***

## **A. Introduction & definitions**

The purposes of these procedures are to help ensure the safety of all students, staff and volunteers, and to help reduce the District's liabilities by effectively eliminating and/or reducing loss exposures and risks.

### 1. Board policy

These procedures supplement the school district's related policy. Field trip organizers must refer to and comply with all applicable school district board policies. Refer to Board Policy IJOA.

### 2. Field trip definition

A "field trip" occurs when students leave school grounds for an educational purpose. It is a student trip for the purpose of curriculum related study (part of the classroom educational experience), SCHSL interscholastic athletics, co-curricular activities, outdoor education, or part of a school-sponsored club.

Types of field trips include:

- Day field trips
- Recurring field trips (same activity on a regular basis, such as a choir or sports games)

Field trips with special hazards:

- near water or involving swimming or boating
- in remote locations
- involving animals (farms, zoos, riding animals, etc.)
- involving outdoor education
- Extended field trips - overnight field trips or out of area (over 50 miles)
- Out of country field trips

A field trip is school-sponsored if school or parents/guardian funds pay for the activity, it is part of the educational process, or it is supervised or staffed by school employees. A field trip is privately sponsored if no school funds are used, the school/district is not named in promotional materials, meetings are not held at school\*, and the field trip does not occur during school hours.

### 3. Legal considerations

#### a. Liability

Negligence creates potential liability. Negligence is the failure to use that degree of reasonable care that is considered a reasonable precaution under the given circumstance. It is the unintentional doing or not doing of something that causes injury to another.

#### 1.

## **SCHOOL FIELD TRIP PROCEDURES**

Negligence involves four elements. All four elements must be present to be found negligent in a court of law:

1. Duty – an official or reasonable expectation
2. Breach of duty – the expectation was not met
3. Proximate cause – not meeting that duty caused or exclusively contributed to the accident
4. Damages – the accident caused someone to be injured or property to be damaged

### **b. Duties**

A school district (and its employees, who are its agents) has certain basic duties to help ensure the safety of all students, staff, and volunteers that are summarized as follows:

- The duty to warn and inform
- The duty to provide proper instruction
- The duty to condition and equip participants properly
- The duty to provide proper supervision
- The duty to provide safe facilities
- The duty to provide safe equipment
- The duty to provide prompt and appropriate post-injury care

When those duties are not fulfilled, the district could be held liable for a student's injury or property damage.

### **4. Field trips are out of the ordinary**

Field trips, excursions, and outdoor education are a part of student education in many school districts. As these events are out of the ordinary, school field trips are an area rife with possibilities for injuries and liability. The off-site situations mean that students are exposed to hazards not present in the usual school environment, and staff members can more easily lose control of the students. Therefore, additional safeguards must be used for the protection of students.

## **B. Description of field trip activities and administrative approval process**

*Forms: School Sponsored Field Trip Preliminary Approval Form, Field Trip Checklist, Student Roster Form and Sample Field Trip Description with Itinerary*

1. Description of field trip activities

**2.**

## **SCHOOL FIELD TRIP PROCEDURES**

A full description of the proposed activity will include the following:

- a. School and sponsoring staff member(s)
- b. The educational purpose/benefit of the activity
- c. Detailed information on the activities in which the students will be participating (*it answers who, what, when, where, why, and how*)
  - i. The date and time of the trip
  - ii. Where the trip will be to/from
  - iii. Estimated number and ages of students to attend field trip
  - iv. Related brochures/information provided
  - v. Any special exposures or any unusual aspects of the trip identified including, but not limited to:
    - swimming, boats, or in/around water
    - remote locations/hiking
    - animals
    - outdoor education
    - air travel
    - motorized activities
- d. Means of transportation identified (District owned vehicles preferred)
- e. Means of providing meals identified
- f. Means of housing identified (if applicable)
- g. Estimated # of chaperones needed, listing any special qualifications for chaperones
- h. Estimated costs and funding source(s)
- i. A preliminary trip itinerary  
*Note: If these activities are the same type of activity occurring several times on a regular basis then one itinerary can be used, however it is important to provide details when circumstances or locations are different*
- j. Provide alternative to field trip for students not attending
- k. Student health related information and medication requirements
- l. Any other special student needs



## ***SCHOOL FIELD TRIP PROCEDURES***

### 2. Activities to avoid

#### a. Non-insured activities

Avoid (or otherwise insure) activities traditionally excluded from school district insurance coverage including:

- i. Air or flight activities, including airplane flying, hang gliding, helicopters, hot air ballooning, parasailing, skydiving and parachuting
- ii. Motorized races and contests (with district owned land motor vehicles), including auto racing, and go-cart racing, demolition contests, stunting, and tractor pulls
- iii. Use of watercraft over 26 feet in length
- iv. White water rafting, canoeing, kayaking, tubing or boat as well as jet-ski or other similar motorized personal watercraft designed to carry two or fewer persons. Please note that this does not apply to non-white water boating activities.

Typical liability coverage exclusions include illegal acts, intentional acts, pollution, non-monetary damages, breach of contract, contractual obligations, air/water/rail travel, and claims brought outside the U.S.

#### b. High risk activities

Some activities provide unusual risk to staff and students involved. Within the school district, ask if the curriculum objectives are worth the potential risk of injury to those involved. Activities that the

District may want to avoid are:

- i. Water activities: jet skis, canoeing, kayaking, wind surfing, power boat racing, private swimming pools, swimming in lakes and rivers, scuba diving, snorkeling, surfing, watercraft activities (except a properly insured commercial passenger boat), water skiing, water slides, water parks
- ii. Amusement park activities: amusement or carnival rides, bungee jumping, dunk tanks, fairground activities, food eating contests, moonwalks, mud or Jell-O wrestling, Wild West shows, mechanical bull riding
- iii. Animal activities: donkey basketball, horse riding, pack animal trips, saddle animals, snake handling, un-caged wild animals, petting zoos

### 4.

## **SCHOOL FIELD TRIP PROCEDURES**

- iv. Athletics not SCHSL approved: high-impact aerobics, martial arts, boxing, rugby, powder puff football, snow skiing, snowboarding
- v. Wilderness activities: mountain climbing, rock climbing, spelunking (cave exploring), rappelling, wilderness survival, orienteering and search and rescue
- vi. Other high risk activities:

- bonfires
- private parties
- offering home-cooked foods
- haunted houses
- violent arcade games
- shooting firecrackers or fireworks
- after school open gym
- car bashes/demolition derbys
- building houses, boats or cars
- student cooking (except part of home ec. or voc ed. programs)
- using firearms of any type, including air guns and paintballing
- model rocketry
- fireworks
- use of trampolines
- car washes
- glass blowing
- using trampolines
- snow tubing
- unicycles/scooters

### 3. Administrative approval process

#### a. Purpose of administrative review

Field trips provide a valuable educational benefit. However, off-site situations can expose students to hazards that are not present in the normal school environment. As a result, it is important for administrators to carefully review and monitor field trips to ensure that risks and potential school liability are minimized.

#### b. Principals/administrators should do the following:

- i. Ensure the sponsor considers the various aspects of the field trip, and completes all sections of the *Calhoun County School District – Field Trip Request Form*
- ii. Determine the appropriateness of activities for the students' age(s), skill(s) and behavior level(s)
- iii. Assist the sponsor with specific field trip risk identification
- iv. Ensure school district insurance coverage extends to the field trip location and activities
- v. Review and/or sign related contracts
- vi. Obtain or provide certificates of insurance related to contractual agreements and/or facility use
- vii. Provide preliminary administrative approval for the field trip

## **SCHOOL FIELD TRIP PROCEDURES**

- viii. Present the trip to the Superintendent and/or school board for approval if trip involves an overnight stay three consecutive school nights, or requires out-of-country travel
- ix. Continue to follow up with the sponsor to ensure appropriate actions are being taken

### **C. Risk identification and documentation**

Informed consent is (according to *Black's Law Dictionary*) "a person's agreement to allow something that is based on a full disclosure of facts needed to make the decision intelligently; i.e.-knowledge of risks involved, alternates, etc." Informed consent rests on providing enough information about the activity that a person (or, in the case of a minor, his/her parent/guardian) may intelligently exercise his judgement by reasonably balancing the probable risks against the probable benefits.

In order for a parent/guardian to provide an informed consent for his/her child to participate in a field trip, the parent/guardian must be aware of all activities and potential risks involved.

#### **1. Identify and assess risks**

Based on the full description of all activities with the itinerary, assess risks associated with the field trip. Try to imagine all the things that could go wrong and injure people or damage property - involve the District's insurances staff if needed. Add this information to the field trip description. Then use the identified risks to plan strategies for improving safety on the field trip.

#### **2. Be familiar with facilities and equipment**

Require the sponsoring staff member to become familiar with the facilities and related equipment that will be used. Have the sponsor attempt to survey all areas the students will be using to evaluate the site for potential hazards or special requirements for the field trip and complete a written evaluation.

#### **3. Determine student medical needs**

Determine specific student medical needs, including allergies, and how to accommodate these needs. Determine how to accommodate specific needs of high-risk students throughout all phases of the field trip.

#### **6.**

## **SCHOOL FIELD TRIP PROCEDURES**

### 4. Comply with medication procedures

Contact the building nurse well before the scheduled field trip to conform to school district policy and procedures on administration of oral medications. Ensure that the district medication form is completed by parents/guardians. Take this form on the field trip. If any student is to receive medication, give a copy of this form to the person designated to administer the medications.

### **D. Supervision and chaperone selection**

*Forms: Sample Field Trip Description with Itinerary and Field Trip Transportation Release Form*

#### 1. Supervise students at all times

Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you can't see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.

Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.)

#### 2. Determine how many and what kinds of chaperones are needed throughout the trip

Determine what supervision (what kind and how many) is needed. Establish the proper ratio (at least 10:1) of students to supervisors based on a case-by-case evaluation of each field trip. A higher number of supervisors may be required for more hazardous activities. Be sure to follow school district policy.

- a. Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- b. There should be a minimum ratio of adults supervising a field trip of 10 students to 1 adult.
- c. More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water (lifesaving) or wilderness (survival), out of country travel (speak the language), and those including behaviorally, physically or mentally challenged students.

#### 7.

## **SCHOOL FIELD TRIP PROCEDURES**

- d. First aid/CPR-trained chaperones/staff are encouraged.
- e. If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one certificated staff member is needed.
- f. For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

### 2. Volunteer chaperone selection

Ensure that all volunteer chaperones are:

- At least 21 years old
- Completed the SLED background check
- Physically able to do the job
- Able to work well with students

### **E. Transportation**

*Forms: Sample Field Trip Description with Itinerary, Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form, and Field Trip Transportation Release*

As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms. Listed below are transportation options and issues related to each.

Be sure to specify the means of transportation in the *Field Trip Description with Itinerary* and/or the *Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form*.

#### 1. District school bus

This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained school employees, and using district-owned and operated activity buses keeps costs at a minimum.

#### 2. Other district vehicles

For smaller groups, such as small clubs and teams, the smaller activity buses may be used.

#### **8.**

## ***SCHOOL FIELD TRIP PROCEDURES***

### **3. Charter bus**

If school buses are not available, a reputable charter bus service can be used. Be sure to get a certificate of insurance naming the school district as an additional insured on the bus company's liability insurance policy.

### **4. Private vehicle**

The use of private vehicles is not recommended, because the school does not have much control over private vehicles. Because of the lack of control, the school will need to make efforts to ensure the safety of its students while riding in private vehicles.

A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.

### **5. Walking**

Determine the safest route to/from the school and the place(s) to be visited. When determining a safe route, consider the time of day, lighting, sidewalks, weather conditions, intersections, traffic, neighborhood, and any other factors that could affect student safety. Increased supervision may need to be provided to keep all students in sight of an adult supervisor.

### **6. Air transportation**

Commercial airlines are often used when travelling long distances. Any air travel other than by commercial airline should be approved by the District's Superintendent or designee. Remember that air travel is traditionally excluded from school district insurance coverage. The flyer may want to purchase additional insurance.

### **7. Water transportation**

Transportation on/over water can be provided by boat, ferry, raft, canoe, or kayak, among other means. Water travel using motorized or non-motorized watercraft over 26 feet in length is traditionally excluded from school district insurance coverage. Ensure that the company that owns/operates the water vessel has adequate liability insurance, and if possible have the company add the school district as an additional insured. If the vessel is owned and operated by the State of Washington, such as a State ferry, proof of insurance is not required.

**9.**

## **SCHOOL FIELD TRIP PROCEDURES**

### 8. Other means of transportation

- a. City bus - Requires closer student supervision and designated money handling procedures
- b. Train – Railroad liability would be carried by the railroad and not a part of school district insurance coverage
- c. Rollerblading, skateboarding or bicycling – Ensure students are trained and properly equipped. Participants must wear safety helmets. When bicycling, have a plan in case bicycles break down and can no longer be ridden. Ensure adequate supervision of all students.

### **F. Providing food on field trips**

Be sure to specify how food and drink will be provided in the *Field Trip Description with Itinerary* and/or the *Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form*

If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:

#### 1. Brought from home by the students

For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.

#### 2. Provided by the school and taken on the trip

Make arrangements in conjunction with food services. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements. Stay away from food or drinks that require refrigeration as these need special preparations.

#### 3. Provided by the facility the group is visiting or cooked by the group at the facility

Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.

#### 4. Provided by stopping at restaurants

If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

# **SCHOOL FIELD TRIP PROCEDURES**

## **G. Overnight field trips – housing**

### **1. Arrangements**

Prior to the trip, arrange sleeping accommodations for the students and chaperones. Make sure chaperones and room assignments are gender specific, and roommates are close in age.

### **2. Supervision**

Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip. Since chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room checks.

### **3. Inspection**

If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.

### **4. Providing information to parents/guardians**

Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the *Field Trip Description with Itinerary* and/or the *Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form*.

## **H. Parental information and consent**

*Related Forms: Sample Field Trip Description with Itinerary, Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form*

### **1. Inform parents/guardians**

a. Inform parents in writing about planned field trip activities, hazards and risks. (See the *Sample Field Trip Description with Itinerary*.) Provide a way that parents can ask questions about the trip.

b. For more involved field trips such as out of country or overnight stays, provide a more formal opportunity for questions, such as an informational meeting for parents/guardians. Discuss applicable information regarding the proposed trip, including the following:

- Purpose of the trip and relation to the curriculum or activity program
- Budget and fundraising
- Proposed detailed daily student itinerary
- Arrangements for chaperones



## **SCHOOL FIELD TRIP PROCEDURES**

- Proposed travel arrangements
- Proposed housing arrangements
- Proposed eating arrangements
- Rules of conduct for students
- Reminder that district policies apply, including the prohibition on drug or alcohol use
- Parent information and permission requirements
- Fees and spending money
- Emergency procedures
- Potential personal safety risks
- Information related to foreign travel, including immunizations required, passports, laws related to drugs (including prescription drugs), and appropriate conduct in a foreign country Keep records of dates of meetings, number in attendance, and handouts/information given.

### **2. District policies apply**

Ensure parents, students and chaperones understand that district policies and procedures pertaining to pupil conduct, discipline, and rights apply to pupils while on field trips, and that parents will be responsible for getting the student back home if the student breaks the rules. Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

### **3. Related documents**

Ensure necessary documents are received by the parent/guardian, returned to the school, and permission/emergency forms are reviewed by the school before the trip. Information sent to parents/guardians should include at least the following:

- a. A letter from the school about the field trip
- b. Field trip details and itinerary, listing means of transportation and housing arrangements (if applicable)
- c. Things for a student to bring and not bring on the trip, including type of clothing needed
- d. Field trip permission form (informed consent)
- e. Health information/emergency contacts/permission for emergency treatment form

### **4. Repeat similar activities**

A single permission form can be used for the same activity occurring several times on regular basis (such as a choir performing at various locations) if the field trip itinerary lists the details of the different events (locations, dates, times, means of transportation, etc.).

# **SCHOOL FIELD TRIP PROCEDURES**

## **I. Student preparation and chaperone training**

*Related Forms: Sample Field Trip Description with Itinerary, Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form*

### **1. Pre-trip training for both students and chaperones**

Have the field trip sponsor(s) provide a pre-trip orientation for the students and chaperones that might include the following topics:

- Behavior expectations, including the fact that school behavior and discipline rules apply on field trips
- Activities the students will be participating in
- Acceptable areas for the student to enter at the facility
- Special hazards that have been identified
- An itinerary of the trip
- A general map of the area
- The importance of washing hands after activities (especially if handling toxic substances or petting animals)
- The importance of staying with the group
- What to do if separated from the group
- Procedures for walking in high traffic areas
- Use of the buddy system
- Other related information

### **2. Clothing and equipment**

Provide special clothing or equipment if needed. If the district does not provide it, notify the parent/guardian of the student in advance that they will be responsible for providing the required clothing or equipment needed for the trip. Check each participant for proper clothing and equipment on the day of the trip to ensure it is provided.

### **3. Valuables and money**

Arrange for security of people and possessions (if needed) or encourage students not to bring valuables.

### **4. Student accident insurance**

Medical insurance or student accident insurance is recommended for every student. The school district may choose to purchase student accident insurance, which includes field trips.

## ***SCHOOL FIELD TRIP PROCEDURES***

### 5. Chaperone responsibilities and training

#### a. Proper supervision

One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district policies and procedures and their duties and responsibilities. Proper supervision has four basic components:

#### i. Presence and attentiveness

- Being with students at all times, and keeping students easily in sight. (If one of the chaperones cannot see the students, the students are not being properly supervised.)
- Not becoming distracted from duties.
- Being physically able to participate in the activity as needed.

#### ii. Student behavior monitoring and intervention

- Being knowledgeable of and consistently enforcing school rules and policies.
- Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior.
- Taking appropriate action when rules are not followed or a student is in danger.

#### iii. Hazard surveillance and intervention

- Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur).
- Checking the areas visited, and appropriately addressing hazards.

#### iv. Responding appropriately to emergencies

- Handling emergencies that occur properly to reduce potential injury and damage. This involves having a CPR/first aid certified staff member who is readily accessible.

#### b. Provide general guidelines and behavior expectations for chaperones

c. Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

# ***SCHOOL FIELD TRIP PROCEDURES***

## **J. Handling emergencies on field trips**

One of the duties owed to students is prompt and appropriate emergency medical care.

1. Types of emergencies that can occur on a field trip
  - Lost or missing student
  - Medical emergencies, including serious injuries
  - Natural disasters, such as inclement weather
  - Abduction of a student
  - Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)
  
2. Actions to take when an accident occurs and a student is hurt
  - Never fail to give aid (err on the side of caution)
  - Due to the possibility of neck and spinal injury, do not move the student
  - Summon professional medical attention
  - Report the accident to the school staff member
  - Administer first aid as trained
  - Make sure the injured child is always attended by an adult
  - Contact the school administrator and parents/guardians as soon as possible
  - Do not discuss who will pay for medical care and do not admit liability
  - Complete an accident report

Be sure to follow school district policies and procedures!

### **3. Emergency communication**

Provide a method for communication in the event of an emergency (such as a cell phone), and have an alternate method if the primary means doesn't work.

Provide phone numbers for field trip staff to use to contact a school administrator on a 24-hour basis in an emergency. Contact a school administrator promptly in the event of an unusual incident and any student injury. Allow the school administrator to contact parents/guardians in serious situations.

## ***SCHOOL FIELD TRIP PROCEDURES***

### 4. First aid trained chaperones

At least one staff member or chaperone should be certified in first aid and cardiopulmonary resuscitation (CPR). If the students will be separated, more than one chaperone may need to be so certified.

### 5. Emergency equipment and trained staff

Take a first aid kit and other emergency and lifesaving equipment/tools with the group.

a. Provide lifesaving equipment, such as an extension pole, ring buoy with line, blankets and whistle, for events occurring near water or involving swimming or boating. Provide at least one certified lifeguard for water events.

b. If the trip involves hiking, be prepared for unfamiliar surroundings and situations. Staff should bring along the ten hiking essentials: extra clothing, extra food, first aid kit, sunglasses, cutting implement, fire starter, matches, flashlight, map, and compass/GPS. Other supplies may include extra water, nylon cord, and a multipurpose tool.

### 6. Access to student health information

Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school.

### 7. Distribution of medications

At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Over-the-counter medications (Ibuprofen, Kaopectate, Tylenol, Benadryl, Tums, etc.) also require a district medication form signed by both parent and physician and the medication must be properly labeled by the parent.

## **K. Field trips near water or involving swimming and boating**

### 1. Specially trained supervision

a. For field trips involving swimming activities, the activity should be under the direct supervision of a certified lifeguard.

## ***SCHOOL FIELD TRIP PROCEDURES***

b. For boating activities involving canoeing, kayaking, rowing, sailing and power craft, the activity should be under the direct supervision of an instructor trained in the craft type being used. The sponsor should be familiar with existing water conditions and the route traveled.

### 2. Special equipment

a. For water-related activities, provide lifesaving equipment such as extension poles, ring buoy with line, blankets and whistles.

b. Students involved in boating activities must wear Coast Guard Approved Lifejackets or Type I Approved Personal Floatation Devices. These will be worn in a properly fastened manner at all times during the activity.

c. Each type of craft shall have the emergency and safety equipment required by the authority having jurisdiction. This may include: fire extinguisher; horn, whistle or bell; anchor; navigation lights; craft registration, number and decals; visual distress signal.

### 3. Limited insurance coverage

Be aware that when students are in a boat, no liability insurance coverage is provided for the school district on vessels 26 feet in length and over. Ensure that the owner/operator of the boat has appropriate and adequate coverage and request certificates of insurance prior to using his/her services.

## **L. Field trips in remote locations or hiking**

For field trips in remote or wilderness areas, be prepared for unfamiliar surroundings and emergency situations. If possible, the sponsor should review the map of the trail, hike the trail in advance, and evaluate all emergency procedures before the trip. Obtain the proper permits for hiking.

### 1. Specially trained supervision

For field trips in remote locations, the activity should be under the direct supervision of a person with wilderness survival experience.

### 1. Special equipment

a. Make sure participants have appropriate clothing, such as sturdy shoes and a jacket, for the field trip.

## **SCHOOL FIELD TRIP PROCEDURES**

b. Staff and students should bring these essential pieces of equipment: extra clothing, food and water, first aid kit, sunglasses, multi-tool or “Swiss Army” knife, fire starter, matches, flashlight, map, and compass. (For safety reasons, you may want the chaperones to carry the knives and matches.) The group may also choose to bring along the following items: water treatment capsules, toilet paper, sunscreen, insect repellent, ground insulation, space blankets, tube tent, whistles, GPS and cell phone. Medical supplies may include a snakebite kit.

### 2. Emergency communications for remote locations

a. Ensure chaperones are aware of the nearest accessible medical station and telephone service and have appropriate emergency phone numbers in their possession.

b. Ensure that the local area authorities, such as forestry or park officials, have been informed about the field trip and location or route used.

### 3. Staying together, and what to do when lost

a. All participants must know safety and emergency procedures and what to do if they become separated from the group.

b. Students use the buddy system.

c. All participants will have a whistle, compass and map on their person, and are instructed as to the use of these aids should they become lost.

## **M. Field trips involving animals**

Field trips can sometimes include animals if the field trip involves visiting farms, zoos, or riding animals.

### 1. How students can be hurt around animals

Students can be hurt by being kicked, stomped on, walked on, bitten, crushed, stamped, pecked, thrown off, rammed, or gored.

### 2. Safety rules and practices

Go over specific safety rules of being around animals. Teach students that animals are sometimes unpredictable. Safety rules include:

a. Keep calm around animals

b. Learn how to approach animals so you don't startle them

c. Do not touch an animal unless instructed how and where

d. Maintain a way out in case the animal acts up

## **SCHOOL FIELD TRIP PROCEDURES**

- e. Do not put your hands in cages
- f. Do not feed animals directly with your hands.

### 3. Other guidelines

- a. Follow instructions of the animal owners/handlers
- b. Supervise students closely around animals
- c. Have students wash their hands after touching the animals
- d. Do not go near poisonous animals

## **N. Outdoor education field trips**

Outdoor education is a part of experiential education - "learning by doing," and can involve activities such as high and low ropes courses, rock climbing, white water rafting, canoeing, cross country skiing, caving, camping and nature photography. Schools usually choose an outdoor education program that is sponsored by a facility or company outside the school district. Involve the district's risk manager/safety officer for outdoor education experiences.

### 1. Risk information and insurance

Obtain information on the risks and dangers of the activities and the student's expected responsibilities. Send this information, the parental consent form and the activity-specific medical disclosure form to parents/guardians. All contracted outdoor education programs must carry liability insurance. Ensure that the program's hold harmless clause does not ask for a complete release of liability, which extinguishes the parent and student rights in the event of the program's negligence. The district's insurance cooperative will review hold harmless clauses upon request.

### 2. Safety program

An outdoor education program should follow standard safety practices that include the following:

- Program safety policy and specific safety guidelines applicable to both staff and participants
- Safety management plan for activities
- Emergency communication and procedure
- Accident reporting and recordkeeping
- Accident response kit, including a first aid kit available for all activities
- Equipment inspection and preventative maintenance program
- Qualified staff with current training
- Adequate supervision (a minimum of two staff members is recommended for a group activity)



## **SCHOOL FIELD TRIP PROCEDURES**

If possible, have an experienced staff member visit the facility and review its safety practices before scheduling the field trip.

### **O. Foreign field trips**

These guidelines are *in addition* to the district's usual field trip procedures; many of the previously mentioned procedures also apply to extended and foreign field trips.

#### **1. School board approval**

Obtain approval from the school board before talking to students and parents about the proposed trip. Have the school board formally approve proposed plans for student travel out of the country. Discuss the proposed plan with the parents/guardians of the students participating, either in writing or verbally through group meetings. Keep records of the dates of these meetings, the number of parents in attendance, and any handouts/information. Provide parents/guardians and students with a planned itinerary for the trip, including at least the following information: departure time, place, major events/activities, travel arrangements, planned stops, time for return, and place for return.

#### **2. Use of outside sponsoring groups**

District sponsored out-of country field trips can be handled with or without outside organizations providing travel, housing and curriculum plans and insurance protection. If the district decides to use an outside company to sponsor the foreign field trip, screen the tour company for the following:

- a. Reputable company with a good safety record
  - i. Ask the tour company about their safety record
  - ii. Call other school references that have used the tour company
  
- b. Has adequate liability insurance
  - i. At least \$1 million limits liability insurance (minimum coverage) from reputable insurance company
  - ii. International coverage (at least countries being visited)
  - iii. No impairment of aggregate limit (no recent large losses)
  
- c. Can offer protection for the district
  - i. Names district as additional insured on liability policy
  - ii. Indemnification (hold harmless) provision in contract protects district

*Note: The district's general liability insurance covers claims for damages or suits brought in the U.S.A. (including its territories) and Canada only.*

## ***SCHOOL FIELD TRIP PROCEDURES***

d. Tour company screens vendors (subcontracted tours, hotels, land transportation, agencies) they use:

- i. For current evidence of liability insurance, at least \$1 million limits
- ii. For good safety record (loss history)
- iii. For good performance

e. Has written emergency procedures in place for all aspects of the tour

In both informational meetings with students and parents and in written materials, provide details of the trip, including locations to be visited, major activities including tours, travel arrangements, housing/sleeping arrangements, eating arrangements, suggested clothing and equipment, and insurance protection. Clearly outline the activities that the district is controlling and those provided by the tour company. Be careful what types of representations the district is making.

When the district makes the choice to include an outside sponsoring organization (i.e., Foreign Exchange Programs), many of the risks and liabilities are transferred to that organization. As the sponsoring organization has experience in the preparation, planning and participating in out-of-country activities, it is versed in the potential “pitfalls” that can result in potential injuries, accidents, and travel delays and discomforts. It should have secured protection from such risks by purchasing insurance to provide protection for the activity and students. It should have developed screening programs for host families, housing, and travel and for agencies that it has contract with for other services. It may have connections that provide valuable assistance in making the foreign trip an enjoyable experience.

If district staff chooses to make the plans without the use of an outside agency, it is important that it carefully plan ahead. Consult the school board policy to assure compliance.

### **3. Information about foreign countries**

Provide information about traveling in a foreign country. Discuss potential safety risks of the particular country being visited with the students, parents/guardians and chaperones prior to departure. Ensure that students and chaperones have the proper immunizations, identification (passports, visas, etc), and knowledge of laws specific to the country regarding drugs and prescription medication.

Review information from the U.S. Department of State International Travel website at: [http://travel.state.gov/travel/travel\\_1744.html](http://travel.state.gov/travel/travel_1744.html) for tips on traveling abroad, requirements for U.S. citizens, and for travel warnings. Consult with the local Consulate office of the foreign country for specific requirements of visitors to that country.

## ***SCHOOL FIELD TRIP PROCEDURES***

Advise non-US citizens to determine their immigration status before entering a foreign country and to take appropriate credentials with them. Advise all other students to take appropriate identification.

### **4. Land transportation**

Prior to taking a vehicle to a foreign country, or renting a vehicle, obtain information related to automobile insurance requirements and make arrangements in advance to purchase proper automobile coverage. The district should purchase full coverage, including physical damage (comprehensive and collision coverage), for any vehicle that it assumes responsibility for through a rental agreement.

Identify designated drivers. Obtain Motor Vehicle Reports on all designated drivers, prior to the trip to ascertain if designated drivers have good driving records. Never allow students to drive motorized vehicles during a trip or to ride with an unauthorized individual. Know the foreign country's driving rules.

All occupants in vehicle must use seatbelts. Vans with seating capacity in excess of nine passengers, plus driver are not to be used to transport students.

Decide if charter carriers are to be used, and if so, confirm they have at least \$1 million in liability insurance coverage.

### **5. Air transportation**

Make travel arrangements in accordance with established district procedures. Purchase trip cancellation insurance coverage if the trip is not planned by an outside organization. If the trip is planned with the use of an organization, confirm it provides coverage for trip cancellation.

### **6. Housing**

Housing of students in private homes will be approved **ONLY** if organized and sponsored by a host organization. Otherwise, the cost of housing must be obtained. Determine room arrangements for students and chaperones. Make sure chaperones and room divisions are gender specific. Housing information, including name, address and telephone number(s) of the proposed housing unit(s) must be communicated to both parents and students.

It is advisable that pre-inspection of the proposed housing be made, prior to deciding to use the facility. In lieu of pre-inspection, recommendation from an approved travel agency, the Automobile Club or other school that has used the facilities is advised.

## **SCHOOL FIELD TRIP PROCEDURES**

### 7. Insurance outside of the U.S.

#### a. For students

Student accident insurance companies can provide coverage for medical insurance claims that happen outside the United States. This is secondary coverage, but is advisable.

#### b. For staff

Workers' compensation covers employees injured in the course of employment in most countries in the world. However, some medical providers may need to be paid for services at time of rendering.

#### c. For the district

Check with the district's insurance cooperative for liability coverage outside of the United States; coverage may extend for claims presented in courts in Puerto Rico and Canada. Purchase International Travel Liability Insurance to insure protection if a third party is harmed or alleged to be harmed and suit is brought in a foreign country.

#### d. Consider other insurance

##### i. Baggage and property insurance

##### ii. Tour Cancellation and Interruption Insurance

8. Informational meetings for students and parents/guardians Pertinent information regarding the proposed trip must be discussed with parents and they must be allowed to state their opinions individually. Informational meetings should include details of the trip including:

- A detailed itinerary
- Suggested clothing and equipment
- Budget and fund raising activities
- Arrangements for chaperones
- Potential safety risks
- Insurance protection
- Travel and housing arrangements
- Emergency procedures
- Rules of conduct
- Advisor/chaperone responsibilities
- Permission requirements
- Medication procedures

Provide information related to travel in a foreign country such as:

- Required immunizations
  - Passport procurement
  - Required personal identification
  - Laws specific to that country regarding drugs and prescription medications
  - Travel Warnings issued to describe long-term, protracted conditions that make a country dangerous or unstable
  - Advise aliens, including exchange students, to determine their immigration status before entering a foreign country and to take appropriate credentials with them.
- Keep records of dates of meetings, number in attendance, and handouts/information given.

*For more information about these guidelines, contact the District's insurance staff.*

## **SCHOOL FIELD TRIP PROCEDURES**

### **RELATED FORMS**

The *School Field Trip Procedures* that precede this section of forms provide detailed guidance for many aspects of planning and executing field trips. They serve as both a reference for field trip sponsors and a training tool for staff new to conducting school field trips.

This section contains the related forms that will be used by field trip sponsors.

These forms briefly summarize many aspects of the procedures that follow.

They can be photocopied and used as is.

Electronic copies can be obtained from the Student Services Office.

Following is a list of, and brief descriptions of, the forms that are part of these procedures:

*\* School Sponsored Field Trip Preliminary Approval Form*

This two-page form, to be completed by the sponsor, provides enough information so the principal can give preliminary approval for the field trip

*\* Field Trip Checklist*

This four-page form guides the sponsor through the steps of arranging a field trip to help ensure that everything is completed in a timely manner.

*\* Field Trip Description and Itinerary Form*

This form helps sponsors fully describe the field trip. Included is a *Sample Field Trip Description with Itinerary* so the sponsor has an example of a fully completed form.

*\* Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form*

This form combines the basic field trip information, medical/emergency information, and informed consent, so there is only one two-page form that parents/guardians need sign for to give permission for their children to participate in the field trip.

## **SCHOOL FIELD TRIP PROCEDURES**

### **RELATED FORMS**

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*\* Field Trip Student Roster Form*

This form can be used for attendance purposes. Once completed, the form can also be sent to the school nurse so she/he can advise the field trip leader of any student health issues.

*\* Field Trip Release Form*

This form is used in the event that the student's parent/guardian is transporting the student to and/or from the field trip.

**SCHOOL SPONSORED FIELD TRIP  
PRELIMINARY APPROVAL FORM**

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

Trip destination(s): \_\_\_\_\_

Date(s) of trip(s): \_\_\_\_\_

Departure time: \_\_\_\_\_ am/pm Return time: \_\_\_\_\_ am/pm

Club/Sponsor(s): \_\_\_\_\_

Educational benefit of the trip:

\_\_\_\_\_  
\_\_\_\_\_

Activities planned during the trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Related brochures/information attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Preliminary trip itinerary attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Does field trip involve any of the following: Yes \_\_\_\_\_ No \_\_\_\_\_

\* Swimming, boats, or in/around water

\* Animals

\* Remote locations/hiking

\* Air travel

\* Outdoor education

\* Motorized activities

Estimated # of students: \_\_\_\_\_ Age level of students: \_\_\_\_\_

Student/chaperone ratio: \_\_\_\_\_ # of chaperones needed: \_\_\_\_\_

Any special qualifications of chaperones needed? Yes \_\_\_\_\_ No \_\_\_\_\_

List those special qualifications: \_\_\_\_\_

\_\_\_\_\_

Means of travel: School bus (preferred), # needed? \_\_\_\_\_

Other (list): \_\_\_\_\_

**SCHOOL SPONSORED FIELD TRIP  
PRELIMINARY APPROVAL FORM**

Food provided how? \_\_\_\_\_

Housing needed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what type and where? \_\_\_\_\_

\_\_\_\_\_

Details of proposed budget and how trip will be financed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will fundraising be needed? Yes \_\_\_\_\_ No \_\_\_\_\_

*(If yes, attach a fundraising plan)*

\*\*\*\*\*

Date Submitted: \_\_\_\_\_ Sponsor's Signature: \_\_\_\_\_

Reviewed field trip plan with principal on: \_\_\_\_\_

The following is needed:

\_\_\_\_\_

\_\_\_\_\_

*Preliminary administrative approval received:*

Date Approved: Principal's Signature:

Submit to Superintendent or School Board for approval? Yes \_\_\_\_\_ No \_\_\_\_\_

*(for overnight trips consisting of three consecutive school nights)*

Superintendent or School Board approval received on: \_\_\_\_\_

## **FIELD TRIP CHECKLIST**

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

Date(s) of Trip: \_\_\_\_\_

Trip Destination: \_\_\_\_\_

Sponsor: \_\_\_\_\_

*The following list assists the sponsoring staff member through the field trip process. Please see procedures for specific information regarding each item.*

<b>DATE DONE</b>	<b>STEP 1: INITIAL PLANNING (8 WEEKS BEFORE TRIP)</b> (See "School Sponsored Field Trip – Preliminary Approval Form")
	Determine and document the educational benefit of the field trip (curriculum-related study, interscholastic athletics, and co-curricular activities)
	Develop a description of all activities; include transportation, housing, and eating plans; list unusual aspects of the trip; include all related brochures
	Estimate the planned number and ages of participating students and chaperones needed
	Determine proposed costs and funding
	Develop a preliminary itinerary of activities
	Identify if the field trip has special hazards, including on/in/near water, in remote locations/hiking, involving animals, and/or outdoor education; avoid high-risk activities
	Review field trip plan with principal
	Secure principal's preliminary approval to conduct the field trip, and to conduct fundraising if applicable (seek school board approval for fundraising if needed)
	Submit to Superintendent or school board for approval if needed (for Overnight three or more consecutive school nights or out of country field trips)
	Receive preliminary Superintendent or school board approval
	Review procedure for fundraising, and develop a plan including fundraising activities, a plan for assisting the students who are unable to pay their own expenses, and a method for return funds if not used for the trip
	<b>STEP 2: DETAILED PLANNING (8-2 WEEKS BEFORE TRIP)</b>
	Contact place(s) being visited to make preliminary arrangements (if needed)
	Evaluate the field trip site for potential hazards, special requirements of location and activity, and accommodations
	Review all contracts and insurance requirements; ensure insurance for out of country field trips (the principal reviews and signs any contracts and all



	forms)
	<p>Arrange for transportation:</p> <ul style="list-style-type: none"> <li>• If school bus or van, submit request to transportation</li> <li>• If other, check with risk manager/safety officer for guidelines</li> </ul>
	<p>Arrange for housing and assess suitability of housing (if overnight stay); consider same sex sleeping needs</p>
	<p>Arrange for food services (if needed)</p>
	<p>Develop a detailed itinerary</p>
	<p>Identify risks associated with this field trip</p>
	<p>Address unusual aspects of trip with risk manager/safety officer</p>
	<p>Determine adult supervision needed and arrange for chaperones:</p> <ul style="list-style-type: none"> <li>• ensure adequate number based on the type of activities planned and the age of the students for developmental appropriateness; ratio approved by school administrator</li> <li>• ensure qualified for special needs (first aid trained, lifeguard, etc.)</li> <li>• ensure criminally screened</li> <li>• ensure they received district chaperone guidelines</li> </ul>
	<p>Arrange for needed equipment and supplies, including emergency equipment</p>
	<p>Meet with school nurse to plan medication needs/dispensing for students; arrange for distribution of special medications on the field trip (trained staff and secured medications)</p>
	<p>Assemble parent information/permission packet:</p> <ul style="list-style-type: none"> <li>• letter home to parents</li> <li>• detailed itinerary of activities</li> <li>• permission forms (informed consent, emergency treatment, medical conditions)</li> <li>• list of things students can and cannot bring, appropriate dress</li> </ul>
	<p>If academic competition is involved, submit to principal for approval:</p> <ul style="list-style-type: none"> <li>• written criteria and guidelines used to select participants in academic competitions</li> <li>• written communications used to inform parents and students of the academic competition and of the governing guidelines</li> </ul>
	<p>Obtain final administrative approval</p>
	<p>If a substitute is required, submit request to principal</p>
	<p>Arrange an informational meeting for parents (for overnight, out of area, or</p>

	out of country field trips)
	Arrange for supervision of students who opt out of the field trip
	<b>STEP 3: FINAL ARRANGEMENTS (2 WEEKS BEFORE TRIP)</b>
	Provide field trip information to parents including: <ul style="list-style-type: none"> <li>• letter home to parents</li> <li>• detailed itinerary of activities</li> <li>• permission forms (informed consent, emergency treatment, medical conditions)</li> <li>• list of things students can and cannot bring, appropriate dress</li> </ul>
	Provide orientation for chaperones, and ensure adequate supervision will be available
	Confirm transportation
	Confirm housing (if needed)
	Confirm food services (if needed)
	Confirm arrangements with place(s) to be visited (if needed)
	Confirm availability of needed equipment and supplies
	Confirm arrangements for special medications
	<b>STEP 4: FINAL CHECKS (DAY OF TRIP)</b>
	Confirm there is adequate adult supervision for the trip; check the number and types of chaperones
	Check attendance
	Ensure adequate transportation
	Ensure parental permission is obtained and emergency information is available: <ul style="list-style-type: none"> <li>• Every student has returned the parent permission/emergency medical form</li> <li>• Provide the school office with a copy of the signed field trip permission form/emergency medical form for each student (the original of these forms stay with the field trip sponsor)</li> <li>• A copy of the parent permission/emergency medical form for each student and staff member are kept with them</li> </ul> Review behavior and safety standards with students and chaperones before departure, including: <ul style="list-style-type: none"> <li>• reinforce school rules and expectations</li> <li>• the system of accounting for students and the use of the buddy system</li> </ul>

	<ul style="list-style-type: none"> <li>• review emergency procedures (for injury, accident, or inappropriate activity)</li> <li>• explain what to do if a student gets separated or lost from group</li> </ul>
	Check emergency supplies and essential items for the trip
	If special equipment or clothing is needed for each student, ensure that it is provided
	Get medication for students from the office and ensure medications are secured
	Make sure that staff/chaperones on the field trip have a 24 hour phone
	number for administrators, and the school office/administrator has (cell) phone number of staff on the trip
	<b>STEP 5: AFTER TRIP EVALUATION</b>
	After the field trip, evaluate field trip procedures and the activities involved to ensure field trips in the future are safe







## **SAMPLE FIELD TRIP DESCRIPTION WITH ITINERARY**

### *Date and times of trip:*

Friday, May 31, 2017

Leave school at 8:30 a.m.; return to school by 1:30 p.m.

### *Description of activities:*

Third grade day trip to Folly Beach to study specific beach sea life (part of science curriculum)

### *Number of students and adult supervisors:*

60 students, with a minimum 6 chaperones and 1 certificated staff member

### *Transportation:*

By activity bus

### *Food:*

Students to be supplied bag lunches from school or bring their own bag lunches

### *Housing:*

N/A

### *Student "what to bring" list:*

Non-refrigerated lunch and drink

Sunscreen (if needed)

Clothes for beach walking, including footwear for wading

Towel

### *Appropriate dress:*

Clothing appropriate for weather (warm clothes in case of cold weather or rain)

### *Supplies and equipment for staff to bring:*

Cell phone

First aid kit

Blankets for the beach

Water rescue equipment

Non-water hand cleaner

Beach toys (balls, frisbee, etc.)

Plastic bags in which to put collected beach life

### *Hazard assessment:*

Potential hazards: slips, trip and falls, disease, bites or poisoning from animals or fish, sand in the eye, shells, wood or other debris causing cuts or splinters, sunburns, hypothermia, drowning, getting lost or separated from the group, getting caught in high tide, sudden inclement weather

### *Emergency contact person at school during these activities:*

Regina Simon, Secretary, Sandy Run K8 School

Phone #: (803) 555-5555

## **SAMPLE FIELD TRIP DESCRIPTION WITH ITINERARY**

### ***Itinerary:***

Est times Activities

8:00 am Meet at school, review of rules, double check: chaperones, supplies, permission slips, lunches, clothing

8:15 am Board school buses (2), stow lunches, take roll call

8:30 am Leave for Folly Beach

10:00 am Arrive at beach parking area, rest stop at beach entrance (leave lunches on bus)

10:15 am Take roll call, split into six teams of not more than 10 students each with two chaperones per team, and walk to designed area on the beach (not more than 1/2 mile from the parking area)

10:45 am Search the beach in shallow (not more than knee high) water looking for beach sea life; when found, identify sea life and carefully place it in plastic bags provided by the chaperones

11:30 am Return to parking area, take roll call, wash hands at rest stop, get lunches from bus

11:45 am Spread blankets and eat lunch on beach; when lunch completed, supervised free time on beach for students (in limited area)

12:15 pm Take roll call and break into teams again, walk to second area on beach

12:45 pm Return to bus parking area, wash hands in restrooms, board buses, take roll call

1:30 pm Arrive at school

1:45 pm Return to classroom

3:00 pm Go home via normal transportation



**PARENT/GUARDIAN FIELD TRIP  
PERMISSION/EMERGENCY INFORMATION/INFORMED CONSENT FORM**

***Field trip information***

I hereby give my permission for \_\_\_\_\_  
(Name of student)

who attends \_\_\_\_\_  
(Name of school)

to participate in a field trip to \_\_\_\_\_  
(Destination)

on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Date) (Time departs) (Time returns)

for the purpose of \_\_\_\_\_

\_\_\_\_\_

Class/Club/Team: \_\_\_\_\_

Staff contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Transportation for this activity will be provided by:

\_\_\_ District bus/vehicle

\_\_\_ Other (specify) \_\_\_\_\_

\_\_\_\_\_

Food will be provided at/by: \_\_\_\_\_

I received a detailed itinerary of the trip \_\_\_ Yes \_\_\_ · No

I received a list of things the student should/should not bring \_\_\_ Yes \_\_\_ · No

***Medical/emergency information***

Student home phone #: \_\_\_ Date of birth: \_\_\_\_\_

Student's Address \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Does the student have any medical or physical condition, medication information, or allergies which could interfere with the student's safety? \_\_\_ Yes \_\_\_ No

If yes, please describe:

\_\_\_\_\_

**PARENT/GUARDIAN FIELD TRIP  
PERMISSION/EMERGENCY INFORMATION/INFORMED CONSENT FORM**

In the event of an emergency (injury, illness, unforeseen incident), I wish the following person to be notified in case I cannot be contacted:

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

Phone #: \_\_\_\_\_ Alternate phone #: \_\_\_\_\_

***Informed consent***

As the parent/guardian of the above named student, I have read the field trip itinerary and I understand that there are risks of physical injury associated with participation in these activities.

I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above named student. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the school district staff-in-charge to obtain emergency care for my student, neither he/she nor the school district assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances.

These activities are an extension of the school education program and student conduct is to be in accordance with the school's published rules and regulations.

\_\_\_\_\_  
*Signature of parent/guardian*

\_\_\_\_\_  
*Printed name of parent/guardian*

\_\_\_\_\_  
*Parent/guardian work phone Home phone # Cell phone #*

I pledge that my conduct will, at all times, reflect credit upon myself, my parents, and my school. I understand that the school rules of conduct apply while on the trip.

\_\_\_\_\_  
*Signature of student*

\_\_\_\_\_  
*Date*

## Calhoun County School District – Field Trip Request Form

**Instructions:** This form must be completed by the teacher, approved by the Principal, and sent to the District Office for the appropriate approvals at least 30 working days prior to the date of the field trip. Trips processed on a first come, first serve basis.

1. The Transportation Department does not guarantee the availability of buses or drivers for trips leaving before 7:45 a.m. or returning after school hours. The normal return times are 2:30 p.m. for K-8 students and 3:00 p.m. for high school students.
2. The estimated cost for drivers is \$25.00 per hour. This figure includes fringe benefits. The use of a bus should be calculated at \$1.24 per mile. The use of the car should be calculated at \$0.54 per mile. *(These rates are subject to change due to fuel costs).*
3. The teacher is responsible for notifying the school's cafeteria manager regarding bag lunches requested for the trip and lunch cancellations.
4. The Principal is responsible for making sure that all students participating in the field trip have the appropriate written parental permission and insurance information as required by Board Policy.

### Educational Objective:

\_\_\_\_\_

### Booking Details:

Person in Charge of Trip: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

School and Grade Level/Group: \_\_\_\_\_

Destination and address: \_\_\_\_\_

**Date of Trip:** \_\_\_\_\_ **Overnight: Yes No** **Out of State: Yes No**

Number of Attendees: Students: \_\_\_\_\_, Faculty: \_\_\_\_\_, \*Chaperones: \_\_\_\_\_, **Total Number on Trip:** \_\_\_\_\_

*\*Chaperones must have pre-approved SLED Checks prior to trip and a signed Chaperone Agreement for trip.*

Trip Departure Time from School: \_\_\_\_\_ Trip Return Time to School: \_\_\_\_\_

Special Needs: \_\_\_\_\_ Number of Wheelchairs Required: \_\_\_\_\_

*Notify School Nurse of any special health concerns/medications*

**Food Service Request:** Are bagged lunches needed? Yes No

If no, how will lunch be provided? \_\_\_\_\_

Number of Bag Lunches Needed: \_\_\_\_\_ Special Diet Request: \_\_\_\_\_

### Fees

Will fund-raising take place to cover the costs? Yes No *Attach Request for Fund-raising Activity form for approval.*

Cost of the vehicle: \$ \_\_\_\_\_ Cost of the driver: \$ \_\_\_\_\_ Cost for admission/registration: \$ \_\_\_\_\_

Other costs: \$ \_\_\_\_\_ Total cost of trip: \$ \_\_\_\_\_ Amount collected from each student: \$ \_\_\_\_\_

**Account to be charged for payment:** \_\_\_\_\_

Principal: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Food Service Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Curriculum: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Superintendent: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Transportation: \_\_\_\_\_ Requisition # \_\_\_\_\_ Date: \_\_\_\_\_

The account to be charged should have adequate funds no later than \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

**\*\*\* Please send request to Mrs. Murdaugh's Office to begin the approval process. Mrs. Murdaugh will complete and forward the form to Mr. Tullock who will then return "White" copy to the Principal.**

Principal/Bookkeeper  
White

Student Services  
Yellow

Transportation  
Pink

## Calhoun County School District Field Trip Procedures

Field trips can be used to enhance the instruction delivered by the classroom teacher. In order for the field experience to be meaningful and educational, adequate preparation must be done. Please adhere to the following procedures when requesting a field trip:

- Each grade level is permitted to take no more than two (2) field trips per year.
- All field trips must have prior, written approval of the Principal, Director of Curriculum and Instruction, Deputy Superintendent, and the School Board where applicable.
- If there will be fund-raising to cover the cost of the trip, the Request for Fund-raising Activity form must accompany the Field Trip Request Form.
- The local School Board must approve all overnight field trips.
- All trip requests requiring the final approval of the Deputy Superintendent must be submitted no later than 30 days prior to the field trip. Trip requests requiring the approval of the School Board should be submitted no later than 60 days prior to the trip.
- When requesting to take a field trip, the requestor should complete all sections of the form. In the destination section, the requestor should include the name and physical address of the facility being visited, ex. EdVenture, 1234 Gervais Street, Columbia, SC 29123.
- Once the requestor has completed the form, the requestor should then deliver the form to the Principal for approval or denial. Upon approval, the form should be given to the Food Service Manager if school prepared meals are being requested. The form should then be sent to the Transportation Director and then forwarded to the Director of Curriculum and Instruction. The Director of Curriculum and Instruction then forwards the form to the Deputy Superintendent for final approval. The Deputy Superintendent will then return the "white" copy of form to the Principal or Bookkeeper for record keeping purposes.
- The Principal should then notify the teacher of the trip's final approval or denial. With approval, permission forms should then be sent to the parents of the participants.
- At the conclusion of a field trip or sporting event, students may be permitted to leave the event with an authorized adult. This authorization must take place with the Principal prior to departing for the event.  
There must be written documentation on file granting such a request by the custodial parent/legal guardian. The Principal has the authority to approve or deny any request.
- The approval process should take 1-3 days. Planning is essential and encouraged to be done at the beginning of the school year or as soon as possible while adhering to the guidelines.

**FIELD TRIP STUDENT ROSTER FORM**

DATE OF TRIP: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

TIME OF DEPARTURE: \_\_\_\_\_ TIME OF RETURN: \_\_\_\_\_

EDUCATIONAL OBJECTIVE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ SCHOOL/CLASS: \_\_\_\_\_

- |           |           |
|-----------|-----------|
| 1. _____  | 15. _____ |
| 2. _____  | 16. _____ |
| 3. _____  | 17. _____ |
| 4. _____  | 18. _____ |
| 5. _____  | 19. _____ |
| 6. _____  | 20. _____ |
| 7. _____  | 21. _____ |
| 8. _____  | 22. _____ |
| 9. _____  | 23. _____ |
| 10. _____ | 24. _____ |
| 11. _____ | 25. _____ |
| 12. _____ | 26. _____ |
| 13. _____ | 27. _____ |
| 14. _____ | 28. _____ |

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

