



# Forest Charter School

A Personalized Learning Program

Accredited by the Western Association of Schools and Colleges

## School Field Trip Procedures

Charter Council Approved: June 16, 2009  
Revised: June 28, 2017

### 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), co-curricular activities, outdoor education, etc.

Types of field trips include:

- Day field trips
- Field trips with special hazards:
  - ❖ Near water or involving swimming or boating
  - ❖ In remote locations/hiking
  - ❖ Involving animals (farms, zoos, riding animals, etc.)
- Extended field trips-overnight field trips or out of area
- Out of country field trips

### Description of field trip activities and administrative approval process

*Related forms: Field Trip Request Form, Field Trip Checklist*

#### 1. Description of field trip activities

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

- a) School sponsoring staff member (s)
- b) The educational purpose/benefit of the activity
- c) Detailed information on the specific 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 **grades** of students to attend field trip
  - iv. Related brochures/information provided
  - v. Any special exposures or any unusual aspects of the trip identified
- d) Means of transportation identified
- e) Means of providing food 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) Student health related information and medication requirements
- j) Any other special student needs

## 2. Administrative approval process

- a. Field trips provide a valuable educational benefit. However, all field trips need to be reviewed for student safety and risk management. It is important for administrators to carefully review and monitor field trips to ensure that risks and potential school liability are minimized.
- b. Administrators/Risk Management should do the following:
  - i. Ensure the Supervising Teacher considers the various aspects of the field trip, and completes all sections of the *Field Trip Request Form*.
  - ii. Assist the Supervising Teacher with specific risk identification
  - iii. Ensure insurance coverage extends to the field trip location and activities
  - iv. Review and/or sign related contracts
  - v. Obtain or provide certificates of insurance related to contractual agreements and/or facility use
  - vi. Provide administrative approval for the field trip
  - viii. Present the trip to the Charter Council for approval when required

## Supervision (chaperone selection)

*Forms: Employee/Volunteer Personal Vehicle Use Form, Vehicle Inspection for Volunteer Chaperones*

### 1. Supervise students at all times

Ensure supervision of students by an adult at all times. Staff and chaperones must exercise close control over the students.

Ensure that all volunteer chaperones:

- Are at least 18 years old
- Have completed a background check with FCS and have been “cleared” to be in contact with children
- Are physically able to do the job
- Can work well with students
- If a volunteer chaperone will drive, have him/her complete the *Personal Vehicle Use Form and Vehicle Inspection for Volunteer Chaperones*

## Transportation

*Forms: Field Trip Request Form, Volunteer Personal Vehicle Use Form, Vehicle Inspection for Volunteer Chaperones, Field Trip Permission Slip.*

### 1. Private Vehicle

Forest Charter School will make efforts to ensure the safety of its students while riding in private vehicles. These efforts include:

- a. Volunteer Driver selection and screening

Ensure volunteer drivers:

- Are at least 18 years old
- Have a valid driver's license
- Have completed a background check with FCS and have been "cleared" to be in contact with children
- Have completed a *Personal Vehicle Use Form, Vehicle Inspection for Volunteer Chaperones*
- Understand that the vehicle's liability insurance is primary
- Are provided all relevant field trip information

b. Vehicle Insurance

Private vehicle drivers should provide proof of vehicle insurance with minimum liability limits of \$100,000 per person/\$300,000 per accident and \$50,000 property damage. This information is available on the vehicle's insurance policy, and is part of completing the *Personal Vehicle Use Form*.

c. Vehicle Inspection

The volunteer driver completes the *Vehicle Inspection for Volunteer Chaperones Form*. This form asks basic vehicle safety questions. If needed (when children being transported are under 6 years old or weigh 60 pounds), appropriate car seats or booster seats are required.

d. Specific Parental Permission

When students will be transported by adult volunteer drivers, written parental permission to ride with a designated volunteer driver must be obtained from all students who will ride with the volunteer drivers.

e. Student driving themselves and other students

- i. If students will drive themselves, the student's parent/guardian must give specific written permission.
- ii. Students cannot drive other Forest Charter School students.

2. Walking

Determine the safest route to/from school and the place(s) to be visited. When determining a safe route, consider 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.

3. Air Transportation

When traveling long distances, commercial airlines are often used. (Any air travel must be approved by Charter Council.) Since the Nevada County Charter Co-Operative does not provide medical, accident or dental insurance for students injured on school premises or through school activities, the co-op offers low cost medical/dental accident insurance. The flyer may want to purchase this additional insurance.

#### 4. Water Transportation

Transportation on/over water can be provided by boat, ferry, jet ski, canoe or kayak among other means. Ensure that the company that owns/operates the water vessel has adequate liability insurance, and if possible have the company add Forest Charter School as an additional insured.

### **Overnight field trips-housing**

#### 1. Arrangements

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

#### 2. Supervision

Ensure students have supervision at all times while at a school sponsored field trip. If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms (such as a room check every 30 minutes until the students are asleep).

#### 3. Providing information to parents/guardians

Communicate housing information to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the *Field Trip Request Form*.

### **Extended (5 or more nights) out of state and out of country field trips**

#### 1. Charter Council Presentation and Approval

All extended and/or out of country field trips must be “presented” to Charter Council by the ST supervising the trip in addition to requesting approval. Obtain approval from Charter Council before talking to students and parents about the proposed trip. Discuss the proposed plan with the parents/guardians of the students participating, either in writing or verbally through group meetings.

***EXCEPTION: Field Trips to the Reno (and surrounding areas) do not require out of state approval by Charter Council.***

Approval for all other field trips must be obtained from the school director or designee.

#### 2. Informational meetings for students and parents/guardians

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.

## Medication Administration

*Forms: Permission for the Administration of Medication, Individual Medication Record, Self-Administration of Prescribed Medication*

Per California Education Code # 49423, 49423.5, 49480 and California Administrative Code , Title 5, 18170 all medication, both prescription and “over the counter” medication, require a physician’s and parent guardian’s signature in order to be administered during school hours. This includes school-sponsored field trips.

1. Determine student medical needs

Determine student medical and medication needs including allergies, and how to accommodate these needs. This information should be listed on the student’s Emergency Card and the *Parent Permission for Field Trips and Consent to Treat Form*.

2. Comply with medication procedures

Ensure that the *Permission for the Administration of Medication to Students Form* is completed by parents/guardians and physician. 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 medications. Ensure that you have the *Medication Administration Log* and that medication is held in a secure location, in the original container labeled with the student’s name.

**Under no circumstances are school personnel to provide/administer over the counter medications to students without first obtaining written consent from the parent and physician.**

3. Self-Administration of prescribed medication (inhaled)

California Education Code 49423.5 states that in order for a student to carry and self-administer prescription inhaled asthma medication the school district shall obtain both a written statement from the physician detailing the name of the medication, method, amount and time schedules by which the medication is to be taken and confirming that the student is able to self-administer inhaled asthma medication. In addition the school district shall obtain a written statement from parent/guardian consenting to the self-administration. See *Self-Administration of Prescribed Medication Form*.

## Handling emergencies on field trips

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

1. Actions to take when an accident occurs and a student is hurt

- Never fail to give aid
- Administer first aid as trained
- Make sure the injured child is always attended by an adult
- Contact the school Director and parents/guardians as soon as possible
- Complete an accident report

2. Emergency Equipment

- Take a first aid kit on each trip
- Carry a “Student Safety Backpack” with you on the trip. The backpack should include the original *Parent Permission for Field Trips and Consent to Treat Form, Forest Charter School Accident Report Procedure, Student Accident Report, Head Injury Notice and if necessary, the Permission for the Administration of Medication to Students Form, Medication Administration Log* and the student’s medication.
- Return the “Student Safety Backpack” to the front office after the field trip.