

Robert Fulton College Preparatory School

"In the Pursuit of Excellence"

DATE: September 6, 2018
TO: Fulton Faculty and Staff
FROM: Joanne Godinez-Ali, Assistant Principal
Yolanda Mendoza, Title I Coordinator

SUBJECT: FIELD TRIP PROCEDURES AT ROBERT FULTON COLLEGE PREPARATORY SCHOOL – 2018-2019

This memo serves to clarify the procedures for requesting Field Trips in accordance to REF-2111.1.

Please be sure to adhere to all district and school procedures so that we can organize a successful trip.

There are three types of field trips, and the criteria and procedures for each type is provided below.

I. Routine Field Trips:

**** REQUIRES A MINIMUM OF 30 WORKING DAYS BEFORE THE TRIP IS SCHEDULED.**

Criteria for Routine Field Trips

- The trip is to a District Pre-Approved Site. All staff members will receive the most recent approved sites via email.
- The trip has educational, social, or cultural value, and it can be directly aligned to instructional standards.
- The trip requires approval of your administrator.
- The trip requires the approval of the Principal.
- The trip is NOT overnight, out-of-state, or out of the country.
- The trip is free of cost for the student.
- The trip can be arranged by the transportation department of LAUSD, 15 days prior to the trip.
- Sufficient funding is available for buses.
- Sufficient supervision is available (10:1 ratio).

Procedures and Instructions for Requesting Routine Field Trips

- Fill out a **Request for Approval of School Organized Trip for Students Form**. This form is available in on our school website (under the Teacher tab). Fill out the form completely. Ensure there is a strong correlation between the intended outcome of the trip and your instructional standards.
- Have your administrator review it, approve it, and sign at the bottom of the form before it is submitted to Ms. Mendoza.
- Ms. Mendoza will submit the Field Trip Request form to the principal for approval. . If the trip is approved, Ms. Mendoza will reserve the bus.
- **Once the trip is approved, have all the students attending the trip fill out the Parent/Guardian Permission for a Field Trip and Authorization for Medical Care Form. They must also circulate the Field Trip Notification to their teachers if the trip is taking place during school hours. EVERY student attending the trip MUST have a signed permission slip on file and a Field Trip Notification form if field trip is done during school hours.**
- The teacher requesting the trip notifies the nurse 4 weeks prior to the field trip to plan for medical needs of any students.
- **Three weeks before your trip**, order lunches from Ms. Bahena, the Cafeteria Manager. Please refer to the section below for more information on this procedure.

II. Non-Routine Field Trips:

*****REQUIRES A MINIMUM OF 45 WORKING DAYS BEFORE THE TRIP IS SCHEDULED.**

Criteria for Non-Routine Field Trips

- The trip is not on the District's Pre-Approved Site.
- The trip has educational, social or cultural value.
- The trip is for part of a school day, an entire school day, overnight or out-of-state, or greater than 75 miles.
- The trip requires approval of your administrator.
- The trip requires the approval of the Principal.
- The trip requires the approval of the Local District Superintendent.
- The trip requires the approval of the Office of Risk Management.
- The trip is free of cost for the students if held during school hours.
- The trip is accessible to all students.
- Sufficient funding is available for buses.
- No District Funds and/or Student Body funds may be used to pay for expenses for field trips out-of-state, District of Columbia or a foreign country.

Procedures and Instructions for requesting a Non-Routine Field Trip:

- Fill out a **Request for Approval of School Organized Trip for Students Form**. This form is available on our website (under the teacher tab). Fill out the form completely. Ensure there is a strong correlation between the intended outcome of the trip and your instructional standards.
- Have your administrator review it, approve it, and sign at the bottom of the form before it is submitted to Ms. Mendoza.
- Ms. Mendoza will submit the Field Trip Request form to the principal for approval. If the trip is approved, Ms. Mendoza will reserve a bus.
- **Non-Routine Field Trips require a roster of students who are participating and the itinerary. Submit the roster and the itinerary with the Field Trip Request Form to Ms. Mendoza. For some locations, there may also be a requirement for Field Trip insurance.**
- Ms. Mendoza will submit the completed documents to the Local District Office for review and to obtain the approval of the Local District Superintendent.
- **The Local District Office forwards the approved form to the appropriate office for review (Risk Management and/or Office of Environmental Health & Safety) for approval. This takes at least 45 days working days.**
- **Once the trip is approved, have all of the participating students fill out the Parent/Guardian Permission for a Field Trip and Authorization for Medical Care Form (available in the main office). They must also circulate the Field Trip Notification to their teachers if the trip is taking place during school hours (available in the main office). EVERY student attending the trip MUST have a signed permission slip on file and Field Trip Notifications form if field trip is done during school hours.**
- The teacher requesting the trip notifies the nurse 4 weeks prior to the field trip to plan for medical needs of any students.
- **Three weeks before your trip**, order lunches from Ms. Bahena, the Cafeteria Manager. Please refer to the section below for more information on this procedure.

Procedures for requesting lunches for a field trip:

- **Complete the Request for Field trip lunches form** and submit this form to Ms. Bahena, cafeteria manager **three (3) weeks** prior to the scheduled field trip that you will be requesting lunches for your students.
- Update the lunch count with Ms. Bahena at least **three (3) days** prior to the field trip date.
- On the day of the field trip, it is required that students come to the cafeteria no later than 30 minutes prior to the bus departure time. Federal meal service regulations require that students personally pick up their lunches. This policy strictly prohibits delivery of the lunches to the bus or to the teacher.
- To ensure the quality and safety of foods, Styrofoam chests will be provided for the lunches and milk to be stored in until these items are consumed.
- In accordance with food safety guidelines, all menu items must be offered to students no later than four (4) hours after pickup from the cafeteria.

On the day of the field trip:

- Create a roster of students present for the trip and take roll before leaving.
- **Confirm that you have, in hand, a signed trip slip for every student and give the top portion of the trip slip to the attendance office.** Keep the bottom portion with the emergency numbers, in case an emergency arises.
- Give a copy of the roster to the attendance office, along with basic trip information and Field Trip Notification form. Be sure to clearly indicate which students are attending.
- Send students to the cafeteria to pick up your pre-ordered lunches.
- Write down the number of the bus for your information. Count the number of students getting on the bus and have them sit in a logical order that is conducive to proper bus behavior.
- Review with all students when and where they are to go in the event they are separated from the group, and discuss procedures in the event of an emergency.
- It is recommended that you get the telephone number of the driver upon arrival at the field trip location.
- Make sure you return to your bus at the time allotted for the trip. No trip can go past 1:30 PM (unless you obtain special permission).
- Make sure to account for all students when you return to school.

Points to consider:

- If you have any questions, please let Ms. Mendoza know. She can help you with any and all forms.
- Ms. Merritt will email you the list of Approved Field Trip Sites.
- **Make-up work:** A student absent from class due to a field trip shall be allowed to complete all assignments and tests missed as a result of that trip and, upon satisfactory completion, shall be given full credit. The teacher of any class from which the student is absent shall determine what assignments the student shall make up and in what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the students missed during the field trip.

III. Non-Sponsored Field Trips:

*****REQUIRES A MINIMUM OF 7 WORKING DAYS BEFORE THE TRIP IS SCHEDULED.**

Criteria for Non-Sponsored Field Trips

- Not authorized by the District
- Not conducted during school hours
- Not sponsored or funded by the school
- Not inspected by the District's Office of Environmental Health and Safety
- Not reviewed for insurance by Risk Management
- All liability and responsibility for the non-sponsored field trip are assumed by the sponsoring person(s) or organization and the parent who allows the child to attend
- The District assumes no liability and no responsibility whatsoever in connection with extracurricular trips unrelated to the instructional program or purely voluntary trips

Processing a Non-Sponsored Field Trip:

- The school facility cannot be used to promote any Non-Sponsored trips (Posters, Announcements, Connect Ed, Flyers, host meetings and/or activities, etc.)
- Any employee who undertakes participation in a Non-Sponsored Field Trip is strictly in his /her personal capacity and not as a District employee. (Principal issues an Employee Notification Letter to all staff members involved in the event.)
- Parents of students planning to participate in such extracurricular trip(s) must be informed in writing that the District assumes no liability in connection with the trip. (Principal issues Parent Notification Letter to the employee(s) who distributes copies to the students' parents.)
- School funds cannot be used to pay for bus or entrance fees

As always, thank you for your cooperation and support! If you have any questions or concerns, please see Ms. Mendoza or Ms. Godinez-Ali. Thank you.