



School Field Trip Policy and 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 school's liabilities by effectively eliminating and/or reducing loss exposures and risks.

1. Board policy

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

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), interscholastic athletics, co-curricular activities, outdoor education, afterschool program 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 (description in section N)
- 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 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 is not named in promotional materials, meetings are not held at school, it is not supervised or staffed by school employees or volunteers, 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 which is considered to be a reasonable precaution under the given circumstance. It is the unintentional doing or not doing of something which causes injury to another.

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

Lifeline (and its employees) have certain basic duties to help ensure the safety of all students, staff, and volunteers that are summarized as follows:

1. The duty to warn and inform
2. The duty to provide proper instruction
3. The duty to condition and equip participants properly
4. The duty to provide proper supervision
5. The duty to provide safe facilities
6. The duty to provide safe equipment
7. 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. Administrative approval process

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.

1. The Process for Administrative Approval of Field Trips are as follows:

- a) Complete and Submit a Request for Student Field Trip Slip to the Business Office at least one-month prior to the *proposed* event.
- b) Attain approval from Business Office (in writing).
- c) Send notice home to parents along with Permission Form for Student Field Trip
- d) If any monies are to be collected, the Receptionist, Campus Administrator, or Event Coordinator should be the only staff collecting funds. The LECS Fiscal Policy and Accounting Procedures should be followed at all times.
- e) Identify all staff and chaperones who will be attending the field trip. Should additional non-staff chaperones participate the following documents are required:
 1. Clear LiveScan
 2. Valid TB Clearance (within the past 12 months)
 3. Completed Chaperone Responsibility Form
- f) Submit copies of all completed Permission Forms for Student Field Trip for participating students for verification by the Business Office (must be submitted at least 3 days before the field trip).
- g) Submit copies of all completed Chaperone Responsibility Forms for participating non-staff chaperones.
- h) Submit final cash flow report to Business Office in accordance with the LECS Fiscal Policy and Accounting Procedures (at minimum 3 days before the field trip)
- i) Confirm transportation and sack lunches (if necessary)
- j) Identify overflow staff to stay with students who are not participating in the field trip.

C. Field Trip Safety Procedures/Policies

The purpose of these procedures and policies is to provide guidelines for the safety of students, teachers, and chaperones on field trips, thereby allowing teachers to maintain control and to maximize the learning opportunity. These procedures/policies also provides guidelines for acceptable behavior for students and chaperones.

1. Teachers/staff will plan for and be prepared for minor emergencies. A portable first aid kit will be available on every field trip.
2. Emergency contact numbers for each child must be readily available, in case of an emergency.
3. Under no circumstance, are staff or chaperones to transport in his/her vehicle to, from, or during a field trip.
4. Teachers/staff/chaperones will monitor and instruct students on appropriate behavior when boarding, exiting and riding the bus
5. Teachers/staff/chaperones will monitor and instruct students on appropriate behavior for the specific area and experiences that they will encounter on the field trip: attentive audience member, respect other people present, crossing the street, handling artifacts, etc.
6. Students will be supervised by a teacher, staff member, or chaperone at all times. No student should be allowed away from the group by his/herself.
7. Students will abide by all school rules and procedures while on the bus and field trips.
8. In the event of an injury, Teachers or other staff members will tend to injuries, maintain order and keep other students calm and away from injured student. An "Incident Report" form must be completed upon return to school and parents will be informed of the injury. Non-staff chaperones are not permitted to administer any medication or medical assistance.

9. In the event of an emergency, the teacher will seek immediate help. Teachers will determine whether parents should be called to meet the injured student at the site or whether emergency services are needed. School administration and parents will be informed whenever there is an emergency situation. An "Incident Report" form must be completed upon return to school and parents will be informed of the extent of the injury.

D. Transportation

Transportation for trips will be arranged by the Business Office ONLY. The use of commercial buses or other approved transportation is the only acceptable transportation for field trips. Under no circumstance, should teachers, staff or chaperones transport students at any point during the field trip.

E. Chaperones

Parents/guardians should indicate their willingness to chaperone through the sign-up sheet in the school office.

The Campus Administrator (or designee) will notify volunteers if they are needed for the trip, and will make every effort to provide notification of a field trip at least one week in advance. Parents not selected to chaperone may not attend the field trip with their child.

Each chaperone is responsible for abiding by the Field Trip Safety Procedures/Policies, Field Trip Supervision Guidelines, and all other applicable school policies.

F. Chaperone to Student Ratio

The adult-to-student ratio should generally be 1:10 for third through eighth grade and 1:5 for Kindergarten through second grade. This guideline applies to all local, non-overnight field trips.

G. Field Trip Supervision Guidelines

1. Non-staff members MUST complete the Chaperone Responsibility Form to serve as a chaperone PRIOR TO the field trip.
2. The school reserves the right to require chaperones to submit to an automated criminal records check through a local law enforcement agency and to submit fingerprints to the Department of Justice for a criminal records check. No person shall serve as a chaperone unless cleared through these methods. Chaperones shall be cleared prior to supervising a field trip.
3. A person who has been convicted of any violent, drug-related, or other serious felony shall not serve as a chaperone.
4. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone.
5. Chaperones shall not place themselves in situations in which they are alone with students
6. At all times the chaperone's primary focus should be the safety of the students.
7. At all times a chaperone is "on duty" he or she shall not:
 - a) Use or possess alcohol, narcotics or other controlled substances.
 - b) Use tobacco while in the presence or within view of students.

- c) Administer any medications, prescriptions or non-prescription, to students unless the student is his or her own child.
8. Chaperones are expected to serve as good examples for the students and shall refrain from using inappropriate language, telling inappropriate jokes, or otherwise engaging in unprofessional behavior.
9. DO NOT bring small children with you.
10. Know which children are in your group and keep them together during the trip.
11. Chaperones shall supervise students and guide and assist students with safety and appropriate behavior. If an issue arises concerning student behavior, the chaperone shall report the issue to the supervising teacher immediately. All student discipline matters will be handled exclusively by the supervising teacher.
12. . When going on a field trip, DO NOT leave the students unattended. If you return to the school prior to your child's teacher, please wait with your students on campus until the teacher returns.
13. If necessary, complete a Release of Liability form.

H. Electronic Devices

Each student is responsible for abiding by the following guidelines:

1. Use of Student cell phones are not allowed on non-overnight field trips.
2. Digital Cameras: Digital cameras that are only a camera may be allowed at the discretion of the trip leader.
3. All Other Electronic Devices: All other electronic devices (e.g., smart watches, iPads/tablets, Kindles/e-readers, gaming devices) are not allowed on local field trips.
4. Any students using their electronic devices inappropriately will have them confiscated immediately for the remainder of the trip; parents will be notified as well.
5. Students will be responsible for their own devices. This includes: charging the devices, any damage done to the device, keeping up with the devices, etc. Lifeline Education Charter School staff will not be responsible for students' devices.

I. Meals and Snacks While on Field Trip

Be sure to specify how meals and food will be provided in the and in the Request for Student Field Trip Slip and Permission Form for Student Field Trip.

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

Should any school provided meals or snacks be necessary, arrangements should be made with the Business Office at least two weeks prior to the date of the field trip.

3. Provided by stopping at restaurants

If the plan is to stop en route or if food is available for purchase at the location of the field trip, inform parents/guardians of the choice prior. Students must be supervised. 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.

J. Student Discipline During Field Trips

Students are expected to display respect for others, self-restraint, and good manners on all field trips. The discipline policies set forth in the Lifeline Education Charter School Student-Parent Handbook are to be followed at all times.

Disrespectful, insubordinate, or unsafe behavior on a field trip is unacceptable and may result in exclusion from activities in addition to disciplinary action at school.

In extreme cases, parents will be contacted and asked to arrange for their child to be picked up immediately.