

Field Trip/Field Studies Safety Procedures

The district is committed to making field trip/field studies reasonably safe for students and everyone else involved. However, it must be recognized by parents that it is impossible to control all student actions and avoid all risks. Parents (or any other interested person) are always invited to question the district in advance of any field trip/field studies as to risks and practices, and to make suggestions to enhance safety precautions. In this spirit, the district has adopted the following safety procedures as a supplement to direct Board policy IICA - Field Trips/Field Studies and Special Events in order to instruct and inform all staff, parents and students regarding any trip away from school. However, these rules will only enhance the safety of field trip/field studies if the students cooperate in adhering to the rules and doing what they are told by the adults accompanying them. Misbehavior or horseplay cannot be tolerated. If this should occur, parents will be notified and may required to transport the student home.

Advance Preparation

The district shall give advance notice to parents or guardians of the expected field trip/field studies activities and itinerary. District staff are expected to plan all aspects of curriculum instruction, meals, lodging, meals, transportation and other activities.

Information on weather and terrain conditions shall be obtained prior to departure on trips outside the Portland metropolitan area. Reasonably ascertainable conditions, which would present a threat to student safety shall, be reason to cancel, abort or modify a field trip.

Field trip/field studies leaders shall, as part of the documentation of their trip prior to departure (see Board policy IICA: Field Trips/Field Studies and Special Events), include address and emergency telephone, itinerary and complete roster of staff and students.

Parents or guardians have primary responsibility to assure all students have proper clothing and equipment to meet possible conditions of weather and terrain. Field trip staff shall attempt to confirm this before leaving school and shall attempt to afford students training in the use of equipment unfamiliar to them.

Field trip leaders shall take safety and first aid equipment/supplies on any overnight trip.

Field trip leaders shall secure information from parents as to any special medical needs (including medications) of students, as well as permission to seek medical care for any student in need.

All students shall be briefed in advance by field trip/field studies leaders concerning behavioral expectations and safety practices. Consequences for noncompliance shall be explained. Again, district staff are expected to provide direct supervision of students at all times and work with chaperones to ensure they safety of all students.

Whenever possible, a field trip staff member shall visit the site of the trip prior to the field trip date to gain familiarity with any risks to safety, then act to minimize these risks.

Supervision

Serious safety issues will be referred to the building principal or superintendent.

There shall be at least one adult to accompany every 12 students on a field trip. The ratio on **overnight** field studies shall be no more than one to eight (Grade School) and no more than one to ten (High School). At least one credentialed district staff member must accompany any overnight trip. A minimum of two adults shall accompany any trip outside the Portland metropolitan area.

One or more students shall be the responsibility of a specific adult at all times.

Attendance shall be taken when students “depart” or “arrive” both with reference to the trip as a whole and activities within trips.

In moving vehicles so equipped, students shall be seat-belted.

As an additional safety measure buddy systems will be used whenever feasible.

Whenever traveling as groups, a staff member/chaperone shall be in front of the group of students and another staff member/chaperone shall be in the back of the group of students. Supervision shall be intensified for activities in circumstances presenting greater than average risk.

Staff members who conduct field trips/field studies with special environmental risks (i.e., beach hiking, sport activities etc.) shall be sensitive to potential dangers and will communicate these risks, as well as clear safety expectations, to both students and parents prior to departure.

Should an emergency situation occur, the teacher is responsible for notifying the principal or superintendent and parents by telephone as soon as possible.

Student Responsibilities

Each student, having been briefed, shall be expected to maintain high behavioral standards and to adhere to safety practices.