



SECTION I: Instruction

IJOA-G Extracurricular Activity/Field Trips/Special Events and Transportation

Effective: 8/1/2018

Reviewed:

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Field Trip Activities and Administrative Approval Process

1. Description of field trip activities

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 including:
 - 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 (CEC school bus preferred)
- e. Means of providing food identified
- f. Means of housing identified (if applicable)
- g. Estimated number of chaperones needed, listing any special qualifications for chaperones
- h. Estimated costs and funding source(s)

- i. A detailed 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
Note: If students on the field trip require medication during the field trip, then a staff member trained in medication administration must attend the field trip, unless the student is authorized to self-administer his or her medication.
- l. Provide a contingency plan in case of delays, bad weather, or any other unforeseen circumstance including access to telephone or two-way radio communication.

Field Trip request forms are available by clicking [here](#) (*These are for Internal requests ONLY*)

2. Activities to Avoid

Avoid (or otherwise insure) activities excluded from CEC school insurance coverage. (Contact your Head of School for more information).

3. 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.

The sponsor shall submit the required forms and attachments, including the field trip request form, to the applicable Head of School no later than 4 weeks in advance for in-state travel, 8 weeks for out-of-state travel, and 4 months for international travel. The Heads of Schools will review documentation according to CEC policy guidelines and approve or disapprove the travel request.

4. Risk Identification and Documentation

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. Such activities and risks will be included in the consent/permission forms. The sponsor shall address in the application and consent forms, and the Head of School shall consider:

- a. The risks involved. Must be clearly identified and addressed.
- b. The familiarity with facilities and equipment
- c. The student medical needs
- d. Compliance with medication procedures

Permission forms from the students' parents and teachers must be signed and returned prior to departure. These documents will be in the possession of the trip sponsor during the trip and the school shall maintain copies as well. Medical release, special medical power of attorney form, and insurance forms must be provided and kept on hand for the duration of the trip as appropriate.

5. Supervision and Chaperone Selection

- a. Students shall be supervised at all times.
- b. Sponsor must determine how many and what kinds of chaperones are needed throughout the trip in addition to the sponsor. (There should be a minimum of two adults supervising a field trip and student to adult ratios shall not exceed eight to one for an overnight trip)
- c. At least one chaperone must be an employee of CEC.
- d. If a trip is co-educational, there should be a chaperone of each gender.
- e. At no time should a student be alone with a volunteer driver, chaperone or teacher unless such person is the Parent/Guardian of the student.
- f. First aid/CPR-trained chaperones/staff are required - at least one chaperone on each field trip should be so certified. Volunteer chaperones must be 21 years of age and pass CEC background check prior to chaperoning an event.

6. Transportation

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.

- a. CEC 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 CEC-owned and operated school buses keeps the money used for transportation in the CEC Network.
- b. If CEC school buses are not available, a recognized charter bus service can be used. Be sure to get a certificate of insurance naming the CEC School as an additional insured on the bus company's liability insurance policy.
- c. 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. Private vehicle drivers should provide proof of vehicle insurance including that the driver has the required liability insurance according to current Colorado law. When students will be transported by adult volunteer drivers, written parental permission to ride with a volunteer driver must be obtained from all students who will ride with the volunteer drivers.
- d. Student driving themselves and other students- If students will drive themselves, the student's parent/guardian must give specific written permission. Along with proof of insurance, including that the driver has the required liability insurance according to current Colorado law, specific written parental permission from both the driver's and the rider's parents must be obtained.
- e. CEC may attain a short-term rental of a motor coach bus from a contract carrier for the transportation of students to school related events with Chief Administrator approval. The request shall specify that consideration was given to the standards of safety to promote the welfare of students, including recommendations of national transportation organizations. In no event shall a motor coach bus be used for the transportation of students to and from school or school to school.
- f. All funds collected will be handled in accordance with all policies and CEC accounting practices.

7. Providing Food on Field Trips

- a. 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.
- b. If the plan is to stop in-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.

8. Overnight Field Trips – Housing

- a. Make sure chaperones and room assignments are gender specific, and roommates are close in age.
- b. Ensure students have supervision at all times while on a school sponsored field trip. Chaperones shall not sleep in the same rooms as students unless the chaperone is the students parent or guardian.
- c. 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.
- d. 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.

9. CEC Policies Apply

The sponsor shall review acceptable standards of conduct with the students and chaperones prior to the trip to ensure parents, students and chaperones understand that district policies and procedures pertaining to student conduct, discipline, and rights apply to students 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 and staff within the school confines. Students and staff violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

10. Handling Emergencies on Field Trips

- a. The sponsor has primary responsibility for the supervision of the students and maintenance of all relative documentation.
- b. The sponsor shall implement the buddy system, or partners, to ensure constant awareness of each student's whereabouts, needs and participation.
- c. The sponsor, or in exigent circumstances the delegated party, shall maintain all releases, medical waivers, special medical power or attorney form, insurance documentation, and identifying documentation in case of an emergency throughout the duration of the field trip.
- d. The sponsor shall take appropriate action and notify the Head of School by telephone as soon as possible in the event of an emergency.

These guidelines and procedures shall assure that all field trips have prior administrative approval. The CEC Governing Board shall be informed of all overnight trips.

Additional Legal Refs:

1 CCR 301-25- 2251-R- 4.01(a) Colorado Minimum Standards Governing School Transportation Vehicles
C.R.S. 13-22-107 (parental liability waivers)
C.R.S. 22-32-113 (4)
C.R.S. 42-7-101 et seq. (Motor Vehicle Financial Responsibility Act)

Policy Refs:

EEAFB-O Use of School Buses by Community Groups
JQ-G Student Fees

Forms:

CEC Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form
CEC Field Trip Student Roster Form
CEC Health Insurance Information and Medical Information Form
CEC Special Medical Power of Attorney Form
CEC Field Trip Approval Request Form (online)
CEC Student Assumption of Risk and Waiver
CEC Trip Sponsor Safety and Evacuation Procedures Certification 1819
CEC Charter Bus Rental Contract Safety Addendum 1819