

# Las Vegas City Schools

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## Las Vegas City School Field Trip Safety/Security Checklist

Preparation is key when you're taking your students off site for some field trip fun! Use this list to make sure you remember every important detail.

### Before Departing

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- o List of all students that are able to go to this field trip (take roll call in the bus before departure)
- o Assign appropriate number of students to chaperones (must sign chaperone agreement\*)
- o Signed permission slip on file for all children
- o Roster with emergency contact information
- o Confirm trip with transportation
- o First aid kit
- o Medications for all children who require it
- o Directions to your destination
- o Money for parking, tolls, admissions (copies of all PO's needed)
- o Fully-charged cell phone
- o Phone number and Contact Name for destination: \_\_\_\_\_
- o All food and drink

### After Returning

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- o Take roll call once again before leaving
- o Vehicle (bus) is free of trash, all doors/windows are closed/locked
- o Food and coolers are cleaned up and put away
- o All materials (rosters, first aid kit) are stored back in place

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## Las Vegas City School Planning and Operational Procedures for Field Trips Safety/Security Checklist

**Field trips are strongly supported by the Las Vegas City School District because of the academic enrichment benefits. However, during both the planning and operational phases, clear and prudent procedures must be followed to support a safe and successful field trip.**

### School Sponsored for Field Trip Purposes

A field trip is considered "school sponsored" if it meets criteria for being a School Sponsored Co-Curricular Activity and meets any of the following criteria:

- o Involves staff acting in their official capacity;
- o Makes use of district or school owned equipment or property (some district facility use policies permit groups to use school property for activities that are not school-sponsored);
- o Is associated with or is an outgrowth of a school activity program;
- o Funded by district or student activity resources as approved by an administrator for trip requirements
- o Obtain Preliminary Field Trip Approval
- o Submit the Overnight Trip Request including an educational objective and financing plan to the building Principal.

### Field Trip Planning Steps

- o Arrange for transportation (select one of the following):
- o Request District Bus (preferred) £ Request District Van (restricted to 10 occupants including the driver)
- o Submit the Itinerary, which includes a detailed itinerary, to the building Principal for approval.
- o Provide a letter home to parents/guardians including a list of items students can and cannot bring, appropriate dress, a discussion of consequences for inappropriate student behavior, trip cost if applicable, and a detailed itinerary of activities. Also include the name and contact information for the Sponsoring Staff Member who has ultimate responsibility for decisions during the field trip, and a list of emergency phone numbers or procedures for contacting a student in case of emergency.
- o Include Parent/Guardian Informed Consent Form. If applicable, include the Parent/Guardian Permission for Administration of Medication form.
- o Ensure that the following signed forms are on file for each student and a copy is given to the building Principal: Parent/Guardian Field Trip Permission, Emergency Information, and Informed Consent Form If applicable, ensure a signed copy of the Parent/Guardian Permission for Administration of Medication is returned and a copy is given to the building Principal.
- o Ensure an adequate number of adult chaperones. (Must sign chaperone agreement\*)
- o At least one staff member or chaperone is First Aid and CRP trained.

- o All chaperones (Must sign chaperone agreement) have been briefed on student illness, accident, misconduct, or other emergency procedures. Critical Illness or Injury Procedure: Noncritical injury, illness, or other emergency: • Administer emergency first aid; • Administer emergency first aid; • Call an ambulance; • Call school / Principal for parental notification • Call school / Principal for parental notification; • Wait for instruction from the school administrator.
- o Give advanced notice of the scheduled field trip to all staff impacted by the trip (including notifying the attendance office if student absences will occur) Alternate steps for Overnight Field Trips
- o Submit the Overnight Trip Field Trip to the building Principal 40 days in advance of the trip. After Principal approval.

### **Step Before Leaving the School Site**

- o Take roll call
- o Have all proper documents and PO's for your destination
- o Have all consents with emergency contact number

### **Upon Arrival**

- o Take roll call
- o Make sure the adults picking up the child up have that authority
- o Make sure all students have been pick up
- o Make sure students did not leave their belongings in the bus

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## Las Vegas City School Planning and Operational Procedures for Field Trips Safety/Security Checklist

School \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_ Trip \_\_\_\_\_

Destination: \_\_\_\_\_

Organizing Staff Member: \_\_\_\_\_

The following list assists the sponsoring staff member through the field trip process. Please see procedures for specific information regarding each item.

Date Completed	Step 1: Initial Planning (8 weeks before trip, 6 months for International Travel) *See School Sponsored Field Trip—Preliminary Approval Form
	Determine and document the educational benefit of the field trip (curriculum-related study, interscholastic athletics, and co-curricular activities)
	Develop a description of all activities; include transportation, housing, and eating plans; list unusual aspects of the trip; include all related brochures
	Estimate the planned number and ages of participating students and chaperones* needed
	Determine proposed costs and funding
	Develop a preliminary itinerary of activities
	Identify if the field trip has special hazards, including on/in/near water, in remote locations/hiking, involving animals, and/or outdoor education; avoid high-risk activities
	Review field trip plan with principal
	Secure principal's preliminary approval to conduct the field trip, and to conduct fundraising if applicable (seek school board approval for fundraising if needed)
	Submit to superintendent or school board for approval if needed (for overnight or international travel)
	Receive preliminary superintendent or school board approval if needed
	Review procedure for fundraising, and develop a plan including fundraising activities, a plan for assisting the students who are unable to pay their own expenses, and a method for returning funds if not used for the trip
Step 2	Detailed Planning (3-8 weeks before trip)
	Contact place(s) being visited to make preliminary arrangements (if needed)
	Evaluate the field trip site for potential hazards, special requirements of location and activity, and accommodations
	Review all contracts and insurance requirements; ensure insurance for out of country field trips (the principal reviews and signs any contracts and all forms)
	Arrange for transportation: • If school bus or van, submit request to transportation • If other, check with risk manager/safety officer for guidelines
	Arrange for housing and assess suitability of housing (if overnight stay); consider same sex sleeping needs
	Arrange for food services (if needed)
	Develop a detailed itinerary

	Identify risks associated with this field trip
	Address unusual aspects of trip with risk manager/safety officer
	Determine adult supervision needed and arrange for chaperones*: • Ensure adequate number based on the type of activities planned and the age of the students for developmental appropriateness; ratio approved by school administrator • Ensure qualified for special needs (first aid trained, lifeguard, etc.) • Ensure criminally screened
	Arrange for needed equipment and supplies, including emergency equipment
	Meet with school nurse to plan medication needs/dispensing for students; arrange for distribution of special medications on the field trip (trained staff and secured medications)
	Assemble parent information/permission packet: • Letter home to parents • Detailed itinerary of activities • Permission forms (informed consent, emergency treatment, medical conditions) • List of things students can and cannot bring, appropriate dress
	If academic competition is involved, submit to principal for approval: • Written criteria and guidelines used to select participants in academic competitions • Written communications used to inform parents and students of the academic competition and of the governing guidelines
	Obtain final administrative approval
	If a substitute is required, submit request to principal
	Arrange an informational meeting for parents (for overnight or International travel)
	Arrange for supervision of students who opt out of the field trip
<b>Step 3</b>	<b>Final Arrangements (2 weeks before trip)</b>
	Provide field trip information to parents including: • Letter home to parents • Detailed itinerary of activities • Permission forms (informed consent, emergency treatment, medical conditions)
	Confirm transportation
	Confirm housing (if needed)
	Confirm food services (if needed)
	Confirm arrangements with place(s) to be visited (if needed)
	Confirm arrangements for special medications
<b>Step 4</b>	<b>Final Checks (Day of Trip)</b>
	Confirm there is adequate adult supervision for the trip; check the number and types of chaperones* (Must sign chaperone agreement)
	Check attendance (roll call)
	Ensure adequate transportation
	Ensure parental permission is obtained and emergency information is available: • Every student has returned the parent permission/emergency medical form • Provide the school office with a copy of the signed field trip permission form/emergency medical form for each student (the original of these forms stay with the field trip organizer)
	Review behavior and safety standards with students and chaperones* before departure, including: • Reinforce school rules and expectations • The system of accounting for students and the use of the buddy system • Review emergency procedures (for injury, accident, or inappropriate activity) • Explain what to do if a student gets separated or lost from group
	Make sure that staff/chaperones* on the field trip have a 24 hour phone number for administrators, and the school office/administrator has (cell) phone number of staff on the trip

\*Chaperones must sign chaperone agreement