

Orcutt Union School District Field Trip Information Form



PLEASE RESERVE FIELD TRIPS AT LEAST ONE MONTH IN ADVANCE

1. Date of Trip _____
2. Destination _____
Telephone # _____ Fax # _____
3. Requested Donation per Student (if any) _____

TRANSPORTATION

1. Time of Departure _____ Return Time _____
2. Employees Going on the Trip _____

3. # Students _____ #Chaperones ON THE BUS _____ Student/Staff Ratio on Trip _____
4. OUSD Bus _____ Walking _____ Private Car(s) _____ Other Bus Source _____
5. Other Stops Requested _____
6. Purpose of Trip _____
7. Curriculum Connection (list standards if possible) _____
8. Pick up Location _____
9. Sack Lunches or Supplies/Additional Clothing Needed? _____
10. Account to be Charged _____

Any necessary purchase orders will be generated upon receipt of this completed form. Be sure to make your field trip arrangements as far ahead of time as possible. If you are collecting money from students to help offset the cost of the field trip and/or transportation, you need to use a class roster to record any monies received. Please attach the roster to this form.

Once you turn in this completed form, your bus reservation will be submitted. You may call transportation (8978) to check on availability, but your bus will not be reserved until you turn in this form and your trip request is submitted online.

_____ **Letter to notify parents of this field trip is attached. (Parents need to be notified in writing anytime students leave campus. Sign off is not needed.)**

_____ **I have read, understand and will abide by the rules and regulations set forth in AR 6153(c-d) regarding recreational water activities if applicable. (Please initial) See other side.**

Requesting Teacher _____ Date _____

Principal Approval _____ Date _____

Copy sent to: Health Services _____ Child Nutrition _____

SCHOOL-SPONSORED TRIPS

Trips Which Include Swimming or Wading

- No swimming or wading shall be allowed on trips unless planned and approved in advance.
- When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to 10 ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
- **Swimming Activities**
 - Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability.
 - Swimming facilities, including backyard pools, must be inspected by the principal and teacher before the trip is scheduled.
 - Owners of private pools must provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage.
 - Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the principal shall ensure their presence. Lifeguards must be Red Cross certified or equivalent and must be at least 21 years old.
 - The ratio of adult chaperones to students shall be at least one to 10. In grades 4-6, this ratio shall be one to eight. In grades K-3, this ratio shall be one to four.
 - Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
 - Emergency procedures shall be included with written instructions to adult chaperones and staff.
 - Staff and chaperones assigned to supervise students must wear swim suits and know how to swim.
 - The principal may require students to wear flotation devices, depending upon their age and swimming ability.
 - A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.