



Tuolumne JPA
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ALPINE - AMADOR - CALAVERAS - TUOLUMNE

District Field Trip and Event Guidelines

REVIEWED BY THE JPA COMMITTEE/APPROVED BY THE JPA BOARD

- Alpine County Office of Education/Alpine County Unified School District
- Amador County Office of Education/Amador County Unified School District
- Belleview Elementary School
- Big Oak Flat/Groveland Unified School District
- Bret Harte Union High School District
- Calaveras County Office of Education
- Calaveras Unified School District
- Columbia Union School District
- Curtis Creek School District
- Jamestown School District
- Mark Twain Union Elementary School District
- Sonora Elementary School
- Sonora Union High School District
- Soulsbyville Elementary School District
- Summerville Elementary School District
- Summerville Union High School District
- Tuolumne County Superintendent of Schools
- Twain Harte School District
- Vallecito Union School District

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Forms:

Transportation

- Student Transportation Authorization and Waiver
- Non-District Student Transportation, Waiver, Release and Assumption of Risk
- Employee/Non-Employee Private Vehicle Request

Sports Programs

- Voluntary participation and assumption of Risk

Events

- Consent to participate in a voluntary District Event and Release of Liability

Field Trips/Activities

- Medical Authorization for Treatment and Transportation Agreement-Student
- Medical Authorization for Treatment-Volunteer/Minor
- Medical Authorization for Treatment-Volunteer/Adult
- Assumption of Risk Voluntary Participation Non-School Sponsored Activity
- Assumption of Risk Voluntary Participation *High Risk* Activity

Field Trip Review

While field trips can be a valuable enhancement of the educational program, such trips can also create significant liability exposure for the District, including those involving transportation and hazardous conditions at the locations. The District should evaluate the purpose and goal of a proposed trip compared to the liability exposures to decide whether the trip is appropriate for the District to sponsor. For instance, a trip providing educational benefits (geological dig, exploring for plants for a biology class, etc.) may warrant accepting the liability exposures, whereas a trip involving recreational activities (bungee jumping, surfing, etc.) may not warrant accepting the extra exposure to the District.

Evaluating Special Activities

Some questions to be answered in evaluating a proposed activity are the following:

1. What is the nature of the activity?
2. What is the purpose of the activity?
3. What is the value of the activity, and is it the type of trip or event that falls within the District guidelines for sponsorship?
4. What activities will occur?
5. Where will the event be located?
6. Who is responsible for the activity, and how will it be coordinated?
7. What are the hazards and exposures inherent in the activity?
8. How will transportation be handled?
9. What types of communication with parents/students/staff will occur?

Additional considerations

1. Could a less risky event be substituted?
2. Is there an alternate sponsor for the event?
3. Should the District offer to assist an alternative sponsor?
4. What types of risk-transfer documents are required?
5. What types of insurance are mandated or desirable?

Teacher/Chaperone Experience Requirements

Individual(s) serving as Chaperones who actively participate in the event should be experienced and/or qualified to do so. For example, if the Chaperone/Teacher is going to snow-ski or snowboard—they should be a competent skier or rider. Skill levels of all Chaperones should be assessed by the lead Chaperone or Teacher before the field trip to ensure adequate supervision will occur during the activity.

Field Trip Transportation

Field trip transportation will be limited to either district owned vehicles or commercial fleet rentals.

Transportation for all trips will be limited to:

- District School Buses
- District Vans
- Parents driving own children
- Commercial fleet rentals

Students whose parents are not driving to the field trip will need to be transported by district vehicle.

Field Trip Checklist

- _____ Insure that the activity is on the approved list of activities.
- _____ Review attached Risk Management Guidelines for Approved Activities.
- _____ Complete Field Trip approval process and required forms. Contact the JPA Administration to obtain Certificates of Liability, any required forms, contracts, or information about such documentation **10 days before the field trip.**
- _____ Designate responsibilities for completing all facets of field trip approval and the activities related to field trip planning and execution.
- _____ Secure Parent/Guardian approval for field trip participation, including authorization for emergency medical treatment and a written process to insure that responsible supervisors have such forms in their possession.
- _____ Provide for appropriate transportation arrangements in accordance with Board-approved policies; provide for handling "exceptions".
- _____ Provide for Parent/Guardian to provide transportation and acknowledge in writing this responsibility and release of District liability.
- _____ Procedure for allowing volunteers to participate in field trip, including field trip participation form and authorization for emergency medical treatment.
- _____ Include a copy of the contract with any third party providers of transportation. In addition, include signed contracts for all outside agencies providing the activity or location for the activity.

It is important that chaperones are prepared for emergencies, particularly medical emergencies. It is prudent to identify emergency care facilities prior to the activity. Education Code 35331 specifies the District's responsibilities in regard to provision of or notification of parents/guardian of the availability of medical insurance. A copy of this code begins on page 40.

It is also important that sound and enforceable rules for the conduct of students, supervisors, and chaperones be known and agreed to by all parties. It is especially important that rules pertaining to student's use of alcohol or other controlled substances be specified, along with additional guidelines for appropriate department. Again, both parents and students should acknowledge receipt of such rules and their knowledge of the consequences of infractions.

Field Trip Excursions Allowed

The following field trip activities are approved by the Tuolumne JPA. Please refer to specific school district policies and procedures when organizing trips that involve the following.

Water Activities

- Fishing activity from a boat in a lake. Fishing and Boating must be provided by a Commercial Third Party Agency, not a private party.
- Chartered deep sea fishing excursions commercially operated by third party vendor
- Commercially run whale watching trips.
- Swimming activities, pool parties or other celebrations at a school, publicly operated facility, or other commercially operated facility, including homeowner associations – 2 Certified Lifeguards at a minimum are required.
- Trips to commercial water parks or amusement parks. (Great America, etc.)
- Science based tide pool or shoreline excursions that may involve limited entry into the water.
- Science based trips on vessels anchored in the bay or lake. (e.g. The CA Thayer-Age of Sail Program.)

Physical Activities

- Cross country skiing outings
- Trips to ski areas for snow skiing and/or snowboarding activity by students. (NO Aerobatic skiing allowed.)
- Trips to indoor or outdoor skating rinks for ice skating activities by students
- Hiking trips on established trails in National or State Parks.
- Climbing Wall Activity or Zip -line, including repelling at a facility or sponsored indoor facility, gym or indoor school site. A climbing wall at a school site must be DSA approved.
- Ropes or Challenge Courses – must be DSA approved if at a school site.
- Trips to amusement parks (Disneyland, Knott's Berry Farm, Universal Studios, etc.)
- Motorized Go-Karts as part of an amusement park operated commercially by a third-party vendor. (i.e. Malibu Grand Prix, etc.)
- Exploration of abandoned mines that are commercially run by a third party vendor. (California Caverns, Mercer Caverns, Moaning Cavern, etc.)
- Indoor Soccer
- Roller Skating
- Bicycle Riding-on campus only
- Skateboarding-on campus only

Travel

- Out of state trips of any type
- Overnight trips involving a stay in a hotel or motel by students

These trips must be board approved. All Board and TJPA applicable policies must be followed. Student accident coverage applies only in the US and Canada.

Risk Management Guidelines for the TJPA Approved activities listed above can be found beginning on Page 9 of this Guide.

Field Trip Excursions Not Allowed

The following types of activities are not approved by the Tuolumne JPA. If a school district or site participates in any of these activities, they will not have insurance coverage through the Tuolumne JPA. Contact the Tuolumne JPA for insurance information at (209) 536-2035.

Water Activities NOT Allowed

- Board Sailing or Parasailing. Parasailing, or any activity in which a person is carried aloft by a parachute, parasail, kite, or other device towed by a motorboat or by any other means.
- Boating activity from a privately or commercially owned or operated boat in a lake
- Canoeing on any river or stream.
- Canoeing or kayaking activity from a privately or commercially owned or operated boat in a lake.
- Diving and Elevated Entry into water from rocks or cliffs (cliff diving, etc.).
- Diving or Elevated Entry into ocean or lake water. (Diving is allowed as a part of a sanctioned athletic event in a swimming pool only.)
- Fishing activity from a privately owned or operated boat in a lake
- Kayaking on any river or stream.
- Motorized personal watercraft, such as jet-skis.
- Pool parties in any private home.
- Scuba diving activity, snorkeling, helmet diving, or any entry into the ocean surf with or without a supplied breathing apparatus.
- Slip and Slides
- Snorkeling, helmet diving, or scuba diving activity or any entry into the lake water.
- Surf Boarding, or wave boarding in an ocean.
- Surfing, Surf Swimming.
- Waterskiing, tubing, wave boarding or other towing activities from a boat in a lake or ocean.
- Whitewater Activities, tubing, or rafting on any river or stream.

Physical Activities NOT Allowed

- Aerobic or Acrobatic Skiing
- All activities related to bungee cord jumping (sometimes called shock cord jumping).
- All-terrain vehicles (ATVs) use. ATVs are defined as motorized recreational cycles with three or four large, soft tires, designed for off-road use on a variety of terrains.
- Archery
- Bobsledding/Sledding
- Boxing, karate, and related martial arts.
- Cave diving or cave snorkeling
- Chainsaws and mechanical log splitters, unless as part of a School Agriculture Class under the direct supervision of an experienced operator and Instructor.
- Cross-Country Racing
- Horseback Riding or animal riding/Donkey Basketball.
- Mechanical Bulls including inflatable.
- Motorized Go-Karts and motorbike activities. (All motorized speed events, including motorcycles, boats, drag racing, demolition derbies, and related events)
- Mountain Bicycling
- Orienteering, Terrain Mountain Climbing, or Mountain Climbing
- Paintball - a game played between two teams who are trying to capture each other's flag and return it to the flag station. The activity commonly referred to as "War Game"- in which individuals shoot paint or dye at one another.
- Paragliding, flying in hang gliders, ultra-lights, experimental class aircraft, or hot-air balloons (whether or not they are tethered); parachuting; and flying in aircraft as part of a search and rescue mission.
- Pistol or Rifle Shooting
- Rock Climbing or technical mountain climbing
- Rollerblading
- Ski-cross or snowboard motocross type activities on snow.
- Sky Diving or Parachuting
- Skydiving
- Snowmobile activities or use
- Spelunking, or exploration of abandoned mines on private or public property
- Survival hiking trips
- Trampoline, including trampoline use at a commercial trampoline facility.

*Bounce Houses **are** allowable with the following guidelines:

1. Surface Material must be grass or sand.
2. Supervision is required at all times at entrance and exit.
3. Follow the capacity requirements.
4. Certificate of insurance required from vendor.
5. Personal Inflatables are not allowed.

Risk Management Guidelines for Approved Activities

Please refer to the following safety guidelines for approved activities when planning a field trip. Most safety concerns are common sense. There are additional rules and regulations that may apply – check with the destination, vendor or commercial operator for any specific guidelines that must be followed.

Any questions can be directed to the Tuolumne JPA. Call 209-536-2035 for more information.

Safety Guidelines for Fishing from a Boat in a Lake (Commercial Charter, Not Private).

Activities on lakes can be hazardous. Fishing is a popular pastime but many drownings and accidents have occurred by what seems a very safe pursuit. Activities like fishing whether on river, lake or sea, is often looked upon as something anyone can do without any experience. The main purpose of these programs should be the "fun" of the activity and acquiring skills

The Key Dangers:

Drowning Hypothermia Sunburn Injury from equipment Exhaustion

Boating Fatality Facts:

On average, approximately 700 recreational boaters will die this year due to a boating mishap. The vast majority of boating mishaps are caused by operator controllable factors and not by the boat, equipment, or environmental factors.

- The majority of fatalities (about 79%) occur on inland waters, such as rivers, streams, lakes, and ponds.
- Drowning continues to be the # 1 cause of deaths in boating accidents. Approximately 80% of drowning victims were not wearing life jackets. Less than 23% of boaters in all boating groups wear life jackets. More than 60% of boating fatalities result from capsizing, falling overboard, or flooding/swamping.
- Fatality rates decrease significantly when a boater has some boater education. 88% of fatalities occurred on boats where the operator had not taken a boater education course.
- Open motorboats have the highest overall number of fatalities (approximately half).
- Roughly one-third of recreational fatalities occur while boaters are engaged in fishing activities. A smaller number die while hunting from a boat.

Safety Guidelines:

1. Please follow these adult to student ratios when arranging groups: 4th grade & up-- 1 adult: 10 children 3rd grade & below-- 1 adult: 5 children.
2. Learn to swim and encourage your students to learn to swim. The best thing anyone can do to stay safe in and around the water is to learn to swim. This includes anyone participating in any boating activity. The American Red Cross has swimming courses for people of any age and swimming ability. To enroll in a swim course, contact your local Red Cross Chapter.
3. Wear a Life Jacket While Boating. Look for the label: Use Coast Guard-approved life jackets for yourself and passengers when boating and fishing. Don't rely on substitutes. The use of flotation devices and inflatable toys cannot replace parental supervision. Such devices could suddenly shift position, lose air, or slip out from underneath, leaving the child in a dangerous situation. Life jacket use by all boat occupants can reduce drownings. When properly fitted, a life jacket or Personal Flotation Device (PFD) can prevent a tragedy.
4. Watch the weather: Know local weather conditions and prepare for electrical storms. Watch local news programs. Stop boating as soon as you see or hear a storm.
5. Select a supervised area. A trained lifeguard who can help in an emergency is the best safety factor. Even good swimmers can have an unexpected medical emergency in the water.
6. Select an area that is clean and well maintained. A clean bathhouse, clean restrooms, and a litter-free environment show the management's concern for your health and safety.
7. Select an area that has good water quality and safe natural conditions. Murky water, hidden underwater objects, unexpected drop-offs, and aquatic plant life are hazards. Water pollution can cause health problems for swimmers. Strong tides, big waves, and currents can turn an event that began as fun into a tragedy.
8. Maintain constant supervision. Watch children around any water environment (pool, stream, lake, tub, toilet, bucket of water), no matter what skills your child has acquired and no matter how shallow the water.

9. Supervisors/Adults should have a CPR certification. Knowing these skills can be important around the water and you will expand your capabilities in providing care for your students. Personal survival techniques should be taught in the event of the participants falling into the water, getting caught in quicksand, snagged on trees, etc. Leaders of fishing trips should have a current first aid certificate, be competent swimmers with a good knowledge of basic lifesaving.
10. It could be hot and sunny, so instruct students to bring a hat and sunscreen. Even on cloudy days, sunburn is possible. Recommend to students to bring a waterproof formula with an SPF of at least 30. Protect your forehead with a sun hat or visor with a chin strap.
11. Wear appropriate clothing. It could be cold, foggy, windy or drizzly, so warm, layered clothing is recommended. Have everyone wear tennis shoes or boating shoes with good treads that cover the entire foot. Each student should have an extra pair of shoes and socks.
12. Call the contractor or charter in charge of the area for updated information. Call as you are planning and again right before your trip.
13. Be sure to check state and local requirements, before boating as there are different rules and regulations for operator-age, safety equipment, etc. in different parts of the country. Obtain information from local officials on tides, danger areas and fishing regulations.
14. Develop a float plan. Be sure to provide administration and parents detailed plans of the trip. Include arrival and departure times, cast off times, on-water duration, and activities to be performed on the water.
15. Hooks are sharp, be careful when handling, casting, retrieving, and removing them from fish.
16. Always look behind you to make sure people, animals or obstructions such as a tree or power line are not in the way of your back cast. (Remember your line can extend far behind you.)
17. Look up and around to be sure your line will not be caught in trees, power lines or other obstructions.
18. Form a safety circle around you by holding your rod straight out in front of you and then turn in a circle. If your rod touches another person, then move further away.
19. If your bait or casting plug gets stuck, do not pull back hard. If you do, and it comes loose, it can fly back at you like a bullet and hurt you.
20. Teach the appropriate way to handle the types of fish that can be caught to avoid injury to the fish and the angler.
21. Make sure all anglers hear and understand how to handle and operate the rod and reel, including the grip, operating the reel, stance and casting technique.
22. Careless disposal of fishing line poses extreme hazards to birds and small animals. Hooks are especially dangerous to children and wildlife. Please take home even the shortest length of line and dispose of properly.

Safety Guidelines for Deep Sea Fishing Excursions (Commercial Charter, Not Private).

A basic understanding of rivers and a healthy respect for the power of moving water can help to eliminate some of the danger near rivers and streams. Activities on lakes can be hazardous as well. Fishing is a popular pastime but many drownings and accidents have occurred by what seems a very safe pursuit.

Activities like fishing whether on river, lake or sea, is often looked upon as something anyone can do without any experience. The main purpose of these programs should be the "fun" of the activity and acquiring skills

The Key Dangers:

Drowning

Injury from equipment

Hypothermia

Exhaustion

Sunburn

Boating Fatality Facts. On average, approximately 700 recreational boaters will die this year due to a boating mishap. The vast majority of boating mishaps are caused by operator controllable factors and not by the boat, equipment, or environmental factors.

- Drowning continues to be the # 1 cause of deaths in boating accidents. Approximately 80% of drowning victims were not wearing life jackets. Less than 23% of boaters in all boating groups wear life jackets. More than 60% of boating fatalities result from capsizing, falling overboard, or flooding/swamping.
- Fatality rates decrease significantly when a boater has some boater education. 88% of fatalities occurred on boats where the operator had not taken a boater education course.
- Roughly one-third of recreational fatalities occur while boaters are engaged in fishing activities. A smaller number die while hunting from a boat.

Safety Guidelines:

1. Please follow these adult to student ratios when arranging groups: 4th grade & up-- 1 adult: 10 children 3rd grade & below-- 1 adult: 5 children.
2. Learn to swim and encourage your students to learn to swim. The best thing anyone can do to stay safe in and around the water is to learn to swim. This includes anyone participating in any boating activity. The American Red Cross has swimming courses for people of any age and swimming ability. To enroll in a swim course, contact your local Red Cross Chapter.
3. Wear a Life Jacket While Boating. Look for the label: Use Coast Guard-approved life jackets for yourself and passengers when boating and fishing. Don't rely on substitutes. The use of flotation devices and inflatable toys cannot replace parental supervision. Such devices could suddenly shift position, lose air, or slip out from underneath, leaving the child in a dangerous situation. Life jacket use by all boat occupants can reduce drownings. Most states and territories have a mandate regarding the wearing of life jackets, though they vary and many only pertain to children under age 12. When properly fitted, a life jacket or Personal Flotation Device (PFD) can prevent a tragedy.
4. Watch the weather: Know local weather conditions and prepare for electrical storms. Watch local news programs. Stop boating as soon as you see or hear a storm.
5. Stay well hydrated by drinking plenty of bottled water.
6. Maintain constant supervision. Watch children around any water environment (pool, stream, lake, tub, toilet, bucket of water), no matter what skills your child has acquired and no matter how shallow the water.

7. Supervisors/Adults should have a CPR certification. Knowing these skills can be important around the water and you will expand your capabilities in providing care for your students. Personal survival techniques should be taught in the event of the participants falling into the water, getting caught in quicksand, snagged on trees, etc. Leaders of fishing trips should have a current first aid certificate, be competent swimmers with a good knowledge of basic lifesaving.
8. It could be hot and sunny, so instruct students to bring a hat and sunscreen. Even on cloudy days, sunburn is possible. Recommend to students to bring a waterproof formula with an SPF of at least 30. However, especially when boating or swimming, don't put sun screen on your forehead or water will wash it down into your eyes. Protect your forehead with a sun hat or visor with a chin strap.
9. Wear appropriate clothing. It could be cold, foggy, windy or drizzly, so warm, layered clothing is recommended. Have everyone wear tennis shoes or boating shoes with good treads that cover the entire foot. Each student should have an extra pair of shoes and socks.
10. Cameras, identification guides and binoculars are all good ideas to take when out on the water.
11. Call the contractor or charter in charge of the area for updated information. Call as you are planning and again right before your trip.
12. Be sure to check state and local requirements, before boating as there are different rules and regulations for operator-age, safety equipment, etc. in different parts of the country. Obtain information from local officials on tides, danger areas and fishing regulations.
13. Develop a float plan. Be sure to provide administration and parents detailed plans of the trip. Include arrival and departure times, cast off times, on-water duration, and activities to be performed on the water.
14. Hooks are sharp, be careful when handling, casting, retrieving, and removing them from fish.
15. If your bait or casting plug gets stuck, do not pull back hard. If you do, and it comes loose, it can fly back at you like a bullet and hurt you.
16. Teach the appropriate way to handle the types of fish that can be caught to avoid injury to the fish and the angler.
17. Make sure all anglers hear and understand how to handle and operate the rod and reel, including the grip, operating the reel, stance and casting technique.

Safety Guidelines For Whale Watching Excursions (Commercial Charter, Not Private).

A basic understanding of rivers and a healthy respect for the power of moving water can help to eliminate some of the danger on the open ocean.

The Key Dangers:

Drowning

Hypothermia

Sunburn

Exhaustion

Safety Guidelines:

1. Please follow these adult to student ratios when arranging groups: 4th grade & up-- 1 adult: 10 children 3rd grade & below-- 1 adult: 5 children.
2. Maintain constant supervision. Watch children around any water environment (pool, stream, lake, tub, toilet, bucket of water), no matter what skills your child has acquired and no matter how shallow the water.
3. Learn to swim and encourage your students to learn to swim. The best thing anyone can do to stay safe in and around the water is to learn to swim. This includes anyone participating in any boating activity. The American Red Cross has swimming courses for people of any age and swimming ability. To enroll in a swim course, contact your local Red Cross Chapter.
4. Wear a Life Jacket. Look for the label: Use Coast Guard-approved life jackets for yourself and passengers when boating and fishing. Don't rely on substitutes. The use of flotation devices and inflatable toys cannot replace parental supervision. Such devices could suddenly shift position, lose air, or slip out from underneath, leaving the child in a dangerous situation. Life jacket use by all boat occupants can reduce drownings. Most states and territories have a mandate regarding the wearing of life jackets, though they vary and many only pertain to children under age 12. When properly fitted, a life jacket or Personal Flotation Device (PFD) can prevent a tragedy.
5. Watch the weather: Know local weather conditions and prepare for electrical storms. Watch local news programs. Stop boating as soon as you see or hear a storm.
6. Stay well hydrated by drinking plenty of bottled water.
7. Supervisors/Adults should have a CPR certification. Knowing these skills can be important around the water and you will expand your capabilities in providing care for your students. Personal survival techniques should be taught in the event of the participants falling into the water, getting caught in quicksand, snagged on trees, etc. Leaders of fishing trips should have a current first aid certificate, be competent swimmers with a good knowledge of basic lifesaving.
8. It could be hot and sunny, so instruct students to bring a hat and sunscreen. Even on cloudy days, sunburn is possible. Recommend to students to bring a waterproof formula with an SPF of at least 30. However, especially when boating or swimming, don't put sun screen on your forehead or water will wash it down into your eyes. Protect your forehead with a sun hat or visor with a chin strap.
9. Wear appropriate clothing. It could be cold, foggy, windy or drizzly, so warm, layered clothing is recommended. Have everyone wear tennis shoes or boating shoes with good treads that cover the entire foot. Each student should have an extra pair of shoes and socks.
10. Cameras, identification guides and binoculars are all good ideas to take when out on the water.
11. Call the contractor or charter in charge of the area for updated information. Call as you are planning and again right before your trip.
12. Be sure to check state and local requirements, before whale watching as there are different rules and regulations for operator-age, safety equipment, etc. in different parts of the country. Obtain information from local officials on tides, danger areas and fishing regulations.
13. Develop a float plan. Be sure to provide administration and parents detailed plans of the trip. Include arrival and departure times, cast off times, on-water duration, and activities to be performed on the water.

14. Follow all rules and regulations regarding the harassment of marine mammals. Boat operators, while in whale waters, must keep these four tips in mind:
- See a Spout, Watch Out! Slow down and post a lookout.
 - Head on is Wrong! A whale's direction of travel may be taking it to an important food source. Don't try and cut the whale off. Approach from the back or side, never from the front.
 - Lots of Boats, then Talk to Folks! Let others nearby know of your sighting by VHF radio in order to coordinate your viewing, and keep from boxing in, crowding, or stressing the whales.
 - Don't You Get Close, Let the Whales Approach! Coming too close may cause the whale to reluctantly move away from its food source. Don't chase them. You'll have better viewing if you respect their space. Remember, a frightened whale will never approach your boat...a curious one may.

A more complete list of whale watch guidelines can be found at the [NOAA Fisheries web page](http://www.nmfs.noaa.gov/prot_res/MMWatch/MMViewing.html) at http://www.nmfs.noaa.gov/prot_res/MMWatch/MMViewing.html. For more information about the "See a Spout, Watch Out" campaign, visit the International Wildlife Coalition at <http://www.iwc.org/>

Safety Guidelines for Swimming Activities at a Public or Commercially Operated Pools

NOTE: All districts/schools must provide a minimum of two (2) Red Cross Certified Life Guards for all swimming related activities in any Public or Commercially Operated Pool. AED Devices are required on site per AB 2009.

Overview

- For every child who drowns, six receive emergency department care for near-drowning or non-fatal submersion injuries. Half of those seen in the emergency department require hospitalization
- Nonfatal incidents can result in serious injuries including brain damage.

Groups at Risk

From **2005-2014**, there were an average of **3,536** fatal unintentional drownings (non-boating related) annually in the United States — about **ten** deaths per day. An additional **332** people died each year from drowning in boating-related incidents. About one in **five** people who die from drowning are **children 14 and younger. For every child who dies from drowning, another five receive emergency department care for nonfatal submersion injuries.**

1. Please follow these adult to student ratios when arranging groups: 4th grade & up-- 1 adult: 10 children 3rd grade & below-- 1 adult: 5 children.
2. Maintain constant supervision. Watch children around any water environment (pool, stream, lake, tub, toilet, bucket of water), no matter what skills your child has acquired and no matter how shallow the water.
3. Proper swim attire required in pools; cut-offs, gym shorts and tee shirts are not allowed.
4. Do not enter the pool if you have a communicable disease or an open cut.
5. Bandages must be removed before entering the water.
6. Don't swim when you have diarrhea...this is especially important for kids in diapers.
7. Don't swallow the pool water.
8. Practice good hygiene.
9. Take students on bathroom breaks often.
10. Change diapers in a bathroom and not at poolside.
11. Diving into unfamiliar water is a major reason for aquatic-associated spinal injuries. The easiest tip to remember regarding water safety is never dive into any unknown water.
12. NEVER leave a child unobserved around the pool; keep your eyes on children at ALL TIMES.
13. Designate a "water watcher."
14. Keep toys away from the pool; they can cause a child to fall into the water.
15. Keep basic lifesaving equipment by the pool and know how to use it. A pole, rope and life preservers are recommended.
16. Review CPR instructions and the 9-1-1 Emergency number in the pool area.
17. Ensure children always swim with a buddy.
18. Don't depend on floating toys; they are not designed to save lives. Use approved lifesaving equipment.
19. Always swim away from diving boards and slides; when jumping, diving or sliding, be sure to wait until others clear your landing area before entering the water.
20. If you are overheated, enter the water slowly. Rapid temperature changes can cause you to faint or lose muscle control.
21. Teach older children to watch out for younger children.
22. Don't run or engage in horseplay on pool decks. Decks are very slippery when wet

23. If you see someone drowning:

- Call 9-1-1 immediately. The National Spa and Pool Institute advises access to a telephone, cellphone, or cordless phone in any pool area.
- If the victim is within throwing distance, throw a floatable object to them. This includes a life jacket, kick board or even an empty gallon jug.
- If the victim is within reaching distance, assist them by extending something long, such as a rope, pole, ring bowie or a tree branch.
- If you must enter the water to assist someone, take a flotation device large enough to carry two adults safely. Keep the device between you and the person in distress; even a child can put an adult at risk in deep water.

Safety Guidelines for Activities at a Commercial Water Park

1. Please follow these adult to student ratios when arranging groups: 4th grade & up-- 1 adult: 10 children 3rd grade & below-- 1 adult: 5 children.
2. Maintain constant supervision. Watch children around any water environment (pool, stream, lake, tub, toilet, bucket of water), no matter what skills your child has acquired and no matter how shallow the water.
3. Proper swim attire required in pools; cut-offs, gym shorts and tee shirts are not allowed.
4. Do not enter the pool if you have a communicable disease or an open cut.
5. Bandages must be removed before entering the water.
6. Use of gum and tobacco products is prohibited. No food permitted on pool level. No food or beverage carry-ins allowed.
7. Shower before entering the pool and after use of toilet facilities.
8. Children who are not yet toilet trained must wear an approved swim diaper (may be purchased at water park reception desk). Children in swim diapers will be restricted to use of the kiddy pool only.
9. Do not bring animals into the water park.
10. The use of all floatation devices is prohibited.
11. Inflatables, squirt guns, balls and snorkels are prohibited; small toys may be used in the kiddy pool at the discretion of the lifeguard.
12. Do not hang on ropes or nets.
13. Shoulder riding and excessive splashing prohibited.
14. NO DIVING ALLOWED.
15. No running in pool or deck area
16. No pushing, dunking, shoulder riding or other inappropriate behavior allowed in facility
17. No glass/hard plastic allowed on deck
18. Lifeguards are in charge at all times, and adults in attendance may be requested to assist the lifeguards.
19. Lifeguards have final authority on all safety issues.
20. Failure to follow water park rules will result in disciplinary action, with the possibility of dismissal from pool area.
21. Follow the instructions of the attendant.
22. Riders must go down the slide feet first, lying on their back or seated.
23. No standing, kneeling, rotating or stopping in the slide.
24. Riders must keep their hands inside the slide.
25. No one is allowed to catch a rider at the bottom of the slide besides the lifeguard stationed in the plunge area.
26. Upon exiting from the slide, swimmers must move out of the splash area immediately.
27. No running or horseplay on the stairs, landings or waterslides is allowed.
28. No sunglasses, eyeglasses, goggles or swim masks can be worn on the waterslides.

Science Based Tide Pool/ Shoreline Excursions That May Involve Limited Entry Into Water.

Before the Trip:

1. Prepare your students physically! Uncomfortable children don't learn or listen very well! Make sure they are prepared for the weather, which can be very unpredictable at the coast, so be prepared for anything!
2. It could be hot and sunny, so a hat and sunscreen are best. Even on cloudy days, sunburn is possible. Recommend to students to bring a waterproof formula with an SPF of at least 30.
3. It could be cold, foggy, windy or drizzly, so warm, layered clothing is a must.
4. Wear long pants. Spiny sea urchins and sharp barnacles can easily cut exposed skin. You might get wet, so wear appropriate clothing.
5. Have everyone either wear waterproof boots or old tennis shoes that have good treads and cover your entire foot. Bring an extra pair of shoes and socks so they are comfortable on the drive home
6. Cameras, magnifying glasses, plastic buckets, identification guides and binoculars are all good ideas to take when exploring but, remember, don't take too much. Many of these items can weigh you down and make it difficult to explore the pools.
7. Please follow these adult to student ratios when arranging groups: 4th grade & up-- 1 adult: 10 children 3rd grade & below-- 1 adult: 5 children
8. Call the park or agency in charge of the area for updated information. Call as you are planning and again right before your trip. Winter storms can wipe out or change trails very easily. Many parks also have a flyer or brochure you can request which describes their area and tide pool etiquette.

While at the pools:

1. Tides can be very dangerous, and carelessness can result in injury or death. Start your visit to the tide pools at least one hour before low tide, and don't forget your watch. Keep an eye on the tide. Be aware that the tide will come back in when you are out exploring.
2. Rocks and algae can be very slippery - walk carefully and wear shoes or boots with good traction. Walk between rocks (don't rock hop) and stay off slippery seaweed.
3. Cliff edges can be unstable - stay back and absolutely do not climb on them.
4. Sea palms (Go to <http://www.ocnms.nos.noaa.gov/LivingSanctuary/plants/seapalms.html> for a picture) are a sign of dangerous, heavy surf - stay away from area where this algae is found.
5. Do not step on any animals while you are exploring a tide pool, especially jellyfish and sea urchins!
6. Never turn your back to the ocean -- you may be swept off coastal bluffs or tide pool areas and into the water by waves that can come without warning- sneaker waves are unpredictable. Occasional large waves can easily sweep the unwary into the water. never let the incoming tide cut off your route back to shore
7. If you do encounter a large wave, do not run. The cardinal rule is to "make like a limpet," hold on tight to a big rock and let the wave wash over you.

Safety Guidelines for Activities on Sailing Vessels Anchored in a Bay or Lake

Safety begins with common sense.

The Teacher Role and Responsibilities

1. Please follow these adult to student ratios when arranging groups: 4th grade & up-- 1 adult: 10 children 3rd grade & below-- 1 adult: 5 children
2. During your visit to a Vessel/Museum, staff will be counting on the teacher and chaperones to help provide a safe and rewarding experience for all concerned.
3. Teachers must keep students in control at all times while at the Pier and in the Museum.
4. All groups should display museum behavior while visiting all areas of the park.
5. It is the teacher's responsibility to ensure that his/her class understands and follows park rules.

Chaperone Requirements

1. In order to provide a safe experience for the children we require at least one adult for every ten children. Chaperones should be actively involved, along with the teacher, in monitoring the children.
2. Before the visit, please provide chaperones with a copy of this handout.

Park Rules

1. Absolutely no running on the Pier or in a Museum.
2. Food and drink are not allowed.
3. There is no eating or drinking allowed while on a ranger-led tour or on the ships.
4. Climbing is not permitted. This includes ship rigging and rails along the pier.
5. An adult must supervise children at all times.

Safety Concerns

1. Due to the nature of our park facilities there are many uneven surfaces, narrow passageways, and low overhangs.
2. If your tour is guided, the ranger will need your cooperation in guiding the group safely on the pier and through the vessels.
3. If you are on a self-guided tour please be alert to these hazards.

Appropriate Dress and Footwear

1. Weather is variable. Students should dress in layers and include a warm jacket or rain gear, if appropriate. When the weather is cold or wet, bring plenty of warm clothes, rain suit or poncho, and a change of clothes for the ride home.
2. On sunny days apply sun screen and wear appropriate clothing to avoid sun burn.
3. Tours will generally be conducted rain or shine.
4. Comfortable walking shoes (sneakers) are appropriate for the ships.

Additional Guidelines

1. At least one person in the group should carry a well-stocked first aid kit. The kit should include bandages in various sizes, gauze, antibiotic ointment, aspirin, medical tape, and scissors.
2. Be sure to bring along plenty of water or other liquids. One can become dehydrated quickly when working in the field, even in cool weather.
3. If you get tired or winded, stop and rest.

Safety Guidelines For Cross Country Skiing

OVERVIEW:

Cross-country (or Nordic) skiing is a popular sport in which there is a broad range of standards and ages of skiers. Cross-country skiing can be one of the most demanding of sports, involving most of the body's muscles and requiring sustained cardiovascular and respiratory output.

KEY INJURIES ARE:

1. Sprains/twists (43%), fractures (25%) and bruising (18%) are the most common types of injuries.
2. Knees are the most common body part injured accounting for 26% of all cross-country skiing injuries. Other commonly injured body parts include the arm/hand (13%) and ankle (12%).
3. Injuries to the thumb are the most common upper extremity injury in skiing. Falling on to the thumb and retention of the ski pole in the hand during a fall contributes to many thumb injuries.
4. The repetitive nature of the cross-country technique can render skiers susceptible to overuse injuries.
5. Risk factors for injury include poor condition of ski tracks and the downhill segment of the terrain, unsuitable or inferior equipment, poor balance and inadequate mastery of the cross-country skiing technique.
6. Hypothermia, frostbite, and other cold-caused injuries are possible.
7. Sun damage is a real possibility.

BEFORE THE TRIP:

1. Verify an adult/student ratio of 1:10.
2. Check the weather before you go. Cancel the trip if bad weather is predicted.
3. Have each person bring a backpack that contains water, a flashlight, food, extra clothing, matches in a waterproof container, a compass, and a first aid kit.
4. Dress for the weather, and be prepared for worse weather than you expect. The mountains can be fickle.
5. Bring SPF 30 waterproof sunscreen and lip balm, and reapply it throughout the day.
6. Undertake pre-season conditioning and training.
7. Seek professional advice when choosing equipment to suit your cross- country skiing activity, skill level and size.
8. Choose boots relevant to your cross-country activity e.g., touring, racing or skating. Boots should fit well, be durable, as waterproof as possible and provide thermal protection.
9. Establish a buddy system.
10. All student and adult skiers must wear protective helmets at all times while skiing or riding. Make sure the helmet fits you properly. Adjust it if needed. Long hair can catch in moving parts. Make sure hair longer than shoulder length is properly secured.

DURING THE TRIP:

1. Check in at the ranger station before the trip and leave an itinerary and cellphone number, if possible. Ask for directions to the nearest medical facility.
2. Warm up and stretch before the day's skiing.
3. Novice skiers should undertake ski instruction which emphasize proper functioning of equipment and teaches proper falling techniques.
4. Establish the snow conditions and take them into consideration, along with your skill level, before skiing.
5. Keep equipment in good working order.
6. Waxing of skis, tread pattern on non-waxing skis, snow conditions and tracks are important factors in reducing injury associated with slipping or falling.
7. Eyewear that gives ultra-violet protection and a sunscreen with a high SPF should be worn, even on cloudy days.
8. Increase safety with sound techniques and practice
9. Keep an eye out for hazards such as deep tracks, ruts, iciness and sharp bends.
10. Be aware of, and adhere to, skiers' courtesy and safety codes.
11. Do not ski off formal ski trails.
12. Ski in indicated direction and observe all signs
13. Ski to the right when passing or skiing a double track.
14. Descending skiers always have the right of way.
15. Don't litter. Pack it in, pack it out...and respect private property.
16. Don't obstruct the trail. Move off the track quickly if you fall or while taking a break.
17. Yield the track to faster skiers or skiers saying "track" by stepping off to the right.
18. All student and adult skiers must wear protective helmets at all times while skiing.

Safety Guidelines for Downhill Skiing Or Snowboarding

OVERVIEW:

Downhill skiing and snowboarding have become very popular winter sports. Skiers and snowboarders (riders) can often reach very fast speeds on busy ski slopes. In general, ski injuries are the result of falls or collisions or overuse injuries.

Loose, heavy snow increases the risk of lower extremity injuries since skis can then get trapped in the snow and lead to knee and ankle injuries. Icy conditions may cause skis to slide out from under the skier, increasing the rate of upper extremity injuries.

KEY INJURIES ARE:

The most common injuries in downhill skiing are to the knee, shoulder and thumb. Regarding the knee, anterior cruciate ligament (**ACL**) and medial collateral ligament (**MCL**) tears are the most common injuries. The MCL will usually heal with bracing and rehabilitation. An **ACL** injury in active individuals often requires surgical treatment for optimal outcome. One of the more common signs of a ligament injury in a knee is an audible "**pop**" at the time of the injury. Swelling of the knee is also a common sign. The meniscus or cartilage padding of the knee can also be injured while skiing. This is usually caused in a twisting weight bearing injury to the knee.

Knee injuries are less common with snowboarding than in skiing because of the fixed position of the feet on the snowboard. However, most of the force in falling is taken on the upper limbs, and therefore wrist fractures, shoulder injuries, clavicle fractures and spine injuries are more common with snowboarding than downhill skiing.

Shoulder injuries can occur with tumbling falls causing either a shoulder dislocation or rotator cuff injuries. If a ski pole gets caught between the thumb and index fingers, a tear of one of the thumb ligaments may occur, and this is called a "skier's thumb."

Other injuries common to skiing include frostbite, hypothermia, dehydration, sunburn, and windburn. Fractures, concussions, and internal trauma may happen from collisions.

BEFORE THE TRIP:

1. Don't ski to "get in shape". Get in shape to ski.
2. Verify an adult/student ratio of 1:10. Have at least 3 adults, and someone other than the leader should be designated as the driver should a medical emergency occur.
3. Make sure you have recently been to the ski resort and are familiar with it.
4. Bring sunscreen, UV sunglasses, lip balm, a cellphone, and water.
5. Establish a buddy system.
6. Discuss with your students the hazards of skiing.
7. Have an awareness of the ski ability of your students.
8. Bring extra clothing. The mountain weather can be fickle.
9. Students should wear appropriate cold-weather outdoor clothing, and it should be waterproof. Jeans get wet easily and can result in hypothermia from substantial heat loss.
10. 80% of heat loss is through the head. Wear a head protection and waterproof gloves.
11. Wearing of wrist guards when snowboarding is suggested.
12. All student and adult skiers must wear protective helmets at all times while skiing or riding. Make sure the helmet fits you properly. Adjust it if needed. Long hair can catch in moving parts. Make sure hair longer than shoulder length is properly secured.

DURING THE TRIP:

1. All student and adult skiers must wear protective helmets at all times while skiing or riding. Make sure the helmet fits you properly. Adjust it if needed. Long hair can catch in moving parts. Make sure hair longer than shoulder length is properly secured.
2. When renting equipment, boards, skis and poles of the proper length must be selected for each student. The edges and bases must be in good repair. Boots and bindings must be thoroughly compatible.
3. Only commercially operated ski facilities with suitable teaching areas (gentle slopes) should be used. The area should be patrolled by members of a recognized Ski Patrol.
4. Find out how to contact the Ski Patrol (by cellphone, if possible) before entering the mountain.
5. Define skiing area to the students so they are aware of the boundaries for activity. Students should be taught the importance of skiing/snowboarding in control at all times.
6. All students should be tested and grouped appropriately as determined by a qualified ski instructor. Those identified by the instructor as needing instruction must participate in a lesson. Students should ski in areas identified as appropriate by the qualified ski instructor.
7. Establish check-in times at established places throughout the day for all students.
8. Duties of the supervisors should be clearly outlined including circulating to all hills that students are using for skiing and snowboarding.
9. Acrobatics or stunts are dangerous and should not be allowed. Injuries are extremely likely during these activities. Snowboarding parks should be supervised to discourage "hot-dogging".
10. Reinforce the buddy system throughout the day. Insist that buddies stay in sight of each other at all times, even if they have to stop and wait.
11. Stretch and warm up before skiing. Take the first few runs slowly.
12. Follow the Responsibility Code:
 - a. **Always stay in control.** You must be able to stop, or avoid other people or objects.
 - b. People ahead have the right-of-way. It is your responsibility to avoid them.
 - c. Do not stop where you obstruct a trail or are not visible from above.
 - d. Before starting downhill or merging onto a trail, look uphill and yield to others.
 - e. If you are involved in or witness a collision or accident, you must remain at the scene and identify yourself to the Ski Patrol.
 - f. Always use proper devices to help prevent runaway equipment.
 - g. Observe and obey all posted signs and warnings.
 - h. Keep off closed trails and closed areas.
 - i. You must not use lifts or terrain if your ability is impaired through use of drugs or alcohol.
 - j. You must have sufficient physical dexterity, ability and knowledge to safely load, ride and unload lifts. If in doubt, ask the lift attendant.
13. Be aware of changing snow conditions. A sudden icy patch can cause an injury.
14. Most injuries happen at the end of the day when skiers are tired. Take it easy.
15. Watch for frostbite (whitish or grey discoloration) and hypothermia (shivering). Get medical attention for any perceived injuries.
16. Watch for wet or tired skiers. Send them to the lodge. They are at greater risk for injury.

IF AN INJURY OCCURS:

Keep the victim from moving, if possible. Post a sentry uphill to guard against a collision. Send for the Ski Patrol, and then wait for them to arrive. Keep the victim as warm as possible while you are waiting for help. Administer first aid, if there is an obvious need for it (bleeding, breathing problems). Don't bend extremities "back to where they belong" unless you are sure that it will do no further damage. If the victim must be evacuated, send the designated adult with the student to the medical facility. If this creates a lack of adult supervision, the trip should end early.

Safety Guidelines for Skating in Rinks

OVERVIEW:

This guideline covers trips to indoor and outdoor skating rinks for ice or roller-skating. It does not include skating on lakes or other bodies of water that a skater could fall through, and that are not structured or maintained. It does not cover sports activities such as hockey or figure skating. Those activities present different hazards, and they require a different approach.

KEY INJURIES ARE:

In 1998, more than 15,500 children ages 5 to 14 were treated in hospital emergency rooms for ice skating-related injuries. Injuries result from collisions with objects or other skaters, and falls. Beginners are much more likely to be injured than experienced skaters. A common injury that occurs while ice skating is a wrist fracture. The wrist is often fractured during a fall on an outstretched arm. In this position, the arm remains straight and the wrist takes the full force of the fall. Other common injuries include landing on a tailbone and cuts from being run over by a skating blade.

BEFORE THE TRIP-ICE RINKS:

1. This activity should have an adult/student ratio of 1:10, or 1:5 for grades 1 through 4.
2. Wear comfortable jeans, not too tight or baggy. Warm-up suits are great.
3. Your shirt can be long or short-sleeved, but please keep in mind the Ice rink's temperature might be on the cold side. Note: The average indoor rink's temperature is 50 to 60 degrees, and the temperature of the ice is usually below 20 degrees. A light jacket, windbreaker, sweater or warm-up jacket is advisable. Remember, you can always remove articles of clothing. For outdoor rinks, warm clothing appropriate to conditions should be worn.
4. Gloves or mittens. They should be warm and waterproof.
5. If you're a beginner, hip, knee, elbow and wrist pads or guards may be worn. Helmets are required.
6. Comfortable socks, please! No ultra-thick socks are needed. Keep in mind that MANY people before you have put their feet into those rental skates!

BEFORE THE TRIP-Roller-skating:

7. This activity should have an adult/student ratio of 1:10, or 1:5 for grades 1 through 4.
8. Wear comfortable jeans, not too tight or baggy. Warm-up suits are great.
9. Wear comfortable clothing you can move freely in, but that does not drag the ground.
- 10. If you're a beginner, hip, knee, elbow and wrist pads or guards may be worn as can a helmet. K-5 students are required to wear helmets.**
11. Comfortable socks, please! No ultra-thick socks are needed. Keep in mind that MANY people before you have put their feet into those rental skates!

DURING THE TRIP-ALL RINKS:

1. Be aware of where the exits are when you first enter the rink. As a group leader, check in with the management.
2. Have at least one adult remain off the floor at any time. It is easier to supervise the students while you are not skating, and students that are not skating at the moment also need supervision.
3. Get skates that fit. Your shoe size may or may not be your skate size. Your heel must be snug against the back of the skate. There should be enough room to ever so slightly wiggle your toes up and down. Skates must be well fitting. Too tight, you'll know it. If they're too loose, go down ½

sizes.

4. Lacing Them: Skates need to be laced correctly and fully to work properly. Rental skates are NOT a fashion trend; they must be laced up all the way! The long laces baffle most beginners. Especially when they do lace them correctly, they have at least a foot of extra lace. * DO NOT WRAP THIS AROUND YOUR ANKLE AREA! This can cause the laces to slip plus it creates unnecessary strain on the boot itself. Once you lace your skates, tightly, but not constricting your circulation, wrap the extra length back down around the hooks.
5. The black or dark-colored rubber matting that's around the rink and near the skate rental counter is there to protect the blades/wheels. DO NOT WALK ON CONCRETE IN ICE SKATES! Whether they're rentals or your own, concrete will damage the blade.
6. Before you step onto the floor, please observe the rules of the rink. These rules are usually posted throughout the rink and are usually standardized. Read the rules aloud to your students.
7. The first rule you'll observe is to watch the entrance and make sure there is no one in your way when you are entering, and that no one is entering when you are skating past the entrance. In a crowded session this is even more important.
8. No food and beverages are allowed on the floor for obvious reasons.
9. Warm up before and after skating.
10. If you're just learning, take a lesson.
11. Beginners should stay along the dasher boards on the perimeter of the rink.
12. Fall on your behind rather than outstretched hands.
13. Skate in the same direction as the other skaters, which is often in the counter-clockwise direction. Many rinks have a Reverse Skate and this allows people to strengthen their other side, or for the skater who's naturally inclined to be a clockwise skater, to feel at home for a few minutes!
14. Playing 'Crack the Whip' is not tolerated in most rinks, nor will groups of skaters be allowed to hold hands or link arms. Two or three skaters are certainly allowed to do this, especially if a more experienced skater is being of assistance to a beginner skater.
15. Excessively fast skating, playing tag, weaving through slower skaters, "between the legs" dance moves, and other reckless types of activities are not allowed on the floor.
16. Throwing snowballs is prohibited.

Safety Guidelines for Bicycle Riding, including Bike Rodeos-On Campus, School Sponsored Events Only.

BEFORE THE BICYCLE EVENT:

1. This activity should have an adult/student ratio of 1:10, or 1:5 for grades 1 through 4. Wear comfortable jeans, not too tight or baggy.
2. Your shirt can be long or short-sleeved, but please keep in mind the outside temperature and any weather concerns.
3. Assess the riding surface for hazards or unsafe conditions; wet, broken cement, loose gravel etc.
4. If you are a beginner bike rider, hip, knee, elbow and wrist pads or guards may be worn. Helmets are required for **all** riders.
5. Comfortable socks and sneaker type shoes. Open-toed shoes and heel type shoes must not be permitted while riding.
6. The bicycles must be inspected before use; brake, chains, tire inflation, seat and handle bars are the correct fit for the rider. Check for any loose parts and mechanical problems.

Safety guidelines for skateboarding on Campus, School Sponsored Events Only:

According to the American Academy of Pediatrics, children under 5 years old should never ride a skateboard. Children aged 6 to 10 years old need close supervision from an adult or trustworthy adolescent whenever they ride a skateboard. **Never put more than one person on a skateboard**

Before The Skateboard Event:

Inspect the skateboard before students ride to make certain it is in good working order.

Helmets are required for all riders. It is recommended elbow and wrist pads or guards be worn.

The skateboard should be free of:

- Loose, broken or cracked parts
- Sharp edges on metal boards
- A slippery top surface
- Wheels with nicks and cracks

Helmet safety

A properly fitted helmet should meet the standards of the U.S Consumer Product Safety Commission(CPSC)

Properly fitted helmets should:

- Be worn flat on your head with the bottom edge parallel to the ground.
- Sit low on your forehead.
- Have side straps that form a “V” shape around each ear.
- Have a buckle that fastens tightly (there should be room to put only two fingers between the strap and your chin).
- Have pads inside that you install or remove so the helmet fits snugly.
- Not move in any direction when you shake your head.
- Not interfere with your movement, vision or hearing.

Safety Guidelines For Hiking

OVERVIEW:

These guidelines cover hiking trips in National or State Parks on established trails. It does not cover back country hiking, off-trail hiking, mountaineering, hiking up rock faces or other hazardous locations.

KEY HAZARDS ARE:

1. Blisters, although not a serious injury, is very common. They can be debilitating and can cause a hike to end early. To treat a blister, dry your feet and apply a covering: a Band-Aid, moleskin, "second skin". Rub the inside of your shoe with a blunt object (like a closed pocketknife) to stretch the leather a bit and reduce the pressure causing the blister.
2. Chafing is a related problem, and is easily prevented with petroleum jelly.
3. Sprained ankles should be wrapped with elastic bandage tight enough to provide support, but not tight enough to restrict circulation. Ice will help reduce swelling. Elevate the injury and rest (Rest, Ice, Compression, Elevation = RICE).
4. Severe injuries due to falling down slopes, tripping over logs, etc., are rare if you stay on the established trail. For severe injuries, you may need to stay put and send for help. Bring a cellphone: there's a chance it might work. Verify that someone with current first aid training is coming with you if you will be more than one hour away from a vehicle.
5. Snakebites are rare, but may happen. Always bring a venom vacuum extractor when traveling in snake habitats, and know how to use it.
6. Bear or lion attacks are also rare, but possible. When hiking in these habitats, ask the ranger to give a talk to your group about the animals in the area. In any case, stay together, make noise, and do not litter (animals view food wrappings, tampons, and other items as food, and they may want more).
7. Poison Oak is found in most hiking areas and can be hard to recognize. Remember, "leaflets three, let it be!". The sap of the plant is what causes the condition. It isn't normally a problem on the hike, but shows up a day or two later. You can guard against it with preventative contact sprays, limiting travel off the trail, and washing with "yellow soap" after the hike. Be sure to wear long pants and a long sleeve shirt.
8. Dehydration is a recurring problem. Drink plenty of water, but do not drink water from streams. It usually contains bacteria (Giardia) and can make you quite ill. Surface water can only be consumed after purification. If you bring purification equipment, be sure you know how to use it.
9. Sunburn is common, especially at high altitudes and hikes in desert areas. Use SPF30 sunscreen and lip balm. Wear a wide-brimmed hat.
10. Getting lost is scary and dangerous. Leave an itinerary with someone (preferably the park ranger) and do not deviate from it. If you get lost, stay put and make your presence known by cellphone, flags made of bright clothing, smoky signal fires, and messages spelled with rocks or equipment.

BEFORE THE TRIP:

1. When choosing a hiking destination, pick one that you have already hiked, and one which you are sure has terrain appropriate to your student age and skill level.
2. Verify there is an adult to student ratio of 1:10, or 1:5 for 4th grade and below.
3. Be sure everyone has the so-called 10 essentials: map, compass, water and a way to purify it, extra food, rain gear and extra clothing, waterproof matches, first aid kit (make sure it has at least the items described above in the 'hazards' section), army knife or multi-purpose tool, flashlight and extra bulbs, sunscreen and sunglasses. In addition, a heavy-duty garbage bag or an emergency "space blanket" can help protect you if you end up unexpectedly having to spend a night outside. Put these in a backpack to carry. (For short hikes in easy environments with small children, only the adults need to carry backpacks).
4. When using prepared trails, you should make sure that all members of the group observe the trail signs.

5. The group leader should be explicit as to where the group is planning to go. The success of the hike depends upon:
 - a. group expertise
 - b. weather conditions (remember, they can change rapidly and unexpectedly)
 - c. terrain
 - d. clothing (long pants, hiking footwear, socks, and long sleeve shirt at a minimum. Warm clothes, gloves, etc. may be required depending on the season and location.)
 - e. food
6. Every member of the group must have another person for whom he/she is responsible (Buddy System).
7. Group leaders should instruct the participants in survival training, first aid, and route finding BEFORE going on a hike. If this is not possible, every effort should be made to provide some training in these subjects during the first hour or two of travel.
8. Pre-trip planning should include advance speculations of all possible hazards that may be encountered on the trip and the most appropriate reaction to a problem that may occur.
9. The group leader should ensure that all participants have proper clothing, footwear and food.

DURING THE TRIP:

1. The people at the front of a line and at the end of a line should be adults or responsible students who exhibit leadership qualities.
2. Avoid the known habitats of poisonous snakes, such as rocky ledges and woodpiles.
3. Do not reach into areas that you cannot visually examine first. Walk on clearly marked trails, and use a walking stick to move suspicious objects. Do not reach blindly behind rocks.
4. Rest ten minutes every hour. Put your feet up. Take off your shoes and socks. Drink water.
5. The group leader should make a routine check of all participants every hour.
6. Don't let the line of hikers straggle out too far. The adult at the rear should be within eyesight or shouting distance of the leader.
7. If you are in unfamiliar territory, stop and get your bearings.
8. For sudden storms, stop and take cover. This is especially important in mountainous areas where lightning may strike.
9. Stay on marked trails. Don't handle plants or animals you may find.
10. Don't eat anything you find. If you've made a mistake in identifying something, it's a long way to get help. The same goes for drinking surface water. At best, you may be hiking with diarrhea. At worst, you may become violently ill.
11. Make a lot of noise if you are in bear or mountain lion country.
12. DO NOT LITTER. Pack out everything. Bring Ziploc bags to put unsanitary trash in.

IF A MEDICAL EMERGENCY OCCURS:

Give first aid. If you have to send to get help for a victim, send at least two people (buddy system). Tell everyone you meet that you need help, and give them a piece of paper containing your name, the victim's name, the coordinates of where your partner is waiting, and a description of what's wrong, including the time of the injury and vital signs. Have other people at your location constructing signals (fires, signs, flags, etc.) to aid in spotting you from the air. Continue to think of the rest of the students. If night is coming, you may need to send most of the people back, and only have as many remain with the injured party as needed

Safety Guidelines for Climbing Walls

OVERVIEW:

These guidelines cover indoor and outdoor climbing walls that are run commercially by qualified vendors. These vendors supply certified instructors during climbing activities. The guidelines assume safety ropes for any climbing over a specified height (about 6 feet), padded mats at the base of the wall, and required safety equipment (helmet, shoes, etc.) and other similar requirements typically found at commercial climbing walls.

The guidelines do not cover rock climbing, scrambling, mountaineering, bouldering, or any other activity outside of a commercially run climbing wall.

KEY INJURIES ARE:

Soft tissue injuries happen during climbing. You can have soft tissue damage after even one climbing activity. They happen when the upper body attempts to lift and support the body weight. The most common ones are:

1. Fingers: tendons in the fingers can be strained or pulled.
2. Elbows: tendonitis is a common injury.
3. Shoulders: rotator cuff damage, tendonitis, other soft tissue damage.

Preventing injuries of this type depend on proper warm-up and cool-down. Be sure to stretch and warm up (you should have a light sweat going) before getting on the wall. Perform long, slow, relaxing stretches before sitting and allowing your muscles to cool down. If you feel soft tissue pain, treat it with RICE: rest, ice, compression, elevation.

Climbing is an inherently dangerous activity. In addition to soft tissue injuries:

1. The **hazards** of ascending or descending steep terrain, including the potential of falling and hitting rocks, walls, holds, the ground or other people;
2. Using harnesses, ropes, carabineers, and other climbing equipment;
3. Rope burn and abrasions from contact with rough climbing surfaces;
4. Man-made objects falling from above including but not limited to ropes, carabineers, other climbing gear, climbing holds, bolts, personal gear;
5. Other people falling upon or against you;
6. The physical exertion associated with this activity

Injuries that can happen from these hazards can be severe, and can include sprained joints (like ankles and knees), fractures, back injuries, and neck injuries.

BEFORE THE TRIP:

1. Verify that the adult/student ratio is 1:10. However, many vendors require one adult for every climber under 14 to supervise them on the wall.
2. Find out if you need to bring your own shoes, or whether climbing shoes are available for rent. If you need to bring your own shoes, choose shoes that fit snugly, are not too worn, and that have adequate tread.
3. If you are a beginner, you will need to take classes and pass some tests to be able to use certain features of the climbing walls.

DURING THE TRIP:

1. Stretch before climbing. Many muscle groups are used in climbing, and they all need to be stretched, including triceps, biceps, deltoids, forearms, hamstrings, quads, and groins.
2. Check handholds as if you were out in the field. They have been known to break.
3. Make sure the mats are placed properly. If you fall, you really want to land on the mat.
4. Hazardous jewelry, watches, objects in pockets, and hanging clothing items must be removed and it is recommended that valuables be left in a secured place.
5. Participants must remove objects in the mouth (gum, candy, etc.) when climbing.
6. Food and drinks must be kept away from the climbing area and all other activity areas.
7. There are posted rules for using each climbing wall. Read them aloud to your students.
8. Always have at least one adult on the ground for supervision in addition to any direct supervision of individual climbers.
9. All student and adult participants must wear protective helmets at all times while climbing. Make sure the helmet fits you properly. Adjust it if needed. Long hair can catch in moving parts. Make sure hair longer than shoulder length is properly secured.

Safety Guidelines for Ropes or Challenge Courses

OVERVIEW:

Both indoor and outdoor challenge courses are becoming an increasingly popular addition to the physical education class curriculum and to team-building programs in schools throughout the state.

These courses can include:

1. Climbing walls or towers - stand-alone structures that may reach a height of 40 feet.
2. Some towers are connected to other course structures and become the focal point of the course. Individual climbers attempt to scale the vertical or near-vertical face by using hand holds and footholds built onto the surface.
3. Cable/rope traverses, or team log - participants cross a traverse or log which is usually installed between trees or telephone poles.
4. Ropes courses - there are both low and high ropes courses. In the first, activities take place on or very close to the ground. They may also be set up indoors and normally do not require any special safety system other than diligent spotting by teammates. Many low ropes activities are portable and can be quickly and easily moved to other sites. In high ropes courses, activities take place at higher elevations, typically 20 - 40 feet above ground level. Equipment is generally fixed in place and usually requires the use of climbing equipment and a belay system for safety. High ropes courses may involve the use of trees and/or utility poles in creating the elevated platform needed for the activities. Some courses combine both low and high ropes activities.
5. The use of harnesses, carabineers, pulleys, and ropes protect participants in case of a fall while accessing, participating in, and exiting the "high" elements. Participants are instructed on how to use this equipment, practice the use of equipment, and are supervised by trained staff while participating in "high" elements of the Challenge "Ropes" Course.

KEY INJURIES ARE:

Project Adventure's 20-Year Safety Study found an injury rate of 4.33 injuries per million hours of ropes course program exposure. (Compare that to 4,500 injuries per million hours of soccer programs).

While the safety of participants is top priority for ropes courses, potential injury can occur as a result of participation. These injuries include, but are not limited to, scrapes, splinters, rope burns, and injuries from falls. Because most ropes courses take place out-of-doors, natural risks of the setting include but are not limited to, exposure to sun, heat and other weather conditions; roots, pine cones, and uneven terrain; poison ivy, mosquitoes, and other plants and animals.

RECOMMENDATIONS:

1. Verify that the course you are intending to visit is run by a company that uses certified instructors and uses properly inspected courses. Records and certifications should be available. A course run by a disreputable company can be a dangerous place.
2. Each ropes course is different. Call ahead to speak to the management and determine the physical and mental requirements for the participants.
3. The minimum ratio of adults to students is 1:10. The variety of courses may require a greater number of adults.
4. Most courses are strenuous, and you will need to bring water. The course management will be able to describe what supplies you will need to bring.
5. You will get dirty. Wear old clothes that are not too tight or too loose. Long pants, long sleeves, and proper footwear will be needed. Ask the course management for recommendations.
6. All student and adult participants must wear protective helmets at all times while climbing. Make sure the helmet fits you properly. Adjust it if needed. Long hair can catch in moving parts. Make sure hair longer than shoulder length is properly secured.

Safety Guidelines for Go-Karts

OVERVIEW:

These guidelines cover self-driven go-kart rides at commercial endeavors (Six Flags, Malibu Grand Prix) that have well-maintained vehicles traveling less than 50 MPH on enclosed tracks. It does not include homemade karts, using go-karts on streets or other unrestricted locations, high speed indoor mini-racers, or other situations other than as defined above.

KEY INJURIES ARE:

State accident logs show that injuries are more common on go-karts, waterslides, bumper cars, and other amusement rides where patrons control the action.

There were 15,000 go-kart injuries of 5-14 year olds treated at emergency rooms in 2016, and about half of them occurred in an amusement park. Most children injured on go-karts are males over the age of 8. The most common cause of injury was collision with a stationary object or moving vehicle. 75% of the operators injured in collision accidents were first-time drivers. The most common injuries (81%) were lacerations, concussions, internal injuries, and fractures.

The three main hazards are collisions, loss of stability (rolling), and falling out. The 8-12 age group can be the most dangerous. At this age, they are asserting their independence, and they are responding to peer pressure. They are more likely to be operating at the edge of their ability. The 13-18 age group is better able to control a go-kart, and under good supervision, stunt driving and other dangerous practices can be curtailed.

BEFORE THE TRIP:

1. Verify that there is an adult-student ratio of at least 1:10. If you are at an amusement park that has other rides, be sure that there is one adult for every 10 riders at the track, but no less than 2.
2. Check with the park to find out the age and size limits for riders, along with any other restrictions. Each park is different, depending on the go-kart and the track.
3. If you are at an amusement park, read the safety guidelines for that activity as well as this one.
4. Don't wear loose, flowing clothing that can get caught on things.

DURING THE TRIP:

1. Watch a few runs around the track before riding yourself. Familiarize yourself with the course and the characteristics of the go-karts.
2. Check for slippery spots on the track. Go-karts should not leak fluids, but they might. If there is any wet spots on the track, alert the operator, and don't ride until it has been cleaned up.
3. Have at least one adult watch from the sidelines, and at least one adult on the track.
4. All student and adult participants should wear protective helmets at all times. Make sure the helmet fits you properly. Adjust it if needed. Long hair can catch in moving parts. Make sure hair longer than shoulder length is properly secured.
5. There may be a mix of ages and driving abilities. Be well aware of the drivers on the track with you, and watch what they are doing.
6. Stay away from reckless drivers.
7. You will find a wide range of driving behaviors on a go-kart track. This factor will not be much different than driving on any public highway. Some drivers will be aggressive and others passive. Go-Kart drivers tailgate, cut drivers off, but unlike the highway, some will even bump and hit other go-karts much like they do when driving "bumper cars." The attention of the go-kart track operator is essential to a safe operation. Experience has taught us that unchecked aggressive driving behavior by a patron is a contributing factor in many accidents.
8. Keep your hands and feet in the kart at all times.
9. If you get stuck in the kart on the track, stay in the kart. It is the safest place to be on the track.

Safety Guidelines for Amusement Parks

Overview:

Amusement parks present a variety of hazards. They include:

- Getting lost/separated
- Injuries on rides
- Sun damage
- Heat Stress/dehydration
- Contact with strangers

Before entering the park:

1. Verify an adult/student ratio of 1:10.
2. Have at least 3 adults. One may need to leave for medical reasons, or if a student must leave the park for any reason.
3. Have an adult bring a backpack containing waterproof sunscreen (SPF 30), water, a small first aid kit (Band-Aids for blisters, etc...), and a cellphone.
4. Wear comfortable shoes. There will be a lot of walking.
5. Establish a meeting place and time should someone get separated. Meet several times throughout the day.
6. Establish a buddy system.

Once in the park:

1. Check in with the park management. Tell them you are a group, and find out about where the first aid facilities are. Leave your cellphone number.
2. Remember to re-apply sunscreen throughout the day.
3. Drink plenty of water, and make sure the students do, too.
4. Be aware of where you are, and who is around you.
5. Know what you're going on, and read the boarding restrictions before you get in line. If you are pregnant, have pain or injuries in your back or neck, or have a heart condition, you will not be able to go on some rides. If you are shorter than five feet, or taller than six feet, you'll also encounter rides where you will either not be permitted, or won't be comfortable. If you can't find the boarding restrictions at a particular ride, or have any questions about them, find a park employee and ask.
6. Don't "cheat" and ignore these rules to get on ride where you don't belong. You might think a ride looks tame enough for you. But sometimes there are potential problems on a ride that visitors can't see. A hidden drop or turn. A sudden stop. Or a portable ladder that riders will have to descend if the ride shuts down. Don't think that you know more about a ride than the park does. If they tell you not to ride, don't.
7. On any theme park ride, keep your rear on the seat, your hands on the grab bar and your feet and knees inside the car.
8. If there is no grab bar, keep your hands on your lap. If you are riding a "floorless" coaster, relax your legs and let them dangle underneath you. Don't kick them out to the side or front.
9. If you are on a ride with a lap bar, seat belt or safety harness, make sure that it is in place, snug and locked. If the ride starts to move and your restraint is not in place, immediately yell for help.
10. Do not get on or off a ride until you've been given the okay by an attendant to do so.
11. Unfortunately, some theme parks have cut corners on safety, and no longer staff all load and unload positions. If that is the case, wait until a vehicle stops still before you try to get on or off. Don't crowd others who might be exiting. And make sure that your vehicle has stopped next to the unload platform before you get off. Often, vehicles stop short of the unload platform to wait for groups up ahead to exit.
12. Some rides, especially roller coasters and simulator rides like Disney's Star Tours, can whip your head around, leaving you at risk for headaches as well as more serious head injuries. On those types of rides, sit in the middle of the chair and don't slouch or lean to one side. Relax, but do not go limp. You want to keep your balance in the seat.

13. When the seat pitches you to the left, relax your torso and bend to the right to keep your head upright and centered. And vice versa. Think of riding a horse, or surfing. You want to ride the seat--not have it throw you around.
14. Again, if you are prone to headaches, have any neck or back problems, or have been diagnosed with aneurysm, do not get on a roller coaster or simulator ride.
15. Remember the old saw about not going swimming for an hour after eating? Well, you needn't be that extreme, but it should be obvious that you shouldn't get on a coaster or other turbulent ride if you have an upset stomach. So wait a few minutes after eating to make sure everything's sitting right. And throw away that gum before getting on board a theme park ride, too. A young girl recently died while choking on gum on a roller coaster. On a high-speed ride that twists, flips and dips, you don't want anything in your mouth that could block a vital airway.
16. If you are visiting with younger students, take a moment to explain the ride to them, and tell them how they should behave. They are depending upon you to keep them safe. Set a good example for them by following the rules above, and make sure that they know you expect them to follow those rules, too.
17. Tell them to stay seated, to hold the grab bar or put their hands in the laps, and not to stick their knees and feet outside a ride vehicle. Make them look to you for the okay to get on or off a ride, too.
18. And never put a crying child on a ride. If a student starts to cry, let others pass you in line until your student is calmed. Or, gently exit the queue and find something more relaxing to do. Young kids can't keep an adult's pace in a theme park. Let them take plenty of breaks.
19. Line-jumping is against park rules and can result in ejection from the park.

Safety Guidelines for the Exploration of Abandoned Mines

(Commercially run by a third party vendor. - California Caverns, Mercer Caverns, Moaning Cavern, etc.)

CAVE EXPLORATION IS A DANGEROUS ACTIVITY WHICH POTENTIALLY COULD CAUSE SERIOUS INJURY, PERMANENT DISABILITY, OR DEATH.

Caving and mine exploration can be a dangerous sport. The total and unremitting absence of light is a constant source of danger to those who explore the subterranean world. The temperature of many caves can cause hypothermia unless proper precautions are taken. The mud and the humid atmosphere create slippery conditions underground and normal above ground climbing techniques are not sufficient to insure a reasonable margin of safety in cave exploration. Reasonable safety in caving can only be achieved through a combination of proper attitude, good equipment, and training to those already well versed in the specialized techniques of cave exploration.

Safety and accident prevention must be practiced by each individual member at all times. Most accidents are avoidable if the hazard is noticed and/or corrected in time. It is not possible to list every hazard or wrong condition you may find when caving, or every unsafe practice you should try to avoid; however, the following precautions may be helpful to you in doing your part.

Cave exploration can be fun and exciting. It can also be dangerous. Here are some Safety Tips:

1. Please follow these adult to student ratios when arranging groups: 4th grade & up-- 1 adult: 10 children 3rd grade & below-- 1 adult: 5 children.
2. Most cavers find that boots are the best footgear to use.
3. Wear heavy-duty clothing. Bear in mind, when choosing the type of clothing you wear, that it is cold and damp in a cave. Also, arms and legs should be covered to protect them from cuts and scrapes.
4. Never allow a student to go away from the group. It is safest to go in groups of four or more. Then, if a person is injured, at least one person may stay with the injured party and give first aid and encouragement while the others go for help.
5. Always tell someone where you are going and when you plan to return.
6. Be prepared for common emergencies. Carry at least a rudimentary first aid kit, and learn the "basics" of first aid.
7. Always try to curb the tendency to engage in "horseplay" or to grandstand. Caves are not the place for this activity.
8. Watch Where You Step. When underground, or when on your way to a cave, always keep alert and be sure of where you are stepping. Your principal danger outside is snakes; inside it is probably loose rock and holes.
9. Watch Your "Housekeeping". Don't scatter trash around in a cave or poison the cave owner's cattle by dumping spent carbide outside. Try to follow the motto: "Take nothing but pictures, leave nothing but footprints."
10. Don't drink Cave Water. This water is often contaminated.
11. Learn Correct Techniques. If you don't know a safe way to do a specific thing, ask someone who has more experience.
12. Kids should never explore caves without an adult.
13. Don't run or jump in a cave. Even a sprained ankle can be deadly in a cave.
14. Don't go in a cave when there is rain predicted for the area. Caves often flood suddenly.
15. Never touch or damage stalactites or other cave formations. These take thousands of years to grow. Even a light touch of a finger is enough to mar one!
16. Never cave when you are ill, under medication or under the influence of drugs and/or alcohol.
17. Leave the cave as you found it. Do not collect souvenirs! If you find an artifact, leave it where you find it. Report your finding.

18. At mines and quarries, never pick up or pull any wires or plastic objects, which may be detonators or other explosive devices. Be sure to teach these things to children, who tend to pick up anything curious. Detonators might be mistaken for small plastic toys.
19. All student and adult participants should wear protective helmets at all times. Make sure the helmet fits you properly. Adjust it if needed. Long hair can catch in moving parts. Make sure hair longer than shoulder length is properly secured.

Be Safety Conscious At All Times! Your safety and that of the other members of your party may depend on you!

Overnight and/or Out of State Trips Involving a Stay in a Hotel or Motel by Students

Field Trips and overnight travels are a great bonding experience for students and sponsors. The engaging experience of new surroundings, new faces, and new decisions is both rewarding and memorable. Traveling with a club or activity provides students with opportunities for growth and leadership beyond the classroom learning experience.

Planning the Trip

1. If the trip involves travel to an exotic location, check and see if there are warnings posted by the US State Department. Their website is at: http://travel.state.gov/travel_warnings.html.
2. Health risk information is available from the Centers for Disease Control and Prevention at: <http://www.cdc.gov/travel/>.
3. Interview and assign trained chaperones.

Itinerary, Transportation & Accommodations

1. Check the itinerary. Is it suitable for the students' age and grade level? Does it serve an educational purpose?
2. Look over the transportation plans. Are DOT inspected buses with Article 19-A certified drivers transporting the students? Are insurance certificates obtained from bus or bus contractors?
3. Check hotel accommodations. Have other schools stayed at the hotel? **Airbnbs and private residences are not an allowable accommodation.**

General Trip Guidelines

1. All forms should be completed with a description of current medications, medical history and insurance information. All medical information will be kept confidential unless needed for emergency reasons.
2. All students are required to carry a picture ID with them at all times.
3. If an emergency does occur, parents and the school will be notified immediately after the child's safety is insured.
4. Students without proof of insurance may be required to purchase special travel insurance.
5. All medications are to be given to the sponsor to carry during the trip. This includes non-prescription as well as prescription medication. The child is responsible for contacting the sponsor for their medication at the appropriate times. Special considerations are given to those with asthma or those who need medication unexpectedly throughout a day. If a sponsor is not directly available for a student at the time medication is needed, the student should ask for his or her medications before leaving the hotel in the morning. Non-prescription drugs should also be given to the sponsor. The medical release form should include parental approval for the administration of over-the-counter drugs. Please make sure the child's name is labeled on all bottles
6. Traveling students will be expected to follow all school policies.
7. All students must be accompanied by an adult chaperone when leaving the hotel.
8. Reasonable curfews and room checks should be scheduled.
9. If a child chooses not to follow school policies, the consequences assigned will be dependent upon District Policy. School consequences will apply upon return. A student's travel may be restricted to constant chaperone supervision or he or she may be sent home.
10. Drug/alcohol violations or behavior that disregards the safety of others will result in the student's trip ending. The first available transportation to send the student home will be scheduled. Parents will be notified and be responsible for all incurred expenses.
11. Students should be asked to leave valuables at home, not to inform others of hotel locations, and not to let visitors in their room.
12. Family visitation should be prearranged and school/sponsored, and allowed only by approved Board Policy.

13. An emergency communication protocol must be in place that includes the presence of the Field Trip mobile phone, Administrator's phone number and bus company phone number. Supervisors will travel with a binder that contains the Emergency Medical Treatment Forms and Parental Permission and Release Forms.
14. Under no circumstances should students be allowed to utilize any hotel/motel pool without adult supervision. Please refer to the pool safety guidelines on pages 17-19. Organizers of the group should strive to provide a minimum of two Red Cross Certified Life Guards for all swimming related activities whenever possible.
15. Trip organizers of excursions going into remote areas need to avail themselves with an emergency number (such as forest ranger, local or state police). A school first aid kit must also accompany the group.

Advisor/Chaperone Responsibilities

1. Advisors must ensure students understand appropriate behavior and consequences for inappropriate behavior.
2. Advisors are responsible for students' behavior during in-bus/in-flight operations.
3. Advisor or parent must assist in registration and allocation of rooms.
4. Advisors must ensure that individuals assigned to a particular room are in that room. This should be accomplished immediately after room assignments are made.
5. Advisors must check rooms immediately prior to lights out (11:00 p.m.), to ensure only those assigned to a particular room are in that room.
6. If problems occur through the night, advisors are responsible for correcting that problem. Motel desks will be given advisor's room number as the point of contact for problems in rooms occupied by students.
7. Wake up calls are the responsibility of the advisors - one hour before breakfast or departure time.
8. Each advisor is responsible for ensuring assigned students board the bus ON TIME and will assist in collecting keys and with any checkout problems.
9. Advisor must ensure individual students and parents are aware they will be made liable for any damages incurred in assigned rooms or at any location where students have been clearly responsible.
10. Advisor must have a "Check-Out/Check-In" policy in accordance with the group agreement for students wishing to leave the **hotel** grounds. It is the responsibility of the student to locate the advisor **before leaving** and **upon returning**. Failure to do so will result in a collect call home to inform parents as to the whereabouts of the student and possible removal of the student from further activities.
11. If a student fails to remain in his/her assigned room between 10:30 p.m. and 6:00 a.m., a collect call will be made to the student's home. The student may be removed from further activities.
12. Advisors must remain with their students until a parent or guardian picks them up.
13. In no case may employees/advisors sleep in the same room as students, and males may not be present in the rooms of females, and vice versa;
14. No other persons may accompany the trip in the same vehicles, nor may other persons sleep in the same rooms as students or staff; (e.g., friends or relatives of students or staff)
15. In extraordinary circumstances, exceptions for spouses or parents may be appropriate depending upon the length and purpose of the trip; such exceptions must be specifically approved in writing by the president or her designee;
16. Students and staff on approved travel are expected to comport themselves according to District Policy and behavioral misconduct on field trips may result in disciplinary action.
17. All School Rules are in force during field trips.

Student Responsibilities

1. Students are subject to the authority of teachers and designated chaperones at all times.
2. Students must be on time for all scheduled activities. Tardiness may result in the group missing planned activities.
3. Students are expected to participate in all planned activities. Illness or family emergencies are the only excuses for missing an activity.
4. Students are not permitted to participate in any activities not scheduled in the itinerary unless authorized by the sponsoring instructor.
5. Students may not enter or ride any vehicles other than those scheduled in the tour's activities.
6. During periods of independent activity, students must remain in groups of at least three participants.
7. Students are expected to be respectful and considerate of teachers, tour managers, guides, bus drivers, fellow students and hotel, restaurant and other service personnel.
8. Students are expected to turn off all audio equipment and listen attentively when being addressed.
9. Only one audible radio or tape player may be in use on the bus at any one time. Students may also listen to music with headphones.
10. Students are responsible for keeping the bus clean and for any damage to the bus interior.
11. Students must respect the teacher's, tour manager's and bus driver's rules of conduct concerning bus safety and behavior.
12. Curfews are announced nightly and will be determined by the sponsoring instructor. Students are required to remain in their own hotel room after curfew.
13. Changes in hotel room assignments may be made only in extraordinary circumstances as deemed by the tour manager and sponsoring instructor.
14. Students are responsible for any damage to hotel property. Removing hotel property of any kind is considered a theft.
15. Students must pay any phone or incidental charges the evening prior to checking out.
16. Students must be respectful of other hotel guests. Loud noises and unruly activity in the hotel rooms or hallways is strictly forbidden.
17. Any participant who flagrantly disregards the foregoing terms or otherwise commits a serious breach of discipline may be expelled from the tour at any time. He or she will be returned home at the consent and expense of the parent or guardian.

Overnight trips involving accommodations other than a hotel/motel; gymnasium, ship trip, that may require adult supervisors to share accommodations with students.

In these situations, the field trip request or plan must be reviewed by the superintendent/designee and parent/guardian to ensure security, privacy, and informed written consent is given from all participants. Chaperones must be doubled, for example, a typical 1:10 ratio should be increased to 2:10 (2 adults to 10 students).

Appendix: CALIFORNIA CODES EDUCATION CODE SECTION 35330-35332

35330. The governing board of any school district or the county superintendent of schools of any county may:

(a) Conduct field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, any other state, the District of Columbia, or a foreign country for pupils enrolled in elementary or secondary schools. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for such pupils.

(b) Engage such instructors, supervisors, and other personnel as desire to contribute their services over and above the normal period for which they are employed by the district, if necessary, and provide equipment and supplies for such field trip or excursion.

(c) Transport by use of district equipment, contract to provide transportation, or arrange transportation by the use of other equipment, of pupils, instructors, supervisors or other personnel to and from places in the state, any other state, the District of Columbia, or a foreign country where such excursions and field trips are being conducted; provided that, when district equipment is used, the governing board shall secure liability insurance, and if travel is to and from a foreign country, such liability insurance shall be secured from a carrier licensed to transact insurance business in such foreign country.

(d) Provide supervision of pupils involved in field trips or excursions by certificated employees of the district. No pupil shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the governing board shall coordinate efforts of community service groups to supply funds for pupils in need of them. No group shall be authorized to take a field trip or excursion authorized by this section if any pupil who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds. No expenses of pupils participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this section shall be paid with school district funds. Expenses of instructors, chaperones, and other personnel participating in a field trip or excursion authorized by this section may be paid from school district funds, and the school district may pay from school district funds all incidental expenses for the use of school district equipment during a field trip or excursion authorized by this section.

The attendance or participation of a pupil in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments from the State School Fund in the fiscal year. Credited attendance resulting from such field trip or excursion shall be limited to the amount of attendance which would have accrued had the students not been engaged in the field trip or excursion.

Credited attendance shall not exceed 10 schooldays except in the case of pupils participating in a field trip or excursion in connection with courses of instruction, or school-related educational activities, and which are not social, cultural, athletic, or school band activities.

All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving such claims.

No transportation allowances shall be made by the Superintendent of Public Instruction for expenses incurred with respect to field trips or excursions which have an out-of-state destination. Any school district which transports pupils, teachers or other employees of the district in school buses within the state and to destinations within the state, pursuant to the provisions of this section, shall report to the Superintendent of Public Instruction on forms prescribed by him the total mileage of school buses used in connection with such educational excursions. In computing the allowance to such school district for regular transportation there shall be deducted there from an amount equal to the depreciation of school buses used for such transportation in accordance with rules and regulations adopted by the Superintendent of Public Instruction.

35331. (a) The governing board of any school district conducting excursions and field trips pursuant to this article shall provide, or make available, medical or hospital service, or both, for pupils of the district injured while participating in any excursion or field trip under the jurisdiction of, or sponsored or controlled

by, the district or the authorities of any school of the district.

(b) (1) The medical or hospital service, or both, described in subdivision (a) shall be provided, or made available, through any of the following:

(A) One or more nonprofit membership corporations defraying the cost of medical or hospital service, or both.

(B) One or more group, blanket, or individual policies of accident insurance from an authorized insurer.

(C) A self-insurance program of the school district.

(2) The cost incurred by the school district pursuant to this subdivision may be paid from the funds of the district, or by the insured pupil or his or her parent or guardian.

(3) The membership may be taken in, or the insurance may be purchased from, only those corporations or insurers that are authorized to do business in this state. If the coverage described in this subdivision is to be provided through a self-insurance program of the school district, claims may be paid from a fund established for that purpose pursuant to Section 39602.

35332. No transportation by air may be provided under this article unless the transportation by air is provided by any of the following:

(a) aircraft owned and operated by the state or federal government;

(b) chartered or regularly scheduled aircraft operated exclusively by an air carrier or foreign air carrier as defined in subdivisions (3) and (19) of Section 101 of Title 1 of the "Federal Aviation Act of 1958" (Public Law 85-726; 72 Stat. 731) engaged in air transportation as defined in subdivision (10) of the same section while there is in force a certificate or permit issued by the Civil Aeronautics Board of the United States, or its successor, authorizing such air carrier to engage in such transportation; or

(c) chartered or regularly scheduled aircraft of a passenger air carrier as defined pursuant to Section 2741 of the Public Utilities Code that is authorized to engage in transportation by air in the State of California by the Public Utilities Commission pursuant to Chapter 4 (commencing with Section 2739) of Part 2 of Division 1 of the Public Utilities Code.

Transportation for School-Related Trips Driver Registration Form

Important: This form must be submitted to the school principal at least two weeks prior to the trip.

DRIVER INFORMATION: (circle one) Employee Parent/Guardian Volunteer

Check one: Curricular _____ Extracurricular _____

Name: _____ Birth Date: _____

Address: _____ Phone Number: _____ Cell Number: _____

Driver's License #: _____ License Expiration Date: _____

I am willing to provide transportation for _____ (#) of students on this field trip.

FIELD TRIP INFORMATION

Field Trip/Location: _____ Date(s) of Trip: _____

Date(s) of Trip: _____ Departure Time: _____ Return Time: _____

School Site: _____ Teacher/Supervisor: _____

VEHICLE INFORMATION

Name of owner: _____ Year: _____ Make: _____

Address: _____ Car License #: _____

Registration Expiration: _____ Seating Capacity: _____

INSURANCE INFORMATION

Insurance Company: _____ Phone #: _____

Policy #: _____ Expiration Date: _____

Liability Limits of Policy: (bodily injury) _____, (\$100,000 - \$300,000 per accident)

(property damage) _____, (\$25,000 per accident)

(medical) _____, (\$2,000 or single limit of \$300,000)

DRIVER STATEMENT

I certify that I am at least 21 years of age and hold a valid California Driver's License. I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

Signed: _____ Date: _____

DRIVER INSTRUCTIONS:

When using your vehicle to transport students on field trips or other school activity trips, please:

1. Be sure that you have registered with the District for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence (as noted above under liability limits).
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment. Require each passenger to use a seat belt. In case of emergency, keep all the students together.