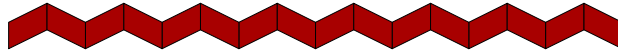


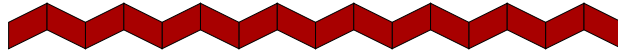
Unusual Field Trips



- ✓ The circumstances that make a field trip unusual are:
 - Level of student safety
 - FCPS liability
 - Water-related activity
 - Overnight trip
- ✓ Field trips must be scheduled as part of a planned sequence of educational activities and should have specific objectives. Plans should be discussed with and approved by the principal.
- ✓ Unusual field trips must be assessed for safety and liability by Risk Management (RM). The assessment determines the potential risk for each activity, event, or situation to be encountered on the trip.
- ✓ Risk assessments require the proposed itinerary of student activities during the trip. An incomplete itinerary will result in a delay to the review process. The itinerary should contain the exact information parents will receive so they can make an informed decision to allow their child to participate. During the trip, activities that deviate from the original itinerary are not permitted.
- ✓ At least one FCPS employee must accompany each and trip. (See Regulation 5790) .
- ✓ Upon completion of the risk assessment, the Request for Unusual Field Trip form will be returned to the school principal.
- ✓ Schools are to provide students and parents a copy of all contracts associated with field trips that require advance payments, so they are able to review any third-party's refund policies.
- ✓ Unusual Field Trip Requests are due to RM *four weeks prior* to the trip.
- ✓ Unusual Field Trip Request forms are available at:
<http://fcpsnet.fcps.edu/fs/budget/riskmanagement/forms/>
- ✓ Prohibited activities cannot be sponsored by FCPS. Check the list available at:
<http://fcpsnet.fcps.edu/fs/budget/riskmanagement/prohibited.htm>
- ✓ Standard parental authorization forms are available at:
<http://fcpsnet.fcps.edu/fs/budget/riskmanagement/forms/#StandardizedSchoolForms>
Customized forms can be requested from RM.
- ✓ Translations are available at: <http://fcpsnet.fcps.edu/ssse/translations.htm>.

Continued

Unusual Field Trips



- ✓ All volunteers and chaperons should be on an approved list in the principal's office; parent chaperons are not permitted to bring siblings on trips. Provide appropriate number of adults/chaperons (this is not regulated; see school principal for advice).
- ✓ Approved Commercial Carriers may be used. The list is available at: <http://www.fcps.edu/fs/budget/riskmanagement/commercialcarriers.htm>
- ✓ Planned water-related activities will require the following information for RM review:
 - Name of facilitating organization (Hilton Hotel, Chesapeake Bay Foundation, etc)
 - Description of water-related activity (swimming, Duck Tours, etc.)
 - Life guard and/or CPR-provider availability
 - Specific location of activity (hotel, beach, Potomac River, King's Dominion, etc)
 - Safety rules and training, whether written or verbal
 - U.S. Coast Guard certification of watercraft
 - Liability insurance certification for watercraft
 - Life vests availability
- ✓ Establish and implement safety procedures & policies (e.g., instruct students in use of protective measures, such as whistles, two (2) or more partnering, name tags, etc).