

4J Field Trip Reference Guide

You must be signed into your 4J Google account in order to access the links provided below.

| Trip Detail | Execution Tips | Things to Avoid | Supporting Forms and Documents |
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| <p>Day Trip-Timeline</p> | <p>Field trip requests must be submitted 30 days in advance of your trip. You need to have met all requirements listed below prior to submitting your request. You must have met with your administrator and received full support prior to submitting your request. All trip requirements must be met 5 days before your departure. All trips require a signed District-generated permission slip.</p> | <p>If you do not meet the 30 day requirement your request is subject to denial. Failure to meet trip requirements 5 days prior to departure will result in a denial of your request. Do not make your own permission slip; it will not be accepted.</p> | <p>Permission Slip</p> <p>Permission Slip Spanish</p> |
| <p>In State Overnight Trips-Timeline</p> | <p>Field trip requests must be submitted 45 days in advance of your trip. You need to have met all requirements listed below prior to submitting your request. You must have met with your administrator and received full support prior to submitting your request. You are required to host at least one informational meeting for parents and have a sign-in sheet. All trip requirements must be met 10 days before your departure. All trips require a signed District-generated permission slip.</p> | <p>If you do not meet the 45 day requirement your request is subject to denial. Failure to meet trip requirements 10 days prior to departure will result in a denial of your request. Do not make your own permission slip; it will not be accepted.</p> | <p>Permission Slip</p> <p>Permission Slip Spanish</p> <p>Student Health and Emergency Information/Authorization for Medication Administration</p> <p>Boundary Invasion-Mandatory</p> |
| <p>Out-of-State, High Risk, Or Outdoor School Overnight Trips-Timeline</p> | <p>Field trip requests must be submitted 90 days in advance of your trip. You need to have met all requirements listed below prior to submitting your request. You must have met with your administrator and received full support prior to submitting your request. You are required to host at least one informational meeting for parents and have a parent sign-in sheet. All trip requirements must be met 15</p> | <p>If you do not meet the 90 day requirement your request is subject to denial. Failure to meet trip requirements 15 days prior to departure will result in a denial of your request. Do not make your own permission slip; it will not be accepted. Out-of-State trips should not include “High Risk” activities.</p> | <p>Permission Slip</p> <p>Assumption of Risk</p> <p>Student Health and Emergency Information/Authorization for Medication Administration</p> <p>Boundary Invasion-Mandatory</p> |

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| | days before your departure. All trips require a signed District-generated permission slip. | | |
| Itinerary | All itineraries must include a comprehensive account of all activities. This shall include: scheduled or possible stops, meals, bed checks, attendance checks-ins, contact information, etc. Consider the educational, social, or cultural goal derived from the experience you are sharing with your students when establishing your trip objective. Trip objective should be included with information shared with parents/guardians. | Trips will not be approved without a comprehensive itinerary. Trip itinerary information should not be provided to parents prior to formal review by your administration and HR. Trip objectives such as, "This is a concert and we are a band," <u>will not be accepted.</u> | Itinerary Example Field Trips and Special Events- Board Policy IICA |
| Destination/ Lodging | Determine your location prior to submitting your request. Be sure it has adequate space for all students and is within reasonable distance of planned events. Be mindful of gender/age appropriate sleeping arrangements. Determine room assignments and inform parents, should they have any objections. | Do not split your group up; you cannot have the boys in one hotel and the girls in another. A private housing arrangement requires additional background checks and has the potential for fingerprint requirements. Staff must stay in the same location as students. | Placement of Volunteers Admin Rule- 19600 Transgender and Gender Nonconforming Students- Board Policy JBC-AR |

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| <p>Transportation 541-790-7400</p> | <p>All efforts should be made to use 4J transportation. If private vehicles are the only option, all volunteer requirements must be met. Parents must also be notified of seating arrangements prior to the trip. All students who will be transported by means other than 4J transportation must have a signed release in place for each trip. Transportation of children under 40 pounds, regardless of age, requires the use of a car seat. In the event there is a traffic accident, contact HR immediately. For questions about vehicle rentals, contact 4J transportation. Itineraries must leave enough time for drivers to rest in conformity with Federal hour-of-service requirements and common sense.</p> | <p>Do not allow anyone to drive who you have not confirmed has met all district requirements to drive students. Do not allow students to be transported who do not have a signed release from their parents specifically allowing the driver to transport their student. If parents are self-transporting, they must also have a release on file.</p> | <p>Transportation Release</p> <p>Transportation Release Spanish</p> <p>Proof of Vehicle Liability Insurance</p> <p>Student Transportation in Private Vehicle- Board Policy EEAE</p> <p>Student Travel Admin Rule-E1560</p> <p>Use of Activity Vehicles for Student Transportation- Board Policy EEACD</p> <p>Reporting Requirements Regarding Sexual Conduct with Students-Board Policy JHFF</p> |
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| <p>Health/504/IEP</p> | <p>Be prepared to meet with your school nurse to go over all health concerns of students attending the trip. If the school nurse is unable to attend the trip, there must be a CPR/First Aid-certified adult in attendance. If there are any health concerns that require intervention, there must be someone in attendance properly trained to assist on this trip. Be aware of and plan for any special accommodations relevant to 504 or IEP plans.</p> | <p>Meet with the nurse as soon as possible. There are many concerns that can arise concerning medical issues. Be sure to allow enough time to properly plan for anything that may come up.</p> <p>Eg: Getting CPR/First Aid Trained Diabetic Training Epi Pen Training</p> | <p>Field Trips and Special Events-Board Policy IICA</p> <p>Resident Outdoor School and Other Field Trips-Admin Rules-17300</p> <p>Medications-Board Policy JHCD/JHCDA-AR</p> |
| <p>Funding Source Financial Services 541-790-7670</p> | <p>Include the actual account number(s) used to pay for the event. Meet with your site administrator for approval of funds. If you have a grant, be sure to understand the structure of it. If you plan to request a reimbursement for meals, be prepared to include a full roster of everyone that you paid for. Check on the payment methods for your events and locations. Whenever possible use a purchase order. Be sure to inquire about their refund policy should your trip be denied and you are required to pay before approval. Be aware of what is considered district-approved travel and what is not.</p> | <p>Do not use personal funds when possible. Do not assume just because you fundraised for an event that the money will be approved for use. All funds in a district account fall under the same established rules and laws.</p> | <p>NonSchool-Sponsored Study and Athletic Tours/Trips/Competitions-Board Policy IGDK</p> <p>Grants@4j.lane.edu</p> <p>Student Fund Raising Activities-Board Policy IGDF</p> |

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| <p>Volunteers 541-790-7669</p> | <p>Someone is considered an approved volunteer for the district/location once they have completed the background check and have been approved and have completed the mandatory volunteer orientation on SafeSchools. SafeSchools is required once per school year and is not site specific. Background checks are valid for two years. You can confirm volunteer status by checking your front office volunteer database. If you do not see the person's name, they are not currently approved. Volunteers can provide evidence of their compliance with SafeSchools either by sending you a screenshot of their completions or by providing the completion certificate. Be aware of personal ratios, you might need more help. Please have all volunteers review and sign the, Chaperone code of Conduct.</p> | <p>No exceptions can be made to this requirement. Understand there are hundreds of applications submitted each year. If someone waits until the last minute to apply for clearance, most likely they will not be approved in time and will not be authorized to attend the trip. You must confirm compliance prior to allowing them access to students. Keep in mind some circumstances may also require the volunteer be fingerprinted. It is assumed all volunteers have the potential to be alone and therefore require the background check.</p> | <p>Chaperone Code of Conduct</p> <p>Volunteer Guidelines</p> <p>https://www.4j.lane.edu/hr/volunteers/</p> <p>HR_VolunteerSupport@4j.lane.edu</p> |
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| <p>High Risk Activities/ Outdoor School</p> | <p>High Risk is defined by the district. You might not consider it high risk, but the district may. Plan ahead there will be extra questions. Be prepared to provide proof of insurance or certifications if needed. All services should be solicited from reputable sources.</p> <p>High Risk Activities include but are not limited to:</p> <ul style="list-style-type: none"> -Camping -Recreational/Commercial watercraft (This requires documented recent inspection report. If event will be on the river, a test run should be done before the actual event.) -Spelunking (approval depends on circumstance and location) -High ropes courses (approval depends on circumstance and location) -Tree climbing (approval depends on circumstance and location) - Beach combing (approval depends on circumstance and location) -Destination located on or in proximity to lakes or rivers -Snow tubing/skiing/snowboarding (approval depends on circumstance and location) -Archery (requires certification and dependent upon location) - Swimming/hot tub (requires a certified and insured lifeguard. Certification and insurance review required prior to approval) -Hiking (All students should have a whistle, | <p>The following activities are not approved by the district:</p> <ul style="list-style-type: none"> Hang gliding Mountain climbing Rock climbing Rappelling Bungee jumping Bonfires Fireworks Trampoline/bouncy houses Water parks Haunted houses | |
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| | compass and map on their person and be instructed on the use of them should they become lost.) | | |
| Contact Information | Be sure to provide contact information for parents to reach you and other staff attending on their copy of the itinerary. When possible use teacher communication platforms to reach parents and students. Examples of Apps: Ringya , Team Chat, Simple Circle or Remind | If possible do not provide personal phone number to parents or students. | |
| Safety 541-790-7670 | Provide supervision at all times. Remember if you can't see them, you are not supervising them. Plan for prearranged supervised groups. Consider your ratios: minimum of two adults for each trip. Chaperones should be assigned a max 1:10 ratio for elementary, 1:15 ratio for middle /high school students. Be mindful of gender-specific activities such as bed checks (district requires two visual checks for all overnight trips). Plan multiple | Do not allow students to be unsupervised. Do not rely upon phone check-ins if your group splits up. Do not allow predetermined groups to change. Do not forget to research any hazards that you could encounter and plan ahead. If an incident occurs, do not think that it can wait until you return to report it. | |

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| | <p>attendance check-ins. Provide a reunification location to students. Trips that require groups to split up should have a centrally located person in case of emergencies. Take a first aid kit or two with you on all trips. Be aware of student health concerns, accommodations, and IEP plans. When approved for high risk activities bring extra supplies. Be aware of your phone service in the event you have to call for help. CALL and report all incidents immediately.</p> | | |
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Check List:

- Meet with administrator for approval
- Submit official fieldtrip request and supporting documents [HERE](#)
- Submit all certification contracts for review
- Arrange for transportation
- Work with nutrition services for meals
- Receive approval
- Parent/chaperone meeting
- Provide a copy of all documentation;