Off-Campus Community Access Procedures
Davis School District Mandatory Practices REV 4/6/16

Purpose: To provide students with disabilities educational community experiences while ensuring their safety.

The following procedures have been created and reviewed by a group of stakeholders to ensure the safety of every student.

Pre Outing Requirements

All teachers and staff are required to know and follow these procedures.

1. **Outing Request** - Complete the **Off-Campus Community Access Form** and submit this plan to your building administrator. The **Off-Campus Community Access Form** is located on the DSD Special Education website (Link).
2. **Qualified Staffing** – The regular classroom must approve the staffing for each outing. Each staff member must have a good knowledge of students and their needs and be **Safety Care** trained when appropriate.
3. **Adequate staffing** - At least 2 staff members must accompany all off-campus community access outings or the outing must be cancelled.
4. **Review Emergency Protocols** – All staff members should review and must carry the **Actions Required for Emergency Situations** document.
5. **Off-Campus Community Travel Items –** The following items must accompany students and staff**:**
   a. A visible identification badge or lanyard.
   b. Bus token or pass as needed.
   c. Money as needed.
   d. 1 emergency backpack with extra money, cell phone, relevant student information (health and/or behavior plan, current pictures of students, first aid items, and UTA contact information.
6. **Accountability** - A group picture must be taken on the outing day to see identifiable clothing. Staff must take a written roll of every student at the following check points:
   a. Count each student as they get on the bus or begin walking to the destination.
   b. Count each student as they get off the bus or arrive at the destination.
   c. Count each student before leaving the destination as they get on the bus or begin walking.
   d. Count each student upon arrival at school.

Post Outing Requirements

1. **Documentation** - After returning to school, the teacher must complete the following information provided on the **Off-Campus Community Access Form**:
   a. Time of return
   b. Teacher initial beside student names indicating they returned safely
   c. Teacher signature
   d. Administration signature
2. **Student Roll** – Please attach the written check point roll to the Off-Campus Community Access Form
3. **Incident Report** – Please report any unplanned or emergency incidents that occurred during the off-campus community outing to your administration.

Actions required for Emergency Situations

It is important for every staff member to know and understand the following safety protocols in case of an emergency:

Lost student

1. Make sure other students are safe – continue to provide appropriate supervision/instruction
2. Contact location management for their procedures on lost child. If student is not found within 5 minutes, unless student behavior plan stipulates a shorter search time, (i.e. runner) – CALL 911
3. Notify school
4. Follow Police Protocol
5. After returning to school, debrief with the teacher, administration, and other team members to determine options to prevent reoccurrence.
6. Fill out any incident reports and submit to District personnel.

Escalated student

1. Make sure other students are safe – continue to provide appropriate supervision/instruction
2. Follow Behavior Intervention Plan (BIP) and Safety Care Procedures
3. Communicate with location management if needed. If student de-escalates, skip to step #6 and #7
4. Call 911 if incident becomes an emergency
5. Notify school
6. Follow Police Protocol
7. Debrief with teacher, administration, and other team members to determine options to prevent reoccurrence.
8. Fill out any incident reports and submit to District personnel.

Medical Emergency

1. Make sure other students are safe – continue to provide appropriate supervision/instruction
2. Follow Health Care Plan
3. Call 911 if incident becomes an emergency
4. Notify school
5. Follow Police/Emergency Personnel Protocol
6. Debrief with teacher, administration, and other team members to determine options to prevent reoccurrence.
7. Fill out any incident reports and submit to District personnel

Secretary/Admin Notify School Procedures/Flow Chart