

**SANTA MARIA-BONITA SCHOOL DISTRICT
FIELD TRIP SAFETY GUIDELINES AND CHECKLIST**

SCHOOL: _____ **DATE(S) OF TRIP:** _____

DESTINATION: _____

TEACHER(S): _____ **GRADE(S):** _____

Student safety must be the primary focus and adequate supervision must be taken into consideration in the planning of any field trip and/or school-sponsored activity. The ratio of adults to students on field trips and/or school-sponsored activities shall be sufficient to provide for the supervision and safety of all students following the recommended guidelines listed below.

Water activity field trips must have a 1:6 adult to student ratio. Non-water activity field trips must have a 1:10 adult to student ratio, and never less than two (2) adult chaperones even if the number of students is 10 or less.

Whale-Watching Boat Field Trip (1:6 adult to student ratio).

- Departures from Morro Bay Harbor are not permitted under any circumstances.
- Charter companies must provide the district with a current U.S. Coast Guard Inspection Certificate and a copy of the current liability insurance coverage outlining limits and restrictions on the particular vessel.
- Check with the Instructional Services to see if a current U.S. Coast Guard Inspection Certificate and a copy of the liability insurance policy is on file for the charter vessel.
- If not on file, you must obtain the documentation and have it on file with Instructional Services at least five (5) school days prior to the date of the trip.

Cachuma Lake Boat Tour (1:6 adult to student ratio). Check with the Instructional Services to see if a copy of the most current State of California Department of Boating and Waterways (SCDBW) Regulations is on file together with verification that the operators of the vessel are licensed by the SCDBW.

Water Activity Field Trip Near or on Body of Water or Open Sea (1:6 adult to student ratio) Parent permission identifies whether the child is a swimmer or non-swimmer.

- Adult Chaperones must include 1 or 2 certificated staff member and the Chaperone to Student Ratio must be at least 1:6.
- Students are not to enter ocean water/lakes deeper than knee level. (NOTE: in some instances where the surf may be rough, **RESTRICT WATER ENTRY TO ANKLE LEVEL**. Teachers must use their discretion, primarily keeping in mind the safety of the students.)
- No flotation devices such as "boogie boards".
- Certified Lifeguards on duty, if applicable. **Indicate** number of lifeguards: _____

Overnight Field Trips (1:6 adult to student ratio) (Check or fill-in all that apply in this category)

- Indicate sleeping arrangements (e.g., cabins, tents, open air with sleeping bags, dorm, hotel, etc.)

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- Separate sleeping area for boys and girls.
 - Same gender chaperones in each sleeping area.
 - Emergency phone available 24 hours. Staff Name: _____ Cell Phone: _____
 - 24-hour Facility Staff on duty. Yes No **(If "no", explain)**
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Hiking/Walking (1:10 adult to student ratio)

- Appropriate forestry department has been contacted to obtain information on weather conditions, animal sightings, accessibility, etc., if applicable.
- Teacher and chaperones shall maintain close monitoring with a 1:10 adult to student ratio (and never less than two (2) adult chaperones).

Principal/Asst. Principal: _____ **Date:** _____