

CITY OF LOS ANGELES
**WALKING ACTIVITY
HANDBOOK**

LOS ANGELES UNIFIED SCHOOL DISTRICT
CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION



**THE
WALKING
FIELD TRIP**

SAFE ROUTES TO SCHOOL



This activity guide is part of a series produced in a partnership between Los Angeles Department of Transportation (LADOT) and Los Angeles Unified School District (LAUSD). Additional guides can be found on www.walktoschoolday-la.org including the Walk to School Day Organizer Manual, Weekend Walks and Bicycle Rides, and the Golden Sneakers Program.

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ABOUT THE LOS ANGELES SAFE ROUTES TO SCHOOL PROGRAM



Within the span of a generation, the percentage of children walking or bicycling to school has greatly decreased, from 50% in 1969 to just 13% in 2009.

Safe Routes to School National Partnership, 2015

In August 2014, Los Angeles Mayor Eric Garcetti launched Vision Zero. Vision Zero uses data-driven approaches to engineering, enforcement, education, evaluation, and community engagement to reduce the likelihood of crashes. Central to the plan is ensuring a safe city with a goal to achieve zero traffic fatalities in Los Angeles by 2025. As youth who walk and bicycle are disproportionately impacted by traffic collisions, the Safe Routes to School (SRTS) program is a key strategy to reduce fatal and severe injuries of our most vulnerable populations.

As the lead agency for the City's SRTS program, LADOT uses a prioritization of schools with most need to target safety improvements. Recommended infrastructure improvements and safety education are documented in a School Travel Plan. Analysis of traffic conditions and student travel inform the plan, as does collaboration among principals, parents, students and community members.

To improve safety and encourage more students to walk and bicycle to school, LADOT has developed this activity guide for planning a Walking Field Trip.

INTRODUCTION



WALKING FIELD TRIPS

Walking field trips are a great way to educate students about their communities. Walking to nearby destinations of interest provides exercise and stimulation for students and saves money. Walking field trips help children build confidence, independence, and increase traffic safety skills. Field trips are often to specific destinations, but walking field trips can also be focused on observing surroundings and learning how to access places in the neighborhoods such as the library or a park.

WHY DO IT?

AWARENESS!

Walking field trips can raise awareness about the benefits of driving less, in terms of the cost and the environment.

HEALTH!

Walking field trips promote sustainable and healthy lifestyles.

COMMUNITY AND INDIVIDUAL PRIDE!

Walking field trips help students build confidence, independence, and knowledge of their neighborhoods.



Over the past 40 years, rates of obesity have soared among children of all ages in the United States. Today, approximately 25 million children and adolescents — more than 33% — are overweight, obese, or in danger of becoming so.

Safe Routes to School
National Partnership, 2015



PLAN YOUR TRIP

SELECT A DESTINATION AND FILE PAPERWORK

Choose a fun and easy place to go. Libraries, police and fire departments, bridges and parks are all good places. Other ideas are local businesses and community centers or local landmarks such as Watts Tower or the LA River.

Your walking field trip needs to meet the criteria laid out in Section III.B.2 of the LAUSD Field Trip Reference Guide. The guide lists “routine field trips/ journeys,” consisting of pre-approved destinations that have met the safety standards of the OEHS and Risk Management Offices. These resources are currently only available for LAUSD schools.

Some things to consider are:

» **A manageable distance** — Choose a reasonable distance for your trip. This will vary depending on the students’ ages and abilities. For the youngest students, a half mile or so may be the maximum distance given their walking speed and stamina. For older students, a mile or less is feasible, as it will take about 25 minutes to walk a mile as a group. If the purpose of the field trip is the walk itself, the distances may be increased, particularly if breaks are taken for instruction and discussion. If the destination is further than a mile and a half, other transportation modes should be considered.

» **Request for Approval of School-Organized Trip for Students** — For a routine field trip, teachers must secure administrative approval by filling out the Request for Approval of School-Organized Trip for Students (Form-34-EH-57). At least 15 days prior to the date of the field trip, teachers must also complete Form 78.20T to inform the School Journey Unit of the trip route.

23% of children get no free time or physical activity at all. However, walking a mile to and from school, or to a field trip destination, is two-thirds of the recommended sixty minutes of physical activity a day.

Safe Routes to School
National Partnership, 2015

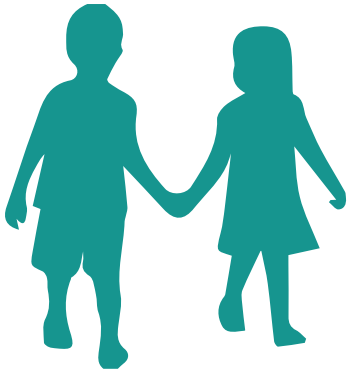
- » If a field trip is planned to a destination not on the District’s pre-approved site list, but deemed appropriate by the school site Principal and Local District Superintendent, it is called a “non-routine” field trip. The Office of Risk Management must also approve the destination. Schools are expected to submit their request to the Local District office at least 30 school days before the trip is scheduled to ensure time for approval. Once approved, the teacher should fill out the same forms as listed above for routine field trips.

CONSIDER SAFETY

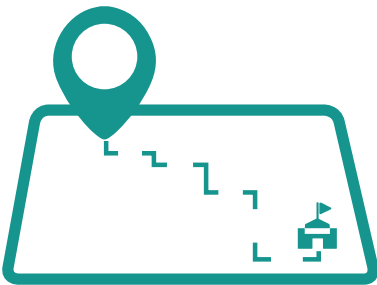
The quality of sidewalks and intersections are important considerations for your walking field trip. A route that avoids crossing big and busy streets without traffic signals will make the experience more fun for everyone, even if it is a little longer.

- » **A reasonable walking path for the whole trip** — There should be a sidewalk or recreational path for the entire length of the trip. Paths that are wide enough so that students can walk side-by-side away from traffic are more comfortable. The walk is meant to be leisurely and comfortable for all ages and abilities.
- » **Safe crossings** — Intersections without traffic lights or stop signs should be avoided if intersections with signals and marked crosswalks are nearby. Intersections that have four-way stop signs are also fine choices for crossing. An intersection with stop signs in two directions is usually comfortable if you are walking on streets without much traffic.
- » **Universal access** — Ensure that the route is accessible to students of all abilities. Crossings should have curb cuts that are navigable by wheelchairs, crutches, and other mobility devices. Routes with sidewalks uplifted by big tree roots are not appropriate. Finally, the destination should also have ramps that meet ADA standards. In general, sidewalks, in good condition, should be in place along the whole route.





- » **Kid-friendly land uses along the routes** — Think about the types of buildings that are along the route. Try to avoid passing inappropriate places such as adult entertainment venues, liquor stores, or places where many cars cross the sidewalk, such as fast food establishments or parking garages.
- » **Nuisance, violence or criminal activity in the area** — If you cannot find a route that avoids high crime or gang areas, it may be a better choice to drive or ride a bus to the destination.
- » **Using transit** — Pair transit with walking to get to a place further away. Staff and students can follow walking field trip planning and safety principles during the walking portions of the trip and then take Metro.
- » **The Metro Student Field Trip program** provides free fares to 20 specific destinations for school groups who sign up at least three weeks in advance on the Metro Net website: www.metro.net/about/metro-student-field-trip/field-trip-request-form/. More information on LA Metro’s Student Field Trip program can be found on Metro’s website: www.metro.net/about/metro-student-field-trip/



SELECT THE ROUTE

The route should feel safe, easy and fun. The LAUSD Office of Environmental Health & Safety website hosts maps for your school neighborhood that highlight which intersections have stop lights and signs, where stairs or walkways exist and pedestrian bridges and tunnels for crossing large roads. You can download these Safe Routes to School maps at www.lausd-oehs.org/saferoutestoschools.asp. Use as many of the recommended crossings for as much of the route as possible.

It may be helpful to create your own map for chaperones that is specific to the walking field trip, as your destination is likely to be out of the school attendance boundary. Using the safety considerations above, create a route that uses the preferred crossing locations as a start. Consider the safety tips above to determine the route early. Do not depend on Google maps for designing your route as the satellite photos can be outdated. However, there are many websites that allow you to draw your chosen walking route online to share it with your chaperones, such as mapmywalk.com.

In advance of doing the walking field trip with the students, it is best to travel the route on foot to confirm that the streets meet

your requirements. Encourage organizers and volunteers to practice the route ahead of the trip, even if you walked it while planning the field trip. If you are certain of your route ahead, it will make the field trip day more relaxing.

RECRUIT CHAPERONES AND GET PERMISSIONS

As is the case with any field trip, recruiting chaperones and collecting permission slips will need to be taken care of well before the field trip.



- » **Chaperones** — Chaperones can be recruited when notice of the field trip is sent home. Make a flyer that generates excitement and attracts volunteers. For walking field trips, chaperones will need to be informed about the distance they will be required to walk and be made aware of mobility demands. The LAUSD standard is one chaperone for every ten students. Consider whether your classroom merits more, based on the number of students, their age, maturity, and ability.
- » **Permission Slips** — Often schools will have parents or guardians sign standard permission slips at the beginning of the year that provide information on emergency contacts, food allergies, special needs, and permission to give medical aid or treatment. Copies of these should be included in your field trip packet to carry the day of the trip in case of an emergency. The [LAUSD Field Trip Reference Guide Attachment F](#) should be used for each individual field trip, with the method of transportation checked for walking.

EQUIPMENT

A supply kit of safety tools for walking field trips will make event logistics easier. Gather the following materials at larger hardware or sporting good stores, or online.

- » **Walkie-talkies** — Giving each chaperone and teacher a walkie-talkie allows everyone to communicate and notify each other if the group becomes separated.
- » **Flags** — Brightly colored flags can be used by chaperones to alert drivers when students are crossing the street. Volunteers holding flags will draw the attention of drivers and help the children be seen earlier. However, under no circumstances should the volunteers use the flags in an attempt to get drivers to stop.
- » **High visibility vests for chaperones** — As an option, chaperones may be provided with neon and reflective vests to increase visibility of the group.



The most important things on the day of the event are that the students and chaperones are safe and have fun.

HOLD YOUR EVENT

- » Have volunteer show up 30 minutes early to find their groups
- » Review the safety tips with volunteers
- » Ask someone to take photos or videos
- » Ensure participants know the route

Hold a briefing ahead of meeting with the children to review the walking route and crossing procedures, below. Use the Walking Safety Tips as a resource. The teacher can also use this material to hold a pedestrian safety workshop the day before.

The class should try to stay together as much as possible, but should use caution when crossing streets. It is not a race. Each chaperone's group should cross the street together.

Children should be assigned or choose buddies before the trip starts. Buddies should walk together at all times, to ensure that each student is accounted for by a friend as well as a chaperone. Adults should frequently count their groups, and can assign fun ways to count off that include numbers, spelling words, or saying fun rhymes so that each child participates in the count off.

Crossings are a key opportunity to reinforce student learning about how to look left, right, and left and wait for cars to come to a complete stop before crossing.

- » At a **stop light**, the group should cross the street at the beginning of the walk sign, after all the cars have come to a stop. Once a flashing hand or countdown has begun, groups should not leave the sidewalk to begin to cross the street. Sometimes the groups in front become separated from the groups in back. When this happens, the groups ahead can simply wait until the rest of the class can cross safely to rejoin them.

- » At a **stop sign**, the chaperone should wait on the sidewalk until a car has fully stopped at a stop sign before entering the intersection with the group. The chaperone should start with the first children, and then wait in the middle until all their students have crossed into the far lane of the street and onto the sidewalk.
- » At **uncontrolled intersections**, the chaperone should wait for a long gap in traffic, start with the first children and wait in the middle until all of their students have crossed into the far lane of the street and onto the sidewalk.



EVALUATE YOUR EVENT

To continue improving walking field trips, document the event while the day is still fresh in your mind. Reflect with your class on what they experienced on the walk, including the planned concepts as well as any unplanned events. Ask your students how they felt walking outside, and reinforce positive experiences.

Write down what you learned to make it easy for other teachers in your school or district to make the same trip. Fill out a short evaluation form and upload it to the LADOT Safe Routes to Schools website to share your experience and tips with other teachers.

MATERIALS AND RESOURCES

TIMELINE

Planning should begin 8 weeks in advance or more.

WEEK 8	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Select destination and file paperwork				
WEEK 7	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 6	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Plan and test route for safety				
WEEK 5	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Select the route				
WEEK 4	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Recruit chaperones and get permissions				
WEEK 3	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Finalize volunteers and equipment				
WEEK 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			Event day!		
WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Evaluate your event				

SAMPLE CHECKLIST OF MATERIALS

- Field trip description with itinerary
- Guidelines for volunteer field trip chaperones including cell phone lists for all chaperones and teachers
- Field trip release forms
- LAUSD District Reference Guide IV.H.1 “Checklist for any Emergency”
- General medical information and release form
- Incident log
- Walking maps
- Reflective vests
- Flags *(if available)*
- Walkie-talkies *(if available)*

DAY OF EVENT CHECKLIST

- Have volunteers show up 30 minutes early to find their groups
- Review the safety tips with volunteers
- Ask someone to take photos or videos
- Ensure participants know the route

FIELD TRIP DESCRIPTION WITH ITINERARY

Dear Parent or Guardian:

Our Walking Field Trip on _____ will take us to *(location)* _____.

The class will take a round trip walk to the *(place)* _____ from school, accompanied by chaperones. The purpose of the trip is to familiarize students with safely walking in the neighborhood, and to learn how to use the *(place)* _____.

If you have questions or concerns about your child going on this field trip, contact *(person)* _____ at *(email)* _____.

Transportation: The students will be walking with chaperones to the *(place)* _____ and back to school See attached map for route.

Location: The students will walk to the *(place and address)* _____.

What to wear: Children should wear comfortable clothing that they can easily walk and sit on the floor in. Dress in layers and for weather, closed toed shoes are recommended for walking.

Chaperones: We need three chaperones to accompany the walking field trip. Please contact *(person)* _____ at *(email)* _____ if you are able to attend as a chaperone. To chaperone, you must be able and comfortable with walking *(how many miles)* _____ at a pace that matches your students.

Food: Please pack a snack for your child in their backpack. We will eat a snack after visiting the *(place)* _____ and before returning to school.

Sample Schedule:

11:00 -11:45	Lunch at school
12:00	Leave school to begin walking field trip
12:00 - 12:45	Walk from school to library
12:45 - 2:15	Library tour and reading circle
2:15 - 2:30	Snack time on library steps
2:30 - 3:15	Walk back to school from library
3:45 -	Normal parent pick up or buses at school

GUIDELINES FOR CHAPERONES

Thank you for chaperoning this walking field trip. Below are guidelines for safely chaperoning this trip.

1. Gather your group of 6-10 students and assign buddies. Count them at regular intervals.
2. Put on your reflective safety vest, and gather any crossing flags that may be available.
3. Ensure you have a walking map, cell phone or walkie-talkie, and any other necessary supplies.
4. Review your route with students and safety instructions that all students should stay with their buddy, within 10-15 ft of their chaperone, and should stop and wait at all street corners. You should have all your students within your sightline and should not be distracted from chaperoning duties.
5. Once your group has reached a street corner, wait until all the group has gathered.
 - a. At **stop lights**, the group should cross the street at the beginning of the walk sign, after all the cars have come to a stop. Once a flashing hand or countdown has begun, do not leave the sidewalk to begin to cross the street. Sometimes the groups in front become separated from the groups in back. When this happens to you, simply wait until the rest of the class can cross to rejoin.
 - b. At **stop signs**, wait on the sidewalk until cars have fully stopped at stop signs in both directions before entering the intersection with the group. The chaperone should start with the first children. Wait in the middle until all students have crossed into the far lane of the street.
 - c. At **uncontrolled intersections**, wait for a long gap in traffic, start with the first children, waiting in the middle until all of your students have crossed into the far lane of the street.
1. Be aware of any busy driveways you may cross, and ensure that students check for vehicles entering or exiting the driveways.
2. If your smaller group gets separated from the larger class, use your walkie-talkie or cell phones to instruct the lead group chaperone to wait at the next intersection.

SAFETY TIPS

The following safety tips should be shared in written or verbal form with participants at the start of the trip. Note that they are useful to remember when you on your own as well!

- » **Be visible:** Wear bright colors in daytime. When dark, wear light-colored clothing and something with reflective material.
- » **Be predictable:** Walk on sidewalks, and stay in single-file if necessary.
- » **Cross safely:** Use designated crossing locations. Be respectful of crossing guards. Always stop at the curb edge. Look left, look right, and look left again. When it is clear, walk cautiously and deliberately, looking for possible hazards the entire way.
- » **Be alert:** Make eye contact with drivers who may be turning. Watch for cars backing up.
- » **Don't walk and talk (on a cell phone):** If you must use a cell phone, stop walking and find a safe area to talk.
- » **Be aware of stranger danger:** Choose a walking route that is often used by others. If you see someone suspicious, be prepared to change your course or go into a store or public building to avoid them.

INCIDENT LOG

Name of school: _____ Date: _____

Who was injured?: _____

Where did it happen?: _____

Describe the incident, what happened and who was involved: _____

Nature of the injury:

Was 911 Called? Y/N _____ By whom? _____

First Aid Treatment? Y/N _____ By whom? _____

Taken to doctor/ hospital? Y/N _____ Where: _____

Was the Child Sent Home? Y/N _____ Parent/ Other Notified? Y/N _____

Relationship _____ Time Notified _____

Picked up from School? Y/N _____ By whom: _____

Name of employee on duty: _____

Name of person making report: _____

WALKING FIELD TRIP EVALUATION FORM

Documenting your experience can help others plan successful events. Please print and fill out this form, then mail it to the address below or scan and send it to info@walktoschool-day-la.org.

Name/ school/ class grade: _____

Where did you go? _____

On what date? _____

Approximately how far did you walk?

What was your student/ chaperone ratio? Did the ratio feel manageable? How many students participated?

Did the trip go as planned?

Did you have any trouble with the route you chose? Please attach your route map.

Did your students enjoy the trip and participate in the educational objectives?

Did you see any changes in their classroom behavior or performance post-walking field trip?

Would you conduct another walking field trip?

ATTN: Margot Ocanas

Los Angeles Department of Transportation
100 South Main Street
10th Floor
Los Angeles, CA 90012

LAUSD OFFICIAL FORMS

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS (FORM-34-EH-57)

Press [here](#) for online form.

LOS ANGELES UNIFIED SCHOOL DISTRICT REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS (Refer to Reference Guide <i>Field Trips Handbook and Revised Procedures for procedures and guidelines, Revised 2006.</i>)					
CHECK THE APPROPRIATE BOX: <input type="checkbox"/> Field Trip <input type="checkbox"/> School Journey <input type="checkbox"/> Curricular Trip <input type="checkbox"/> Athletic Trip <input type="checkbox"/> Curricular Bus Tour <input type="checkbox"/> Other					
Name of School:		Telephone #:	Grade Level(s): Please Check. <input type="checkbox"/> PK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Other		
Employee Supervising Trip:		Employee #	Telephone Number:	Cell Number:	
1.	DESTINATION:		Are Admission fees charged: <input type="checkbox"/> YES <input type="checkbox"/> NO		
2.	IS THE SITE A PRE-APPROVED SITE? <input type="checkbox"/> YES <input type="checkbox"/> NO (If not, contact Local District and Division of Risk Management prior to taking trip.)				
3.	DOES THE SITE REQUIRE PROOF OF INSURANCE FROM THE DISTRICT? <input type="checkbox"/> YES <input type="checkbox"/> NO (Please complete request for Proof of insurance form and send to Risk Management).				
4.	DATE(S) OF TRIP:		OVERNIGHT TRIP: <input type="checkbox"/> YES <input type="checkbox"/> NO (See number 9)		
5.	NUMBER OF STUDENTS:	NUMBER OF ADULTS:	(10 to 1) SUPERVISION RATIO <input type="checkbox"/> YES <input type="checkbox"/> NO		
6.	NAME/EMPLOYEE NUMBER OF EMPLOYEES ATTENDING TRIP: (Provide attachment if not sufficient space.) (list any volunteers separately)				
	Name: Employee #:	Name: Employee #:	Name: Employee #:	Name: Employee #:	
	Name: Employee #:	Name: Employee #:	Name: Employee #:	Name: Employee #:	
7.	SUBSTITUTE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY?	DAYS?	SOURCE OF FUNDS: (Include Program Code)	
8.	TIME SCHEDULED REQUESTED BY SCHOOL:	LEAVE SCHOOL: <input type="checkbox"/> AM <input type="checkbox"/> PM	ARRIVE DESTINATION: <input type="checkbox"/> AM <input type="checkbox"/> PM	LEAVE DESTINATION: <input type="checkbox"/> AM <input type="checkbox"/> PM	RETURN TO SCHOOL: <input type="checkbox"/> AM <input type="checkbox"/> PM
9.	DURATION OF TRIP:	<input type="checkbox"/> Less Than One Day	<input type="checkbox"/> One Day	<input type="checkbox"/> Overnight How many days?	Local District Approval <input type="checkbox"/> YES <input type="checkbox"/> NO
10.	METHOD OF TRANSPORTATION:	<input type="checkbox"/> School Bus How Many?	<input type="checkbox"/> Walking	<input type="checkbox"/> Automobile	Public Carrier: <input type="checkbox"/> Airplane <input type="checkbox"/> Boat <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Other
Note: If utilizing a personal automobile (see BUL 5310.0) or public carrier (see MEMO 4556.0) for additional information regarding insurance, safety guidelines and procedures, and waivers that may be applicable.					
11.	BRIEF DESCRIPTION OF EDUCATIONAL BENEFIT TO BE DERIVED FROM THIS ACTIVITY, PLEASE STATE SPECIFICALLY: The student(s) will:				
12.	TYPE OF ACTIVITIES: (Describe in detail) <input type="checkbox"/> Inflatable Equipment <input type="checkbox"/> Aquatic Activity (e.g. Swimming) <input type="checkbox"/> Other HIGH RISK ACTIVITIES: <input type="checkbox"/> KAYAKING <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WALL CLIMBING <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> BOATING <input type="checkbox"/> YES <input type="checkbox"/> NO NOTE: Certain activities are not permissible due to the risk and safety of the activity. Please contact your Local Educ. Svc Cntr, or the Division of Risk Management and Insurance Services for prior approval.				
13.	SOURCE OF FUNDS FOR TRIP (community, program for Gifted/Talented, regular program, donations, fundraising, grant.) Include Program Code and Description: Note: It is illegal to charge or require a mandatory donation from students or parents for participation in any school district sponsored activity.				
14.	HAVE LOCATIONS OF THE NEAREST EMERGENCY FACILITIES BEEN OBTAINED? <input type="checkbox"/> YES <input type="checkbox"/> NO				
15.	HAVE FORMS FOR PARENT'S OR GUARDIAN'S PERMISSION BEEN OBTAINED? <input type="checkbox"/> YES <input type="checkbox"/> NO				
16.	IF HIKING OR CAMPING ACTIVITY:				
	a. Has a ranger, sheriff, police or other emergency personnel been notified of intent to be in the area?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
	b. Has area been checked for potential hazards?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
	c. Has the School Police Department been notified of the trip?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
	d. Has approval been obtained from the Office of Outdoor Education?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
	Name:	Signature:		Date:	
17.	IF A SCHOOL BUS IS TO BE USED FOR TRANSPORTATION, HAVE YOU CONTACTED THE TRANSPORTATION BRANCH, SCHOOL JOURNEYS UNIT AT (213) 580-2900? <input type="checkbox"/> YES <input type="checkbox"/> NO				
A P P R O V A L S	<input type="checkbox"/> PRINCIPAL	<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE:	DATE:
	<input type="checkbox"/> LOCAL EDUC SRVC CENTER	<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE:	DATE:
	<input type="checkbox"/> RISK MANAGEMENT (IF APPLICABLE)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE:	DATE:
	<input type="checkbox"/> OEH&S (IF APPLICABLE)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE:	DATE:
	<input type="checkbox"/> CENTRAL OFFICE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE:	DATE:
	<input type="checkbox"/> BOARD OF EDUCATION (IF APPLICABLE)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE:	DATE:
NOTE: ONLY TRIPS NOT ON THE PRE-APPROVED SITE LIST AND OVERNIGHT TRIPS MUST BE PROCESSED THROUGH THE APPROPRIATE DIVISIONS. Form 34-EH-57 Rev. 8/2012 C.C. 9661224812					

REQUEST TO ADD NEW SITE TO APPROVED SITE LIST FORM



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT I

REQUEST TO ADD NEW SITE TO APPROVED SITE LIST FORM – IV.G.3.

A. REQUESTOR INFORMATION

Requestor Name & Employee Number: _____

Date of Request: _____

Reason for Request: Field Trip Athletic Tournament Lease/Rental Other: _____

Name of Person/Title: _____

School/Department/ Facility Address: _____ Local District: _____

Contact Person: _____

Phone: (_____) _____ Fax: (_____) _____

B. NEW SITE INFORMATION

Name of Recommended Site: _____

Address: _____ Telephone number: _____

Contact person: _____

Type of site: _____

(PLEASE PROVIDE A COMPLETE AND FULL DESCRIPTION OF THE SITE, PURPOSE FOR VISITING THE SITE AND BROCHURES)

Activities offered at the site: _____

Please check if available at site:

Aquatic Inflatable Equipment Overnight Accommodations Other: _____

C. REVIEW PROCESS

1. Does the site and activity meet the safety standards of the District as established by OEH&S and Risk Management?
 Yes No
2. Does the site meet the applicable City, County and State laws and codes? Yes No
3. Does the site have the applicable permits and license as required by the appropriate licensing agency? Yes No
4. Did the site provide proof of insurance and add the Los Angeles Unified School District and the Board of Education of the City of Los Angeles, its officers and employees as an additional insured? Yes No
5. Does the site meet the required criteria for types of trips? Yes No

D. APPROVAL

RISK MANAGEMENT Approved Declined

OFFICE OF ENVIRONMENTAL HEALTH & SAFETY Site Visit Date: _____ Approved Declined

Please forward completed request to: Division of Risk Management & Insurance Services
333 South Beaudry Avenue, 28th Floor, Los Angeles CA 90017
Fax (213) 241-8956 Telephone (213) 241-3987

LAUSD FIELD TRIP REFERENCE GUIDE ATTACHMENT F



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT F

**PARENT'S OR GUARDIAN'S PERMISSION FOR A FIELD TRIP
AND AUTHORIZATION FOR MEDICAL CARE – IV.D. TRIP SLIP**

To the Principal of _____ School

_____ has my permission to participate in the
(Student Name: please print)

Field trip location: _____ on _____
(Date(s))

Departure time: _____ A.M. / P.M. Return time: _____ A.M. / P.M.

Supervising Teacher (please print): _____

LUNCH

METHOD OF TRANSPORTATION

____ Student will **be at school during lunch.**

____ Student is **Walking.**

____ Student will **be off-site during lunch.**

____ Student will ride in Private Vehicle.

PARENT MUST CHECK OPTION BELOW:

____ Student will ride on School Bus.

____ My child is requesting a lunch from the Cafeteria,
I will send appropriate payment based on my child's meal
eligibility (free, reduced, full price)

____ Other _____

____ My child will **bring a sack lunch without liquid.**

Parent or Guardian's authorization signature

Date

(INFORMATION TO BE COMPLETED BY PARENT AND TO BE REMOVED BY SUPERVISING TEACHER)

AUTHORIZATION FOR MEDICAL CARE

Should it be necessary for my child to have medical care while participating in this trip, I hereby give the School District personnel permission to use their judgment in obtaining medical care for the child, and I give permission to the physician selected by the School District personnel to render medical care deemed necessary and appropriate by the physician. I understand that the District carries **minimal** (\$1,500) excess student accident insurance for one day field trips which are conducted under the constant, direct and immediate supervision of designated school authorities and that injuries sustained while not under direct and immediate school supervision is not covered. I also understand that for field trips where constant, direct and immediate supervision isn't possible, the District requires students to be insured under separate, "Short Term 24-Hour" coverage.

Student Name: _____

Home Address: _____

Home Telephone No: _____

Business Telephone No: _____

Emergency Telephone No: _____

Authorized Signature of Parent or Guardian

Parent or Guardian's Name (please print)

Date: _____

PLEASE CHECK HERE IF INSTRUCTIONS FOR SPECIAL MEDICAL TREATMENT FOR THE STUDENT ARE ON FILE IN THE SCHOOL.

FORM 34-EH-17 REV. 8/05 STK No. 818901 125-89159-5 (ENGLISH/SPANISH)

PARENTS, PLEASE NOTE:

Section 35330 of the California Education Code states in part:

"All persons making the field trip 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".

Accident insurance can be purchased for a minimum daily rate by contacting the school.

This institution is an equal opportunity provider.

LAUSD FIELD TRIP REFERENCE GUIDE ATTACHMENT G



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT G

PERMISO POR PARTE DEL PADRE, LA MADRE, EL TUTOR O LA TUTORA PARA UNA EXCURSIÓN ESCOLAR
Y AUTORIZACIÓN PARA LA ATENCIÓN MÉDICA - CONSTANCIA DE AUTORIZACIÓN DE VIAJE -

Al director o directora de la escuela _____
_____ tiene mi permiso para participar en...
(Nombre y apellido del alumno: con letra de molde por favor)
Lugar de la excursión escolar: _____ el _____
(Fecha)
Hora de salida: _____ A.M. / P.M. Hora de regreso: _____ A.M. / P.M.
Maestro(a) supervisor(a) (por favor, con letra de molde): _____

ALMUERZO

El alumno, o la alumna, **estará en la escuela durante el almuerzo.**
 El alumno, o la alumna, **estará fuera del plantel durante el almuerzo.**

MÉTODO DE TRANSPORTE

El alumno, o la alumna, **camina.**
 El alumno, o la alumna irá en
vehículo privado.
 El alumno, o la alumna irá en el
autobús escolar.
 Otro medio de transporte _____

EL PADRE O LA MADRE DEBE MARCAR

UNA DE LAS SIGUIENTES OPCIONES:

Mi hijo(a) solicita un almuerzo de la cafetería.
 Enviaré el pago apropiado con base al derecho de comida de mi hijo(a)
(gratuito, precio reducido, precio total).
 Mi hijo **traerá un almuerzo en bolsa sin líquido.**

Firma de autorización del padre, la madre, el tutor o la tutora Fecha

(LA INFORMACIÓN SERÁ LLENADA POR EL PADRE O LA MADRE, Y EL MAESTRO O MAESTRA QUE SUPERVISE LA RECOGERÁ)

AUTORIZACIÓN PARA LA ATENCIÓN MÉDICA
Si fuera necesario que mi hijo(a) tuviera atención médica al participar en este viaje, por la presente doy permiso al personal del Distrito escolar para que use su discernimiento al obtener atención médica para mi hijo(a) y doy permiso para que el médico seleccionado por el personal del Distrito escolar brinde la atención médica que considere necesaria y apropiada. Entiendo que el Distrito escolar tiene un seguro complementario de accidentes para los alumnos por un **mínimo** de (\$1,500), para excursiones de sólo un día, las cuales son llevadas a cabo bajo la supervisión constante, directa e inmediata de las autoridades escolares designadas; y que las lesiones sufridas sin la supervisión escolar directa e inmediata no quedan incluidas. Entiendo, además, que para las excursiones donde la supervisión constante, directa e inmediata no sea posible, el Distrito requiere que los alumnos queden asegurados bajo una cobertura separada por <<un corto plazo de 24 horas>>.

Nombre y apellido del alumno: _____
Domicilio del hogar: _____
Número de teléfono en casa: _____
Número de teléfono en el trabajo: _____
Número de teléfono para emergencia: _____

Firma autorizada del padre, la madre, el tutor o la tutora
Nombre y apellido del padre, la madre, el tutor o la tutora
(por favor con letra de imprenta)
Date: _____

POR FAVOR MARQUE CON UN X AQUÍ SI LAS INSTRUCCIONES PARA LA ATENCIÓN MÉDICA ESPECIAL DEL ALUMNO O ALUMNA ESTÁN EN EL EXPEDIENTE DE LA ESCUELA.
FORMULARIO 34-EH-17 REV. 8/05 STK No. 818901 125-89159-5 (INGLÉS/ESPAÑOL)

PADRES DE FAMILIA, POR FAVOR NOTEN:

El artículo 35330 del Código de Educación de California declara en parte:
"Se considerará que todas las personas que hagan la excursión han renunciado a todos los reclamos en contra del Distrito o el Estado de California por lesión, accidente, enfermedad o muerte que ocurran durante o por razón de la excursión o el viaje escolar."
Se puede comprar un seguro de accidente por una cuota diaria mínima a través de la escuela.
Esta institución es un entidad que proporciona oportunidades equitativas.

LAUSD DISTRICT REFERENCE GUIDE IV.H.1. “CHECKLIST FOR ANY EMERGENCY”



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Office of Environmental Health & Safety – IV.H.1.

CHECKLIST FOR FIELD TRIPS **“BE PREPARED FOR ANY EMERGENCY”**

APPLICABLE TO ALL FIELD TRIPS¹

AT LEAST ONE MONTH BEFORE THE TRIP

PROGRAMMATIC CONSIDERATIONS

- P1 Is the educational trip connected with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, in any other state, the District of Columbia, or a foreign country for elementary or secondary school students?
(Education Code §35330 (a), Board Rule 2379)
- P2 Is the educational trip for students enrolled in early education centers or in elementary, secondary or adult schools of the District?
(Board Rule 2379)
- P3 Does LAUSD ensure that students will not be denied participation in the educational trip because of race, color national origin, sex, or handicap?
(Board Rule 2379)
- P4 Is this educational trip educationally worthwhile and does it lead directly to the educational growth of the students?
(Board Rule 2379)

ADMINISTRATIVE CONSIDERATIONS

- A1 Does the educational trip engage LAUSD personnel, as they desire, to contribute their services beyond the normal period of employment, if necessary?
(Education Code §35330 (b))
- A2 Will adequate supervision be provided by certificated LAUSD personnel?
(Education Code §35330 (d), Board Rule 2379)
- A3 Has the appropriate approval process been followed for this educational trip?
(Board Rule 2106)

¹ Answers to all checklist items should be “yes” unless they are not applicable to the particular educational trip (e.g., F5, T1, T2, T3 or R3). NOTE: This checklist is not a substitute or replacement for the authorities cited or Local District guidelines. Please consult the appropriate materials for details.

