

# LOS ALAMITOS UNIFIED SCHOOL DISTRICT

10293 BLOOMFIELD STREET

LOS ALAMITOS, CA 90720

## BOARD OF EDUCATION

MARLYS DAVIDSON, MEGAN CUTULI, DIANA HILL, SCOTT FAYETTE, CHRIS FOREHAN

## SUPERINTENDENT

DR. ANDREW PULVER

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## PRINCIPAL'S MESSAGE

Parent and booster organizations provide tremendous support to our athletic, performing arts, academic, and activity programs. This support is in the form of volunteer assistance as well as financial. The Los Al community has a long history of ensuring the high school affords all of our students the needed assistance for them to thrive during high school as well as beyond.

The booster handbook has been prepared to assist you with performing the tasks of your organization. Included in it are necessary legal guidelines to prevent potential liability issues for your group, as well as suggestions to guide you through district and school regulations and policies.

On behalf of the entire LAHS faculty and staff, thank you for your time, tireless hours, and personal resources that you provide for our students. Our continued partnership in support of all Griffins will continue to make Los Alamitos High School the quality high school it is.

Christiana Kraus  
Principal

## ACKNOWLEDGEMENTS

This handbook was created after reviewing materials from similar successful high schools, district and CIF rules, and by staff input. Any suggestions for future additions should be forwarded to the Los Alamitos High School (LAHS) Activities Office



# TABLE OF CONTENTS

School Directory .....	3
Booster Club Organization.....	4
Financial Guidelines .....	5
Coach Pay .....	6
Fundraising .....	8
How To Be a Supportive Parent .....	10
Coaches .....	11
Extra Service Hiring .....	12
Athletic Complaint Process .....	14
Chaperone Guidelines .....	15
Banquets .....	16
Use of Facilities .....	17
Scheduling Conflict Procedure .....	18
Transportation Rates .....	19
Appendix .....	21
Related Information – LAUSD Board Policies and Regulations	
▪ Field Trips .....	21
▪ Transportation .....	21
▪ Fund-Raising .....	22
▪ Field Trip Forms .....	26
▪ Transportation Request Form.....	22
▪ School Driver Certification Form .....	27
▪ Waiver of Liability Form .....	28
On Campus Fundraiser Approval Form.....	36
Gambling / Raffles .....	37
Walk-On Coach Pay Schedule .....	38

**LOS ALAMITOS HIGH SCHOOL**  
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**LOS ALAMITOS, CA 90720**

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Phil Bowen, Assistant Principal, Student Services, Attendance	82206
Jane Baldauf, Secretary, Student Services	82207
Tina Fenner, Secretary, Attendance	82226
Elizabeth Tuliau, Attendance Clerk (A-K)	799-4796 or 82221
Candice Lopez, Attendance Clerk (L-Z)	799-4797 or 82222
Cheryl O'Neill, Data Tech	82215
Kendelyn Michaels, Transcripts and Records	82216
Eddie Courtemarche, Assistant Principal, Activities, Athletics, Arts, & Facilities	82235
Richard Smith, Athletic Director	82233
Tami Sciacca, ASB Director	82423
T.J. Fenton, ASB Director	82421
Robynn Pennala, Secretary	82234
Nikki Tweet, Account Clerk	82237
Cara Vienna, Assistant Principal, Special Education, Counseling, Technology	82236
Kristine Morris, Psychologist - Student Support & Skills Lab	82232
Rae Israelsky, Secretary	82228
Lillian Ford-Patterson, Counseling Assistant	82208
Tyler Mortensen, High School Maintenance	82158
Dawn Chester, Classified Payroll	80436
Dr. Andrew Pulver, Assistant Superintendent Human Resources	80406
Health Office (Cassandra Palacios, Monica Gutierrez, Monique Jorgensen)	82229 and 82227
Justin Padilla, Band	82519
David Moellenkamp & Moana Dherlin, Choir	82518
Rikki Jones, Dance	82501
Stacy Castiglione, Drama	82513
Jennifer Ramirez, Cheer/Song	82256
Paul Crockett, Band	82912

Other contacts are listed on the district website at [www.losal.org](http://www.losal.org)

## BOOSTER CLUB ORGANIZATION

The Board of Education recognizes that parents may wish to organize booster clubs for the purpose of supporting school or district programs that provide a source of positive involvement for students.

The Board is supportive of such activities and welcomes the interest and participation of parents in various aspects of student life. The Superintendent is directed to develop regulations that will establish a school-booster club liaison; provide for the acceptance of gifts; establish the principle that the clubs are not functions of the school or district; and ensure, if possible, that the co-and extra-curricular programs are kept in proper balance.

The Board requires booster clubs to function as organizations independent of the school district. The role is to be supportive of programs rather than to influence the direction or content of programs and, as such, each booster club shall have their own tax identification number.

To help maintain the communication and relationship between the school district and the booster clubs there will be informational emails sent to booster representatives throughout the year. Please make sure the Athletics/Activities office has the correct contact information for your group.

### ***PURPOSE***

The purpose of this handbook is to help parents, boosters, and community members understand school and district policies and to operate in a unified manner. It has complete information regarding school programs. Information on booster club organization, financial guidelines, and questions regarding student eligibility and coach certification are included.

### **PHILOSOPHY**

Booster clubs provide necessary and valuable services to many clubs, organizations, and athletic teams at Los Alamitos High School. The goal of booster clubs is to support the programs both emotionally and financially. Coaches and advisors and boosters are asked to keep the following things in mind when working with the district or school:

- The school and booster clubs should do everything possible to inform parents of the program's financial needs, which will ensure a high-quality co- and extracurricular experience for students. Parents new to Los Alamitos are often very surprised to learn how expensive these activities can be. One of the primary considerations of the booster club should be those families unable or unwilling to financially support (through donations) co- and extracurricular programs. Students will **never** be denied participation because they are unable to pay or donate. Booster clubs should budget for students in need.
- Booster clubs are organized to assist a program. Members perform many voluntary tasks during the course of the year. Whenever possible, they should be recognized for their hard work.
- Parents in the Los Alamitos community have a keen interest in the co- and extracurricular programs and in all students having a positive experience with their involvement. Coaches and advisors should always be truthful with students and parents when assessing any situation.
- Communication is crucial! Practice and game schedules should be provided as soon as possible and parents should be notified promptly of any changes. Coaches should be prepared to discuss the status of a student at appropriate times; often by appointment.
- Booster clubs are not under the direct control of the school district; rather, they function under their own elected board of directors with a faculty/staff/coaching advisor. Booster clubs should reflect school and district guidelines and accept their role as being supportive of programs, not one of influencing direction or content.
- Parents do not have to pay to join a booster club in order for their students to participate in any program. Boosters may solicit membership to support the programs, but parents do not have to join.

## FINANCIAL GUIDELINES

Booster club accounts are not run through the school district or the school ASB. Booster clubs must have their own federal tax identification number. Booster clubs are required to operate their own bank accounts that are not subject to school audit. The boosters decide how the money they raise will be spent; however, this is usually done under the coach/advisor direction. The following recommendations ensure clubs do not violate any rules and regulations:

- Booster club accounts should be established at a reputable banking institution. It is getting more difficult each year to open an account and the most likely scenario is that parents wishing to start a booster club will have to create a non-profit organization. Booster clubs may not use the district tax identification number for this purpose.
- Booster club budgets should be created in consultation with the head coach/advisor. Usually, the coach/advisor creates a prioritized “wish list” from which the boosters operate. The boosters then conduct their fundraising activities to meet the needs of the program. The head coach/advisor and the booster club should make spending decisions collaboratively. The coach/advisor should attend budget meetings in order to help make decisions.
- Every account should be set-up to require two signatures for any withdrawal. No coach or advisor may be a signer on a booster club account. Boosters should never write a check to a coach unless it is a reimbursement for something used in the program and then only if the coach provides a proper invoice or receipt.
- All disbursements (payments) should be made by check and no checks should ever be made out to “Cash.” Boosters should not release checks without the proper documentation and back up. Whenever possible, checks should first be authorized through a process devised by the booster club. The booster club treasurer should maintain a record of all receipts in preparation for an annual audit.
- Treasurer reports, budget updates, and financial reporting should be kept current. Members should be updated at all booster meetings or in a timely manner upon request. Accurate record keeping is essential for booster club operation.
- All donations must be made to the district for Board approval; equipment, monetary donations, and supplies would all be included under this policy. If the boosters pay for an assistant coach, the money is paid to the district and the coach is paid through payroll. Boosters cannot write checks to individuals for coaching services. **ONLY THE DISTRICT CAN EMPLOY COACHES AND ADVISORS.**
- When scheduling banquets and special events for which the booster club is responsible, contact the Activities Office for the blackout calendar list. Boosters need to check with this list to ensure that multiple large activities are not scheduled on the same date and to assist with staff availability. Activities also have a list of current booster officers. **Please inform the Activities Office when booster officers change.**
- **Coaches must be paid per the LAEA certificated employees’ contract.**
- **Insurance is required** if the booster group is on campus and doing any kind of fundraising activities, etc., if the activity has any risk involved. Additionally, the insurance policy must include an endorsement certificate. Please refer to the Los Alamitos Unified School District website for a sample of the endorsement certificate. Please review the “Use of School District Facilities” section in this handout for more complete details on requests, insurance certificates, and permission for activities.
- Booster groups with large budgets may wish to use two treasurers and/or have treasurers serve a two year term.

## COACH PAY

As was previously mentioned, all coaches must be paid per the LAEA contract and via the LAUSD District Office.

Every coach must be identified with one of the following positions listed below. Please note if your activity is not specifically mentioned, it is included in the “all other sports” category. To add any new coach, you must follow the section in this book entitled “Hiring Process for Walk-on Coaches” on page 11. Adding additional positions to your group’s list requires booster minutes to be submitted to the Assistant Principal of Activities and Athletics; this includes, but is not limited to, non-CIF groups as well band, choir, cheer and dance.

Boosters may choose to pay coaches for off season work, however those payments can not be received by the coach until the end of the season. **NO monthly payments will be made to coaches; this is a change from years past.** When paying coaches the contract and payment process must be followed. The uniform salary schedule must be followed at all times, including the off season.

The district does not fund all positions listed. Booster-funded positions will have BOTH employee tax contributions and employer tax contributions deducted from the booster check. Additional employer tax contributions can be paid by the booster group to ensure walk-on coaches receive the same gross earnings as district-paid positions. Walk on coaches may not receive more than three stipends per year. Please contact Dawn Chester at 562-799-4700 ext. 80436 at the District Office for exact amounts.

PLEASE SEE EXTRA SERVICE PAY SCHEDULE NEXT ON NEXT PAGE

**The school requires 15 working days prior to the end of the season to process their paperwork to reach the District Office by the due date. Coaches will only be paid at the end of their season.**

## New Pay Periods Starting Fall 2022:

Fall ☐ December 10<sup>th</sup>

Winter ☐ April 10<sup>th</sup>

Spring ☐ July 10<sup>th</sup>

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
EXTRA SERVICE PAY SCHEDULE

Dance Director	3,476.00
Sports – Athletic Director	4,987.00
Football – Head Varsity	3,821.00
Asst. Varsity Coach	2,486.00
Jr. Varsity Coach	2,104.00
Sophomore Coach	2,104.00
Freshman Coach	2,104.00
Asst. Freshman/Sophomore Coach	1,929.00
All Other Sports	
Varsity Coach	3,476.00
Assistant or Junior Varsity Coach	2,486.00
Freshman/Sophomore Coach	2,104.00
Assistant Freshman/Sophomore Coach	1,929.00
Trainer – Head Trainer (monthly)	1,500.00
Assistant Trainer (monthly)	599.00
CIF	
- Pays coach(es) per week as follows:	
- 10% per week CIF team sports	
- 10% per week for trainer in CIF team sports	
- 10% per week CIF for individual sports	
- 10% per week for band, drill team, song and cheer	

Board Approved: March 22, 2016

Effective Date: First regular teacher work day for the 2016-2017 school year

## **FUNDRAISING**

The Board has granted permission for booster clubs to conduct fundraising on behalf of school programs as long as certain parameters are met. The Los Alamitos High School Assistant Principal for Activities must approve all aspects of any fundraiser. See appendix for booster club fundraiser “ownership” list. The following items must be understood prior to developing a fundraising program:

- Student body funds must be used to promote and finance worthwhile extra- and co-curricular activities. Money raising projects must, in general, contribute to sound educational principals and must not be in conflict with the ideals of the educational program.
- There is a clear delineation that defines ASB versus booster club fundraising. Fundraising that involves only students in selling, marketing, or collecting must have the funds deposited into the ASB account. Money generated by the boosters must be the result of activities planned, operated, and run by the parents. Basically, students selling to other students or staff during the school day is an example of ASB fundraising. After school and weekend fundraising may be deposited into booster accounts. Candy sales during school hours are no longer allowed by Federal Law.
- The LAHS Athletic Department is the **ONLY** group that is allowed to host Sports Physicals as a fundraiser. Booster Clubs are encouraged to have their students participate in this event to raise funds to pay for officials and school related athletic costs.
- Boosters may donate to an ASB account, but student money may not be used or transferred to booster accounts. Any money that boosters donate to student accounts becomes advisor controlled and cannot be influenced by any booster organization.
- In an effort to prevent fraud and unfair competition, the Activities Assistant Principal must approve any fundraising in which Los Alamitos High School is represented. Booster and ASB groups should schedule all of their fundraising through the Activities Office to prevent competition. Booster or ASB groups wishing to fundraise on campus must email Eddie Courtemarche at [ecourtemarche@losal.org](mailto:ecourtemarche@losal.org) for approval. Groups will be notified within 5 school days if the fund-raiser was approved.
- Any material that is being distributed on campus for a Booster Club must be submitted for approval and have the Superintendent's electronic stamp. Only material with the superintendent's electronic stamp may be distributed. Once a group “owns” a fundraiser, other groups are prevented from doing the same one, unless you have permission from the Assistant Principal in charge of Activities.
- Money generated from ticket sales at any school athletic event, performance or activity must be deposited into the appropriate ASB account. Pre-numbered tickets and cash boxes for these events must be checked-out from the Activities Office and a ticket management form must be completed for each cash box distributed. Tickets and money must balance at the end of an event. Boosters may operate concession stands at school events with prior permission, and insurance if any food sales, BBQ's, etc., are included. To coordinate cash boxes for ticket sales, contact the school account clerk, Nikki Tweet, extension 82237. It is important that the ticket control sheets are filled out completely and accurately when the cash box is returned. If there are repetitive problems with control sheets being inaccurate then the booster group will be responsible for paying for a ticket taker and seller at every home event.
- A list of all schools participating in a tournament must be submitted to the Activities Office and all tournament entry fee checks must be deposited into ASB. ASB must pay all officials and referees from this tournament entry fee money, not the general Athletics Gate account. If this event is a fundraiser refer to the “Use of School District Facilities” section of the book. Due to state law, no “fund-raising” or “give away” is allowed.



- **Pursuant to California law**, no food sales of any kind, including bake sales, may be conducted during school time. School time is defined as being from 8:00 a.m.-4:00 p.m. each day school is in session unless there is a minimum day.
- Advertising banners may be used as a fundraising tool but are subject to strict guidelines. Signs may be displayed at home games or matches during the season of sport only on the inside walls of the gym and pool area, and on the inside fences of the tennis courts and athletic playing fields during the time of that specific co-curricular activity. Banners must be taken down at the conclusion of each season. The Athletics Assistant Principal must approve the banner contents and desired location.
- The LAHS Assistant Principal of Activities must approve all aspects of any fundraiser.
- Booster Club's that are interested in having banners or balloons made for an event by ASB may do so with at least two weeks' notice. The prices are as follows: Posters \$5 each, Individual Balloons \$1 each and Balloon Arches \$200 each.

## ***HOW TO BE A SUPPORTIVE PARENT***

Being a parent of a high school interscholastic athlete or other competitive group member can be an extremely exciting experience. Los Alamitos High School has students participating in over 20 different sports with over 45 levels of competition, as well as many other competition groups. Participating in this adventure with a student can and should be a cherished activity. Parental support is very important to these competitors, the high school, and the community.

The following are suggestions that may help promote a positive and productive experience for student competitors and their parents:

- Be positive. Being on a high school team is quite an accomplishment. Don't let playing time dictate the competitor's happiness. Celebrate the fact he/she was good enough to make the team. For example, of the 300 students who participate in youth baseball leagues, perhaps only 5-10 will be able to compete at the varsity level by their senior year. Each year a student remains on a team is a cause for celebration.
- Be supportive of the coaching staff in front of your student competitor. Nothing can erode teamwork faster than athletes/performers doubting the capabilities of their coaches. It can be a cancer that affects performance, confidence, and the edge needed to compete. Most teams are so evenly matched that many times it is this little extra that can spell victory or defeat. Coaches will listen, appreciate confidentiality, and give a timely response.
- Be part of a network. Whether a part of a booster club or not, parents can create very special relationships which are fostered over the careers of athletes and performers by socializing with other parents. This may take place at games, team meals, after-game parties, etc. Parents need support too! Be positive. If a parent is concerned about a "rumor" that is being spread, he/she should call someone to verify and clarify. Don't perpetuate a rumor by passing it on or by remaining silent about an issue that could affect a program.
- Be a booster parent. Be satisfied with supporting the athletic or competitive group without ever thinking that you have to contribute time and/or resources to allow your student-athlete-performer to play. This is one of the two biggest false premises that are perpetuated from year to year. The other false premise is that if a parent complains to a coach/advisor, his/her child's playing time or position will be affected. A parent should donate to help make the experience for every student the best it can possibly be. Booster clubs do make a difference, but the spirit should be focused on the total program.
- To say winning and losing is not important is untrue. If it were, we would not keep score. The higher the level of play, the greater the emphasis will be on being competitive. Los Alamitos takes great pride in past accomplishments, but it is not the outcome of a particular game or season, which is important; rather, it is the process of becoming competitive that most student-athletes-performers relish. If, as an entire community, the goal is to strive for being consistently competitive, then success will take care of itself.
- Promote excellent sportsmanship. Parents should attend games/competitions and cheer for Griffin success. Game officials or judges do not favor one team over another and have nothing personal against any group. Yelling or cursing at officials or referees is unacceptable. Parents should also support the program by not criticizing coaching decisions at games. Parents have rights to their opinions, but voicing them inappropriately can never be construed as proper sportsmanship. Parents who demonstrate poor sportsmanship will be removed from a contest. Remember: positive cheers only.
- Keep things in perspective. Having lofty expectations for a student-athlete-performer is a normal, healthy, and challenging goal. In striving for these expectations, parents must be realistic. Not everyone will receive a college scholarship based on their competitiveness, nor should a student-athlete-performer's success be measured by a scholarship offer. Los Al has had a number of athletes/performers receive scholarships based on the hard work of all stakeholders, particularly the students themselves. The coaching staff will assist interested students in finding an opportunity to continue competing at the next level, but they will never recommend a school at which the student cannot potentially be successful.

The students alone do not dictate the success of the competitive program. It is a joint venture of all stakeholders. If the contribution of any group is less than total, the entire program stands to lose.

We have a tremendous amount of support for Los Alamitos student-athletes-performers and competitors by the coaches, teachers, administration, and the school board. Parental support, which is incredible at Los Alamitos, is the most important. Parents are the ones with the most vested interests in seeing their student have a positive experience.

## ***CERTIFICATION OF COACHES***

Title V of the California Education Code governs schools and districts as to how they hire coaches. It sets standards that all coaches, certificated and walk-on, must meet prior to working with students. Title V requires that school districts conduct a search of all certificated staff prior to hiring a walk-on. All coaches must meet the following standards and criteria:

- Possess valid first aid and CPR certification
- Show expertise in the specific sport *or activity*
- Have prior experience with age group coaching
- Have experience in the psychology of competition
- Submit a completed application to the Human Resources Office
- Complete an Employment Eligibility Form
- Submit negative results of a TB test
- Have a verified fingerprint check approved.
- CIF certification

There are many ways to accomplish and verify the preceding requirements. All of these must be completed prior to working with LAUSD students. The principal or designee makes coaching assignments. The athletic directors and group advisors advise the administration on the selection of coaches. Potential coaches have approval of the Athletic Director before their application is forwarded to the district.

**Coaches MUST be cleared by Human Resources in order to have any contact with students or get paid!** If you have a question about a coach being clear please contact Dr. Joe Fraser, Assistant Superintendent of Human Resources, at ext. 80406.

## ***EVALUATION OF COACHES***

Evaluation of the athletic and non-athletic staff resides with the school administration. If you have any questions about coaches you should contact the Assistant Principal of Athletics.

## LOS ALAMITOS HIGH SCHOOL EXTRA SERVICE ANNUAL PROCESS

- \* The sport/activity coach/advisor annually assesses the needs of the program.
- \* Using the Extra Service Pay Schedule in the LAEA/District Contract; the coach/advisor must complete an extra service pay voucher for each position of need and work with the Assistant Principal for Activities to get them turned into the District Office.
- \* A position can be paid only from the Extra Service Pay Schedule.
- \* If needs are above the Extra Service Pay Schedule, the coach/advisor must meet with his/her principal or designee.
- \* The assessed needs must be approved by the principal before any position is posted or hired.
- \* The entire program needs approval of the principal or designee. The principal needs:
  - \* All positions that the coach is recommending for the year prior to Booster approval
    - \*How each position will be funded—District or Booster
    - \*Title of each position recommended to be funded
    - \*Cost of each position recommended to be funded
    - \*Coach or advisor receives Booster Club approval to fund raise for positions
    - \*Principal **or designee** final approval
    - \*Minutes or written approval of Booster Club fundraising should be attached.
    - \*The principal/**designee** then brings all sports and activities to the Assistant Superintendent of Human Resources for approval.
    - \*Assistant Superintendent of Human Resources submits to the Board of Education for approval.

### *Extra Service Hiring*

Posting for Certificated and Non-Certificated	District
Complete organization chart from the sport or activity	Coach or Advisor
Timeline of when to post openings	Coach or Advisor
Post opening on District website	District
Post 10 days before hiring	
Offer to teaching staff	
Application completed by applicant prior to hiring	

## HIRING PROCESS FOR ATHLETIC, CO-CURRICULAR, EXTRA-CURRICULAR COACHES AND ASSISTANTS

The school site may make a recommendation for hire. However, a candidate cannot begin working with students until he/she has completed the hiring process. Human Resources will notify the site when a candidate has been cleared for work with students.

For open Head Coach Positions, the Athletic Director will notify the Assistant Principal/Principal of a vacancy. The site must first determine if a qualified certificated teacher is qualified for the position. If there is not a certificated staff member qualified for the position, Human Resources will post the opening. Interviews will be held at the site level. A recommendation for hire from the Principal will be forwarded to Human Resources. The candidate must then complete the hiring process before beginning work with students.

The Hiring Process for assistant coaches is as follows:

1. The Head Coach determines that a coaching vacancy exists.
2. The Head Coach meets with the Athletic Director to approve the vacancy.
  - Head Coach presents coaching organizational chart showing paid and volunteer coaches, and funding source
  - Head Coach recommends finalist for vacancy
3. The Assistant Principal/Principal Approves the vacancy and recommended appointment
4. The Assistant Principal notifies Human Resources of tentative appointment.
5. Human Resources will contact the candidate to begin the hiring process. The candidate must visit the HR office to start this process.
6. The hiring process will include the following:
  - Completed employee application

- Fingerprint Scans with DOJ/FBI clearance
  - Proof of CPR Certification
  - Proof of First Aid Certification
  - Proof of TB Clearance
  - I-9 Verification
  - CIF Certification
7. Human Resources will contact the Assistant Principal when a candidate has fulfilled all requirements of the hiring process.

Board Approval

\*Asst. Supt., Human Resources

*After all is completed, a walk-on coach is approved to begin working with students.*

## **ATHLETIC COMPLAINT PROCEDURES**

People interested in the athletic program of the school may occasionally raise questions concerning the program and/or staff performance. Los Alamitos High School uses the following procedures when dealing with athletic/program issues:

- When there is a concern, the student must initiate a conversation with the coach/advisor in which he/she calmly relates the concern. The coach/advisor will engage in the conversation in order to try to reach a positive resolution. This conversation may require an appointment made for a date and time which is mutually agreed.
- If, after speaking to the coach/advisor, the student feels that his/her concern/question was not answered, he/she can ask his/her parents to help. Parents should wait until practice or game is completed or make an appointment with the coach at a time that does not conflict with the coach's school duties, practice or competition schedule. These kinds of conversations should not take place immediately following a game or competition. At this meeting, parents have every right to discuss playing time, treatment of their students, etc., but it is inappropriate to discuss any other players. The biggest myth surrounding high school athletics is that there is a cause-effect relationship between a parent complaining and student playing time. Coaches play the athletes who deserve to play because the athletes are members in good standing and have proven themselves on merit.
- Meetings with the coach usually resolve any issue. If the issue is not resolved, parents may meet or discuss concerns with the athletic director. The athletic director will inform the school administration regarding the issues and the resolution of the situation. Non-athletic programs meet with the Assistant Principal of Activities and Athletics.
- In rare circumstances, parents may feel they need to meet with the school administration even after discussing the situation with the athletic director. At this point, a meeting will be set up with the student, parents, coach, athletic director, and the activities assistant principal to review any remaining concerns. The assistant principal will give a detailed report to the principal regarding the outcome of the meeting.
- The principal is the final authority.
- Sensitive personnel matters should be reported directly to the principal. All personnel matters will be handled in a confidential manner consistent with Los Alamitos Unified School District policies.

These procedures are not in place in an effort to "wear the parent out;" rather, they have evolved because personnel are hired to do certain things. Coaches are hired to run teams and programs and they are the ones who have the most knowledge. Athletic directors are in their roles because they love the school, the kids, and all of our teams, and they have experience dealing with the supervision of coaching staffs. The activities assistant principal is the principal's designee regarding all athletics and other competitive programs and has to be the most knowledgeable employee regarding CIF eligibility rules.

## **WHAT IS CIF?**

CIF is the governing organization for interscholastic athletics for the state and is divided into ten sections ranging in size from six-member schools (Oakland) to 515 (Southern Section). CIF is a principals' organization that establishes various committees to create and pass legislation. The CIF-SS office, which is located in Los Alamitos, is staffed with a commissioner and four assistant commissioners. Their role is to *enforce and interpret* legislation approved by the member schools. These commissioners do not create the rules. Parents should direct inquiries regarding eligibility or any other rules to the athletic director or the activities assistant principal of activities and athletics before calling CIF. Other competitive groups may or may not have a governing body similar to CIF. That organization's rules may play a role in some decisions.

## IMPORTANT RELATED MATTERS

### **CHAPERONE GUIDELINES/REQUIREMENTS**

Many times, parents are asked to assist as chaperones on overnight field trips and contests that take place away from school. Chaperones are needed to ensure a safe and rewarding trip for all concerned. This is a very important role and the school has developed the following chaperone guidelines:

- All volunteers who work with students for an extended length of time are required to present a certificate of being free of active tuberculosis as well as fingerprint clearance. Chaperones that will 1) be near students more than one hour a month, 2) ride in a vehicle with students, and/or 3) accompany students on a field trip/activity must be free of active tuberculosis. This must be determined by a specific skin test called the Mantoux, which is injected under the skin. No other skin tests, such as the tine (multi-puncture skin test) or chest x-ray are acceptable. TB skin testing is required every four years. These chaperones also need to be fingerprinted.

As a volunteer, you fit into one of five categories:

1. You are a continuing volunteer and have a current TB skin test certificate (performed within the past four years) which is on file at the school.
  2. You are a new volunteer and have a current TB test certificate. You will need to send a copy to the Los Alamitos High School Main Office as soon as possible.
  3. You have a certificate, but it was issued more than four years ago or expires sometime during the current school year, which means that a new test will need to be performed.
  4. You have never had a Mantoux TB test. You must have a new one. You may go either to a clinic or doctor of your choice.
  5. You are a person with a history of a documented positive skin test. You do not have to be skin tested. A copy of either a current chest x-ray report (within four years) or a certificate from a medical provider, proving absence of active tuberculosis must be submitted to the school health office.
- Know all the relevant information regarding the trip, including destinations, timelines, itineraries, etc. The advisor/coach will review all the information with the chaperones prior to the trip.
  - Understand all emergency rules. Know evacuation routes; keep all emergency and authorization to treat a minor cards, and emergency phone numbers handy.
  - Make sure students follow instructions and remain in designated areas for supervision.
  - On overnight field trips, chaperones may need to take turns staying up to patrol hotel hallways.
  - Get to know all the students on the trip. This helps with the trust factor, but more importantly, it enables a chaperone to identify who belongs to the group. Sometimes teams take trips where other schools are present and these schools may have students who wish to "join" the LAHS group. It is important for chaperones to know which students belong to Los Alamitos.
  - Make sure students do not leave the group. They should always travel in groups or with a designated adult chaperone.
  - Parents who plan to chaperone events may want to become emergency first aid and CPR certified.

## **BANQUETS**

Most teams and groups conduct end-of-the-season or end-of-the-year banquets. All team/group banquets are under the direction of the head coach/advisor of the program. Many times, head coaches share this responsibility with boosters. Boosters who plan banquets should keep the following things in mind:

- The first step in organizing a banquet is to select a date. **All banquet dates must be approved by the Assistant Principal in charge of Activities** to avoid conflicts with other scheduled banquets or school activities. The Activities Office maintains a “Blackout Date Calendar” to prevent numerous events on one date. Conflicts are particularly acute in December, May and June. Please try to avoid scheduling banquets on Saturday or Sunday, we want to have administration representation at each banquet. Organizers of banquets should send invitations to the Activities Office for distribution to the proper administrator (Robynn Pennala 799-4780 x82234).
- **Once the date is secured**, site selection is the next step. The room should be big enough to accommodate the anticipated crowd with room available for award tables and video screens if necessary. The cost of the banquet should be appropriate for family budgets. Generally, \$15-25 is the price range that is reasonable. Since all team members must be allowed to attend, provisions must be made to cover the costs of students who need financial assistance.
- Organizers of banquets should be conservative with menu selection. Chicken and pasta are the safest bets. Seafood should be avoided. Choosing “kid-friendly” food should also be at the forefront.
- Awards are the domain of the coach/advisor. Most of the time, awards are the same from year-to-year. All American Trophy in Whittier (323-725-1962) is the company that the Sunset League and most LAHS coaches use for their awards. Coaches need to order trophies in plenty of time. If you need certificates printed from the Activities Office please contact Robynn and give her AT LEAST a two-week’s notice.
- When speaking at a banquet, coaches need to prepare a script for the evening. This script should include a section thanking parents and boosters for their contributions to the program. A script ensures accuracy of comments and will help avoid long, rambling comments that lengthen the evening unnecessarily, potentially damaging a positive event. It is imperative that coaches prepare properly for player introductions and accomplishments. Banquets are the time to celebrate the season, not dwell on areas of improvement or mistakes made.  
  
At least one academic award (top GPA, most improved student, etc.) should be an annual presentation at every banquet. Don’t hesitate to invite the administrative designee to present this award. The ASB/Athletics budget will pay for this award for each team.
- Whenever possible, banquets should be held within our community.
- **Banquets may NOT serve alcohol, even to adults, or have alcohol in the room!**



## USE OF SCHOOL DISTRICT FACILITIES

School facilities may be reserved and used for a fee which is calculated based on which part of the campus is requested. Your Facilities Use request form must include the days(s) and hours(s) of the event, and the type of user group. The District will determine the custodial/restroom coverage needed **and insurance is always required**. All information and regulations regarding use of facilities are available in the Student Services Office during the school year. It is important to not wait until the last minute to request a facility or seek insurance. We recommend that you start the process no less than 90 days in advance of the event to ensure timely processing of your paperwork. The District must review the application, assign and have fees paid, and have your insurance certificates on file in order to approve your application.

LAUSD facilities may be used year-round, and the process for reserving facilities at the high school is handled by different staff members, depending on the time of year. During the school year, high school facilities are scheduled through the online calendar system, Facilitron. If you need assistance using the online calendar you can contact Robynn Pennala at ext. 82234. During the breaks and especially over the summer, please contact Tyler Mortensen, High School Plant Supervisor, at (562) 799-4780 ext. 82158. Facilities Use forms may be obtained from either person.

Remember, the booster group must seek approval for the Use of the Facilities for the type of event proposed. High risk events are likely to be denied, and all events or fundraisers (including simply selling open or made to order food, whether cooked on-site or not) do require insurance for everyone's best interest.

**Insurance:** Any on-campus booster activity that is more involved than a simple meeting will require proof of liability insurance (\$1,000,000.00), and LAUSD must be named as an additional insured on the certificate. This insurance is mandatory, protects all parties involved, and will not be waived under any circumstances. For information on where to obtain insurance for your booster group, please contact Shoshana Dornblaser at the District Office, (562) 799-4700, ext. 80449.

Anytime a Booster Club is profiting money from an event there should be a facility use form on file, fees paid and proper insurance on file. In some cases, classified personnel will need to be on staff for an event (PAC), in which case it would be the responsibility of the Booster Club to pay overtime for the employee.

## ***National Collegiate Athletic Association (NCAA)***

All students who wish to participate in college athletics on the Division I or Division II level as a freshman must register for certification with the National Collegiate Athletic Association (NCAA). Students must wait until the end of their junior year and then pick-up a booklet from Rhonda Bela in the Records Office that includes everything one could ever want to know regarding recruiting and eligibility. These forms are available beginning June 1 of the junior year. When the appropriate forms are completed, transcripts are sent to the NCAA. Athletes must meet the following minimum standards for college freshman eligibility:

- Graduate from high school
- Successfully complete a core curriculum of at least thirteen academic courses as follows:
  - English 4 years
  - Mathematics (two years of mathematics courses at the level of Algebra I or above) 2 years
  - Natural or physical science (including at least one lab course) 2 years
  - Additional courses in English, mathematics, or natural or physical science 1 year
  - Social Science 2 years
  - Additional academic courses (in any of the above areas or world language, computer Science, philosophy or non-doctrinal religion courses) 2 years
- Have a core-course grade point average (based on a maximum of 4.000) and a combined score on the SAT verbal and math sections or a sum score on the ACT based on the qualifier index scale.
- A "partial qualifier" is eligible to practice with a team at its home facility and receive an athletics scholarship during his or her first year at a Division I school and then has three seasons of competition remaining. A partial qualifier may earn a fourth year of competition, provided that at the beginning of the fifth academic year following the student's initial, full-time collegiate enrollment, the student athlete has received a baccalaureate degree. In order to be classified a partial qualifier, students may not have met the requirements of a qualifier, but are required to:
  - Graduate from high school

- Successfully complete a core curriculum of at least 13 academic courses in the appropriate core areas.
- Present a core course grade point average and a combined score on the SAT verbal and math sections or a sum score on the ACT based on the partial qualifier index scale.

**SCHEDULING CONFLICT PROCEDURE**

- When a student is involved in several programs, conflicts are bound to occur. The following will be the protocol for determining which event the student should attend:

<u>Conflict of Events</u>	<u>Priority</u>
Practice/rehearsal vs. game/performance	The game/performance is the event that the student will attend
Game/performance vs. "honors" game/performance	The honors event is what the student will attend.

Students need to be responsible and look to see potential scheduling conflicts. Some exceptions to the above will occur, but these guidelines will fit most circumstances. Students will sometimes need to make tough choices... sometimes a consequence will be the result of these choices.

# Los Alamitos Unified School District



10293 Bloomfield Street • Los Alamitos, CA 90720-2200

(562) 799-4700 • FAX (562) 799-4711

*Sherry Kropp, Ed.D.*  
*Superintendent*

September 2017

Dear Participating Booster Groups/Foundations/Parents/Guardians:

The Los Alamitos Unified School District values your student's participation in our many extra-curricular or co-curricular activities and the transportation program that supports those activities, and we want you to have the most current information possible.

## **TRANSPORTATION RATES – 2017-2018 School Year**

We all believe that transportation is an important part of any extra or co-curricular event. It is the combined goal of the High School and the District transportation department that our students, coaches, and staff receive safe, timely transportation to and from events. Each group or activity that has used our services will be provided an amount to pay per participant based upon the projected group/activity overhead costs for the year, with transportation costs included in that fee.

As we have shared with you in the past, the District must keep up with changes in transportation costs. District rates are calculated to cover our direct expense, which include: the driver's hourly rate, fuel cost, wear and tear on the vehicle, and vehicle maintenance. As these direct expenses fluctuate each year, our hourly transportation rate will also fluctuate. The District does not make a profit in charging these rates. In the past, there has typically been a shortfall to the District.

The District is able to provide transportation and user groups seem to enjoy using District services because the drivers are very reliable and know most of the students. Staff and students alike describe the bus ride as an important part of any event.

### **2017-2018 Rates**

- **School Bus: \$110.00 per hour. Add \$1.33 per mile after 40 miles.**
- **Equipment Truck: \$110.00 per hour**

Please note that State and Federal Laws require that each bus is inspected by the driver prior to a trip. The time taken to inspect the bus before the trip and clean the bus after the trip may add approximately one hour to the total trip, as applicable.

Also, as has been discussed in the past at the Booster Group meetings, is the process and the payment format for the 2017-2018 school year. Specifically, transportation trip costs shall be paid in the following manner: 50% of the projected years' cost paid at the start of your season (i.e., when practice begins.)

*Board of Education: Jeffrey Barke • David Boyer • Megan Cutuli • Diana D. Hill • Karen Russell*

The second half of your years' estimated trip costs are due mid-way through your season (see schedule below.) Any adjustments in trip costs will be made at the end of your season.

	50% Estimate of Trip Costs	50% Estimate of Trip Costs	Final Payment
Fall Season	September 8, 2017	October 20, 2017	Settle up within two weeks of the end of season/final week
Winter Season	November 27, 2017	January 19, 2018	Settle up within two weeks of the end of season/final week
Spring Season	February 28, 2018	April 22, 2018	Settle up within two weeks of the end of season/final week

**All payments shall be made out to the Los Alamitos Unified School District. Payments can be mailed or hand-delivered to:**

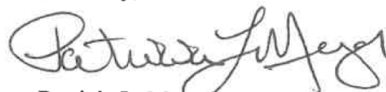
**Los Alamitos Unified School District  
10652 Reagan Street  
Los Alamitos, CA 90720  
Attn: Tony Avalos, Maintenance Supervisor-Transportation**

The rates will be \$110.00 per hour and \$1.33 per mile after forty (40) miles.

In spite of rising costs, the District's transportation program continues to be a good value. Students are safer on a bus than any other mode of transportation, and our drivers take your students' well being very seriously. School busses reduce traffic congestion around schools and are more environmentally friendly than having any individual automobiles making the same trip.

If you need assistance calculating expenses for a team or a particular trip for 2017-2018, please contact Tony Avalos at (562) 799-4700, ext. 81111, with your questions or concerns.

Sincerely,



Patricia L. Meyer  
Deputy Superintendent

PLM/sld

*Board of Education: Jeffrey Barke • David Boyer • Megan Cutuli • Diana D. Hill • Karen Russell*

## **APPENDIX**

The following pages include copies of school district policies, regulations and forms related to co- and extracurricular activities:

Rev. 8/2/10

# **Regulation**

No. 2018

## **Los Alamitos Unified School District**

## **INSTRUCTION**

### **FIELD TRIPS**

#### **Definitions: School-Sponsored and Not-School-Sponsored Excursions/Field Trips**

##### **1. School-Sponsored Excursions/Field Trips**

- A. Local (single day)
- B. Extended/Overnight/Out-of-State (requires approval by Board of Education)

School-sponsored excursions/field trips are activities in which student attendance is voluntary and for which attendance credit may be given. Because the excursion is voluntary, the District is protected from liability under Education Code 35330, "All persons attending the field trip or excursion 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." Students and adults participating in a school-sponsored field trip or excursion shall complete the "Notice of School-Sponsored Field Trip or Co-Curricular Activity" form 2018-1a, "Chaperone Information" form 2018-1b, or the "School-Sponsored Field Trip Notice and Medical Authorization for Student (Multiple Trips)" form 2018-1c which ever applies to the trip.

##### **2. Not-School-Sponsored Excursion/Field Trip:**

- A. Local or Out-of-State/Overnight/Extended
- B. Distribution of information requires administrative approval
- C. No Board action taken

As a service to students and parents, the District may distribute materials relating to an excursion sponsored by an outside organization for which student attendance is voluntary. The principal and assistant superintendent must jointly approve the form "Approval to Distribute Materials Not-School-Sponsored Field Trip" (Form 2018-3). Organizations sponsoring this type of excursions/field trips must show proof of insurance. Students shall not be absent from school when participating in a not-school-sponsored excursion/field trip. All materials distributed to students/ parents for a not-school-sponsored excursion/field trip must include the following disclaimer to ensure that students/parents understand that the trip is not District sponsored:

As stated in the California Education Code 35330, "This excursion is not school-sponsored or District-sponsored. All persons making the field trip or excursion shall be deemed to have waived all claims against Los Alamitos Unified School District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."

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## Los Alamitos Unified School District

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## INSTRUCTION

### **Guidelines for School-Sponsored Excursions/Field Trips:**

The following guidelines shall be observed for all school-sponsored excursion/field trips (including walking field trips):

1. The suitability of the activity as it relates to the total school program shall be determined. This suitability shall include whether or not the students will miss a school day, the effects of the activity on the school's total educational program, the timing of the activity, etc.
2. The activity shall be within school/District program budgetary allocations or provided at no expense to the District.
3. Every effort shall be made to determine that the educational experience obtained via an off-campus activity is at the nearest possible site location.
4. On any activity, it shall be the responsibility of the principal to see that adequate adult supervision is provided.
5. Adequate adult supervision shall be provided taking into consideration the ages of the students, their special needs, the location, and the type of activity.
6. A certificated staff member, certified walk-on coach, or other person designated by a site administrator shall ride each bus with pupils to and from the field trip destination. While at the field trip destination, a certificated staff member or certified walk-on coach at least 21 years of age shall directly supervise students by chaperoning them in their immediate vicinity whenever reasonable (also see "Excursion/Field Trip Supervision 4a, below.)
7. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Ed Code 32040, 32041)
8. The designated chaperone of each bus load of pupils shall take roll when departing from the school premises and when departing from the field trip destination to return to the school.
9. All students, staff, and chaperones participating in a field trip shall complete forms 2018-1a, 2018-1b, and 2018-1c. Completed forms must be on file with the Principal or their designee on campus, prior to the field trip. All students, staff, and chaperones shall keep a copy of the completed forms in his/her possession at all times while on a field trip.

## Los Alamitos Unified School District

## INSTRUCTION

10. Whenever trips are conducted in areas known to be infested with poisonous snakes:
  - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
  - b. The trip shall be accompanied by a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites. (Education Code 32043)
11. Students will be asked to subsidize the cost of mandatory excursion/field trips; however, no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

### **School-Sponsored Out-of-State / Overnight / Extended Field Trips**

Due to concern for safety and security when traveling in the U.S. and abroad, the Board of Education may, on a case-by-case basis, rescind its approval for an extended/overnight field trip. In addition to safety, another concern for these types of field trips is the deposit money that is paid, often months prior to departure, which may need to be forfeited should the Board rescind approval of the field trip. Teachers and other organizers of overnight/extended field trips must be certain when making arrangements with a travel agent that the deposit money will be refunded if the Board of Education rescinds its approval. The District policy must be made clear to the parent and the tour organizer/travel agent, and all deposits must be refundable to parents. In addition, a waiver of liability with the District must be signed by all field trip participants.

All school-sponsored out-of-state, overnight field trips, or field trips that are in excess of 300 miles one way, shall be presented to the Board of Education for approval [See attached forms 2018-2a (3 pages) and 2018-2b (1 page)]. The Superintendent or designee may approve all other field trips upon the recommendation of the principal. For school-sponsored overnight/extended field trips, the following procedures shall be followed:

1. The faculty sponsor shall submit an itinerary, plan of organization, estimate of cost, funding source, statement of objectives, and a clear delineation of ways in which the district requirements for sponsorship must be met [See attached forms 2018-2a (3 pages) and 2018-2b (1 page)].
2. This written plan must be submitted to the principal for transmittal to the Assistant Superintendent of Instructional Services in sufficient time to appear on the agenda at a meeting of the Board of Education prior to the date of the field trip.
3. The Assistant Superintendent of Instructional Services shall review the plan, validate that all requirements have been met, and transmit it to the Board for consideration and approval.

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## Los Alamitos Unified School District

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## INSTRUCTION

4. Following presentation to the Board, a copy of the application, indicating the action taken and signed by the Superintendent or designee, will be forwarded to the principal.
5. Staff/chaperones attending any out-of-state/overnight extended field trip must complete form 2018-1b. The completed form shall be filed with Principal or their designee on campus, and a copy shall remain in the possession of the person in charge of the field trip.
6. All other procedures and precautions applicable to local field trips are to be observed.

### Excursion/Field Trip Supervision

1. Students on school-sponsored trips are under the jurisdiction of the governing Board and are subject to school rules and regulations.
2. Teachers or other certified personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. All extra-curricular activities shall be directly supervised by a certificated or certified employee. "Direct supervision" is defined as a certificated or certified person being in the physical presence, within reasonable sight or sound, of students during a specific activity.
  - (a) If a certified advisor/coach under the age of 21 is supervising students, then a certificated or an additional certified person, 21 years of age or older, must provide at least indirect supervision of those students. "Indirect supervision" is defined as appropriate supervisory personnel being in an accessible place on the same site. The under-21-year-old advisor/coach must be informed of this person's whereabouts at all times.
  - (b) When an activity group is performing at different locations, there must be direct or indirect supervision of students at each location provided by a certificated staff member, a certified advisor/coach over the age of 21, or another person over the age of 21, designated by a site administrator.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.



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## Los Alamitos Unified School District

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## INSTRUCTION

7. All chaperones will complete and sign the Chaperone Information Form (Form 2018-1b).

### **Additional Guidelines for High School Major Field Trips (Extended Time and/or Distance)**

A major field trip shall be defined as “in excess of four nights and/or 500 miles one way.” When submitting a request for approval of a major field trip, the person in charge shall list the per pupil cost of the trip, with and without booster club support.

1. Band, Chorus, and Athletic Teams

- (a) The band (including auxiliary units) and chorus are encouraged to schedule major field trips no more often than every two years. The band and chorus are encouraged not to take major field trips during the same year.
- (b) All athletic teams shall meet the requirements for major field trip as stipulated under CIF regulations.
- (c) Varsity athletic teams may request a major field trip no more often than every two years.
- (d) Sometime during the second semester prior to the year of the activity, groups shall submit an application to the administration and the Board of Education for preliminary approval.

2. Competition Groups (Mock Trial Team, Academic Decathlon, Academic Quiz Team, etc.)

- (a) Activity groups shall annually request approval from the Board of Education to participate in competitions. The approval of any travel associated with advancement in the competition will also be included in the approval.

3. Yell/Song/Cheer may annually request approval from the Board of Education to participate in competitions/exhibitions. The approval of any travel associated with advancement in the competition will also be included in the approval. Only varsity teams may request approval to take major field trips as part of their competition.

4. Clubs

- (a) Club sponsors shall request approval from the Board of Education for club-related major field trips, whether conducted during the school year or during the summer.
- (b) Any travel fees associated with the membership of a specific club shall be communicated to students and parents prior to the students joining the club.

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## Los Alamitos Unified School District

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## INSTRUCTION

5. Trips Other Than for Competition/Exhibition: Any activity group may participate in more than one major field trip every two years if the following conditions are met:
  - (a) Student absence from school does not exceed one day. The exception to this would be for educational activity trips that do not exceed ten (10) school days.
  - (b) There is no fundraising necessary.
6. When school is in session, the length of time spent for a field trip shall be allocated exclusively to travel, competition, and other educational activities approved by the high school principal.
7. Recognizing the importance of regular school attendance, every effort will be made to keep the length of extended field trips to an appropriate minimum. Credited attendance shall not exceed ten (10) school days (Education Code section 35330).

### Transportation Requests

The following procedures shall be observed for all school field trips:

1. The staff or persons who desire to schedule a field trip that requires transportation shall complete a Transportation Request Form (2018-4: Sample).
2. Call the District Transportation Department to verify with the lead bus driver that transportation is available at the time and on the date requested. On the "Transportation Availability Verification" line the Transportation Request Form (2018-4), fill in the date on which the transportation availability was verified by phone or email and the name of the transportation person making the verification.
3. The staff or persons making the transportation request shall sign the form and forward it to the appropriate school administrator for signature. The school shall remove the goldenrod copy and forward all other copies to the Transportation Department Supervisor.

All transportation requests must be received at the district office at least two weeks before the anticipated trip.

The Transportation Department will notify the school if there is any cancellation or change in the departure time or date.

The person coordinating any trip should call Transportation the day before the trip for final verification that buses have been assigned and departure and return times are correct.

## Los Alamitos Unified School District

## INSTRUCTION

### Transportation by Private Automobile

The District does not encourage any employee to transport students because of the personal liability that the individual accepts by doing so. Private cars driven by teachers or parents may be used to transport students and the following procedures shall be followed. Students may not drive themselves to field trip activities.

1. The Principal or a designated staff member must be notified of the intent to use private automobile in the following manner: **Prior to the trip**, the driver shall complete the “School Driver Registration Form (2018-5a)”, and the “Waiver of Liability, Assumption of Risk, and Indemnity Agreement form (2018-5b)” and properly file both with the ASB Vice Principal.
2. Drivers shall possess a valid California driver’s license and liability insurance of \$300,000 or more per occurrence.
3. District personnel who frequently transport students in their private vehicles shall possess a valid California driver’s license and carry liability insurance of \$300,000 or more per occurrence.
4. A seat belt or child passenger restraint system must be provided for each passenger as required by law, and the driver must ensure that each passenger uses his/her seat belt or child passenger restraint system at all times.
5. Trucks and pick-ups may not transport more persons than can safely sit in the passenger compartment, and for which there are functional seat belts and/or child passenger restraint systems as required by law.
6. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not, in any case, exceed ten (10) occupants (Education Code Section 39830).

### Fund Raising

1. Every effort shall be made to identify students who are financially unable to participate in activities or attend field trips and to have the cost for those students’ participation on field trips paid through booster clubs and/or fund raisers.
2. Fund raising for field trips and activities needs to be pre-approved and scheduled through the Assistant Principal of Activities and Athletics.
3. Since community resources help to fund many of our field trips, sponsors are encouraged to use local businesses for field trip arrangements.

Los Alamitos Unified School District  
**NOTICE OF SCHOOL-SPONSORED FIELD TRIP  
OR CO-CURRICULAR ACTIVITY**

Student's Name \_\_\_\_\_ M \_\_\_\_ F \_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

A trip is planned to \_\_\_\_\_

Date of trip \_\_\_\_\_ Instructor in charge \_\_\_\_\_

Departure time \_\_\_\_\_ Return time \_\_\_\_\_

Type of activity \_\_\_\_\_

Transportation, if needed, provided by ☐ District bus/van ☐ Chartered bus/van ☐ Private vehicle

- As stated in the California Education Code 35330, "All persons making the field trip or excursion shall be deemed to have waived all claims against Los Alamitos Unified School District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."
- In the event of illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical, or dental diagnosis or treatment, and hospital care are considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.
- I fully understand that participants are to abide by all District/school rules and regulations governing conduct during the trip. Any violation of these rules and regulations may result in that individual being sent home at the expense of his/her parent/guardian.
- Should travel be delayed or the stay be extended for any reason, the parent/guardian will be responsible for any additional costs. The purchase of travel insurance is advised.

**In case of an emergency on the field trip, please contact:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home phone (\_\_\_\_) \_\_\_\_\_ Cell phone/pager (\_\_\_\_) \_\_\_\_\_  
Work phone (\_\_\_\_) \_\_\_\_\_

If the above-named person cannot be reached, list to whom the child may be released in case of emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home phone (\_\_\_\_) \_\_\_\_\_ Cell phone/pager (\_\_\_\_) \_\_\_\_\_  
Work phone (\_\_\_\_) \_\_\_\_\_

Write below your choice of physician (2<sup>nd</sup> choice may be school selection):

Physician's Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**IMPORTANT:**

- ☐ My child may participate in this voluntary field trip/excursion.
- ☐ I authorize any licensed physician to render necessary emergency treatment for injury or serious illness when neither parent can be reached and will assume all financial responsibility for such treatment. I authorize the school to choose a physician in case of emergency.
- ☐ I do not want my child to participate in this voluntary field trip/excursion.

\_\_\_\_\_  
Parent/Guardian Signature

**If your child needs medication, complete the following section. Check all that apply:**

- ☐ My child has orders for medication in the Health Office.
- ☐ My child does not need any medication sent from the school for this field trip.
- ☐ Please send my child's medication to be carried by the chaperone and administered when my child goes to the chaperone at the designated time.
- ☐ My child's medication is for a life-threatening condition (diabetes, asthma, severe allergic reaction) and my child:
- ☐ Must carry the medication AT ALL TIMES.
- ☐ Knows how to use the medication independently.
- My child ☐ already carries this medication ☐ will pick it up from the Health Office before departure.
- ☐ My child has diabetes and:
- ☐ Will bring all necessary snacks and treatments for low or high blood sugars from home. (Please send enough food to cover the entire day in case there is a delay in getting meals.)
- ☐ Will need the glucose meter from the Health Office and will bring all other supplies from home.
- ☐ My child has a MedicAlert bracelet or other medical identification on his/her person at all time. (This is strongly recommended for all students with medical needs.)
- ☐ My child may take the following medication(s) (please attach a list) as prescribed and the medicine has been given to the adult chaperone.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

I certify that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damage.

Driver's signature \_\_\_\_\_

Date \_\_\_\_\_

## Chaperone Information: School-Sponsored Field Trip Notice and Medical Authorization for Adult Participant

School: \_\_\_\_\_ Destination \_\_\_\_\_  
 Departure Date & Time \_\_\_\_\_ Return Date & Time \_\_\_\_\_  
 Group: \_\_\_\_\_ Advisor: \_\_\_\_\_  
 Transportation, if needed, provided by ☐ District bus/van ☐ Chartered bus/van ☐ Private vehicle

### ***Chaperone Information***

Print Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, ZIP \_\_\_\_\_  
 Home phone (\_\_\_\_) \_\_\_\_\_ Cell phone (\_\_\_\_) \_\_\_\_\_ Work phone (\_\_\_\_) \_\_\_\_\_  
 LAUSD Employment ☐ LAUSD Certificated ☐ LAUSD Classified ☐ Not LAUSD employee

### ***Chaperone Responsibilities***

The principal/designee has thoroughly explained the purpose of the specific field trip or competitive event for which I am the designated chaperone. The principal/designee has clearly informed me about my duties and responsibilities as a designated chaperone. The principal/designee has given me a copy of the Guidelines for Excursion/Field Trip Supervision Administrative Regulation (2018) which I have read and understand. As a designated chaperone, I agree to fulfill my duties as outline by the principal/designee and to fulfill all supervision requirements as listed in Regulation 2018. I understand that I may not consume alcoholic beverages or use controlled substances while on this trip.

### ***Chaperone Emergency Contact***

Print Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, ZIP \_\_\_\_\_  
 Home phone (\_\_\_\_) \_\_\_\_\_ Cell phone (\_\_\_\_) \_\_\_\_\_ Work phone (\_\_\_\_) \_\_\_\_\_

### ***Medication Authorization:***

Medical Insurance Carrier \_\_\_\_\_  
 Address \_\_\_\_\_ Policy No. \_\_\_\_\_  
 Physician's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

In the event of illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment, and hospital care from a licensed physician and/or surgeon as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be the responsibility of the participant. *Please list below any special problems for which the staff should be aware and to list any medication you are currently taking.*

### ***Liability Release***

As stated in California Education Code section 35330, "All persons making the field trip or excursion shall be deemed to have waived all claims against the Los Alamitos Unified School District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."

**My signature below indicates that I have been informed of my responsibilities as a chaperone, and agree to the Liability Release and Medical Authorization.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Los Alamitos Unified School District

## School-Sponsored Field Trip Notice and Medical Authorization for Student (Multiple Trip)

Dear Parent/Guardian:

Please complete this form at return in to \_\_\_\_\_ no later than \_\_\_\_\_.

Throughout the school year, your child (print name) \_\_\_\_\_ will have an opportunity to participate in VOLUNTARY off-campus excursion/field trips. These activities may include but are not limited to:


As stated in California Education Code section 35330, "All persons making the field trip or excursion shall be deemed to have waived all claims against the Los Alamitos Unified School District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."

In the event of illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment, and hospital care are considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

I fully understand that participants are to abide by all rules and regulations governing conduct during the trip. Any violation of these rules and regulations may result in that individual being sent home at the expense of his/her parent/guardian.

- ☐ My child may participate in this voluntary field trip.
- ☐ I do not want my child to participate in this voluntary field trip.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone number in case of emergency \_\_\_\_\_

Student signature \_\_\_\_\_ Date of birth \_\_\_\_\_

Medical Insurance Carrier \_\_\_\_\_

Address \_\_\_\_\_ Policy No. \_\_\_\_\_

*A special note to parents/guardians: (1) All medication must be reported on reverse; (2) All medication, excepting those which must be kept on the student's person for emergency use, must be kept and distributed by staff; (3) Use the reverse side to list any special problems for which the staff should be aware and to list any medication your child is currently taking.*

## Los Alamitos Unified School District

OVERNIGHT/EXTENDED FIELD TRIP APPLICATION (3 pages)

Date of Application: \_\_\_\_\_

Teacher Making Application: \_\_\_\_\_

School: \_\_\_\_\_

Class(es) Involved: \_\_\_\_\_

Number of Students Involved: \_\_\_\_\_

Dates of Trip \_\_\_\_\_

General Statement of Proposed TripObjectives to be Accomplished by StudentsProposed Itinerary (Please be specific. Use attachment if necessary.)

Date and Time of Departure: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Destination: \_\_\_\_\_

Expected Date and Time of  
Arrival at Destination: \_\_\_\_\_

Arrangements for Overnight  
Housing: \_\_\_\_\_

Arrangements for Travel in  
Area Visited: \_\_\_\_\_

Itinerary during Visit: \_\_\_\_\_  
\_\_\_\_\_

Date and Time of Departure  
for Return Trip: \_\_\_\_\_

Expected Date and Time of  
Arrival in Los Alamitos: \_\_\_\_\_

Estimated Costs of District (Please itemize.)

Substitute for Teacher: \_\_\_\_\_

Transportation: \_\_\_\_\_

Food & Lodging \_\_\_\_\_

Registration Fees: \_\_\_\_\_

\_\_\_\_\_

Estimated Costs to: \_\_\_\_\_

Transportation: \_\_\_\_\_

Food & Lodging: \_\_\_\_\_

Registration Fees: \_\_\_\_\_

Other: (Explain) \_\_\_\_\_

**Chaperones**

Names of LAUSD Certificated Employees

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Names of LAUSD Classified Employees

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Names of Designated Non-Staff Chaperones

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



Principal's Recommendations

Approval as Submitted: \_\_\_\_\_

Other Recommendations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
Principal's Signature\_\_\_\_\_  
DateAction by Board of Education

Date: \_\_\_\_\_

Approved as Requested: \_\_\_\_\_

Approved with Following Changes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
Signature of Superintendent or Designee\_\_\_\_\_  
Date

*Due to concern for safety and security when traveling in the U.S. and abroad, the Board of Education may, on a case-by-case basis, rescind its approval for an extended/overnight field trip. In addition to safety, another concern for these types of field trips is the deposit money that is paid, often months prior to departure, which may need to be forfeited should the Board rescind approval of the field trip. Teachers and other organizers of overnight/extended field trips must be certain when making arrangements with a travel agent that the deposit money will be refunded if the Board of Education rescinds its approval. The District policy must be made clear to the parent and the tour organizer/travel agent, and all deposits must be refundable to parents. In addition, a waiver of liability with the District must be signed by all field trip participants.*

Los Alamitos Unified School District  
**PARENTAL CONSENT FOR OUT-OF-STATE FIELD TRIP PARTICIPATION**

2018-2b

**Students MAY NOT DRIVE  
themselves to field trip activities.**

School \_\_\_\_\_

A trip is planned to \_\_\_\_\_

Date of trip \_\_\_\_\_ Instructor in charge \_\_\_\_\_

Departure time \_\_\_\_\_ Return time \_\_\_\_\_

Type of activity \_\_\_\_\_

Transportation, if needed, provided by ☐ District bus/van ☐ Chartered bus/van ☐ Private vehicle

1. As stated in the California Education Code 35330, "All persons making the field trip or excursion shall be deemed to have waived all claims against Los Alamitos Unified School District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."

2. In the event of illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical, or dental diagnosis or treatment, and hospital care are considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

3. I fully understand that participants are to abide by all District/school rules and regulations governing conduct during the trip. Any violation of these rules and regulations may result in that individual being sent home at the expense of his/her parent/guardian.

4. Should travel be delayed or the stay be extended for any reason, the parent/guardian will be responsible for any additional costs. The purchase of travel insurance is advised.

5. My child may take the following medication(s) (please attach a list) as prescribed, and the medicine has been given to the appropriate adult chaperone.

PRINT STUDENT NAME: \_\_\_\_\_ Grade \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

☐ My child may participate in this voluntary field trip/excursion.

☐ I do not want my child to participate in this voluntary field trip/excursion.

Father/Guardian Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

Phone(\_\_\_\_) \_\_\_\_\_

Mother/Guardian Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

Phone(\_\_\_\_) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

(if unable to reach parent/guardian)

Providing the following medical information is voluntary:

Doctor's Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

Name of Medical Insurance Carrier \_\_\_\_\_ Policy # \_\_\_\_\_

**OUT OF STATE FIELD TRIP RELEASE, WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT**

By signing below, I give my consent to have my child (print child's name): \_\_\_\_\_ voluntarily attend this field trip. I understand that this out-of-state field trip is not a required activity of my child's class. While field trip attendance is encouraged, it is not required. An alternative activity will be provided at the school site if my child does not attend this field trip.

1. Due to concern for safety and security when traveling in the U.S. and abroad, the Board of Education may, on a case-by-case basis, rescind its approval for an extended/overnight field trip. In addition to safety, another concern for these types of field trips is the deposit money that is paid, often months prior to departure, which may need to be forfeited should the Board rescind approval of the field trip. Teachers and other organizers of overnight/extended field trips must be certain when making arrangements with a travel agent that the deposit money will be refunded if the Board of Education rescinds its approval. The District policy must be made clear to the parent and the tour organizer/travel agent, and all deposits must be refundable to parents. In addition, a waiver of liability with the District must be signed by all field trip participants.

2. As stated in Education code section 35330, "All persons making the field trip or excursion 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."

3. The undersigned agrees to indemnify and save and hold harmless the releases and each of them from any loss, liability, damage, or cost they may incur due to the participation of my son/daughter in the out-of-state field trip, and

4. The undersigned hereby assumes full responsibility for the risk of bodily injury, death, or property damage while my son/daughter is participating in the out-of-state field trip, and

5. The undersigned further expressly agrees that the foregoing RELEASE, WAIVER, AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

6. The undersigned agrees to indemnify and save and hold harmless the Los Alamitos Unified School District of any non-refundable deposits. Refundable deposits or travel insurance is required.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THIS RELEASE OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

**I HAVE READ AND UNDERSTAND THIS RELEASE OF LIABILITY**

Signature of Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

Rev. 5/09; 9/03

Los Alamitos Unified School District

## APPROVAL TO DISTRIBUTE MATERIALS Not-School-Sponsored Field Trip

As a service to student and parents, the District may distribute materials relating to an excursion sponsored by an outside organization for which student attendance is voluntary. The following items must be attached to this form when presented for approval to distribute information.

- ☐ Attach all trip related materials to be distributed to students/parents
- ☐ The following disclaimer is present on material:  
As stated in the California Education Code 35330, *"This excursion is not school-sponsored or District-sponsored. All persons making the field trip or excursion shall be deemed to have waived all claims against Los Alamitos Unified School District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."*
- ☐ Attach proof of insurance.

School group participating in excursion/field trip: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Organization or company responsible: \_\_\_\_\_  
 \_\_\_\_\_

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

School contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

This material has been approved for distribution to students and parents.

Signature of Principal: \_\_\_\_\_

Signature of Assistant Superintendent, Inst. Services: \_\_\_\_\_

- Request must be submitted 14 days prior to trip
- School to verify trip 7 days prior to trip date
- Note: 2-hour minimum charge for cancel at site
- Requests will be scheduled around daily school routes. Drive is to receive a 30-minute duty free lunch period
- It may be necessary to legally seat 3 to a seat due to cost and availability of buses
- District Bus Capacity with 3 students per seat is 78 and 84 depending on bus
- TBA times/dates/locations & other changes need to be reported as soon as Requestor has knowledge of changes
- Conduct of the passengers will be the responsibility of the Requestor and Adult Chaperones
- The Driver will distribute rules at the time of the trip
- Returns past midnight on a school night will result in additional costs
- Buses are equipped with cameras that continue to record up to 30-min after ignition is turned off. NO clothing changes will be permitted on the bus

## SCHOOL DRIVER REGISTRATION FORM

### DRIVER INFORMATION

Driver (circle one): Employee Parent/Guardian Volunteer

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

***Drivers license must be valid at all times when driving students.***

### VEHICLE INFORMATION

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate No.: \_\_\_\_\_

Registration Expiration: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

### INSURANCE INFORMATION

Insurance Company: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Liability Limits of Policy: \_\_\_\_\_

***Minimum allowed to transport students by private automobile is liability insurance \$300,000.00 per occurrence.***

### DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I have received and will abide by the driver instructions provided by the District, including Board Regulation 2018.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips:

1. Be sure that you have registered with the District for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by Regulation 2018.
2. Check the safety of your vehicle: tires, brakes, lights, horns, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with the law.

Note: SB 7 (Ch. 425, Statutes of 2007) added Health and Safety Code 118947-118949 to make it unlawful for a person to smoke in a motor vehicle in which there is a minor; see accompanying administrative regulation.

5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
6. Obey all traffic laws.
7. Take the most direct route to the destination or event without unnecessary stops.

In case of emergency, keep all students together and call 911 and the District Office.

## LOS ALAMITOS UNIFIED SCHOOL DISTRICT

**Waiver of Liability, Assumption of Risk, and Indemnity Agreement**

Participant's Name (please print): \_\_\_\_\_

**Waiver:** In consideration of being permitted to ride in a personal (non-District) vehicle to, from, or during the voluntary field trip to \_\_\_\_\_ [insert location] on \_\_\_\_\_ [insert date] (hereinafter called "The Activity"), I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** the Los Alamitos Unified School District, its Board members, officers, employees, and agents from liability **from any and all claims including the negligence of the Los Alamitos Unified School District, its Board members, officers, employees and agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in The Activity.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Assumption of Risks:** Participation in The Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from: 1) minor injuries such as scratches, bruises, and sprains; 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; to 3) catastrophic injuries including paralysis and death.

**I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in The Activity. I hereby assert that my participation and that of my child is voluntary, and that I knowingly assume all such risks.**

**Indemnification and Hold Harmless:** I also agree to INDEMNIFY AND HOLD the Los Alamitos Unified School District, its Board members, officers, employees, and agents HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in The Activity, and to reimburse them for any such expenses incurred.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgement of Understanding:** I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

LAHS Fundraiser Approval Form  
(On Campus Events Only)

Group \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Dates of the Fundraiser \_\_\_\_\_

Description of the Fundraiser \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

LAHS Fundraiser Approval Form  
(On Campus Events Only)

Group \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Dates of the Fundraiser \_\_\_\_\_

Description of the Fundraiser \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_



# *The* FISCAL REPORT *an informational update*

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No. 5

## **Ask SSC . . . Can Our Parent Booster Group Conduct a Raffle?**

- Q.** A parent booster group would like to conduct a raffle as a fund raiser for a school in our district. Is this allowable under current code?
- A.** While it is not permissible for school districts or individual schools to conduct raffles, nondistrict, nonAssociated Student Body (ASB) nonprofit groups such as parent groups, booster clubs, or education foundations, are allowed to conduct raffles as long as the group is tax-exempt in accordance with Revenue and Taxation Code 23701(d), and has been licensed to do business in California for at least one year. Before the group can conduct the raffle, it must register with the Department of Justice and complete the annual raffle registration form at <http://caag.state.ca.us/charities/raffles.htm#forms> by September 1 of the year in which the raffle will be held. On an annual basis, the group is required to submit a report to the Department of Justice that includes the gross receipts and expenses incurred from the operation of the raffle, as well as the charitable or beneficial purposes for which the proceeds were used. For the Nonprofit Raffle Report form, go to <http://caag.state.ca.us/charities/raffles.htm#forms>.

It is also important to note some additional restrictions:

- At least 90 % of the profits of the raffle must be distributed to the beneficial or charitable purpose
- Detachable tickets must have identifying numbers
- Only adults may supervise the drawing
- The raffle may not be conducted over the Internet

*—Kathleen O’Sullivan and Michele Huntoon, CPA*

posted 08/19/2008

**BOOSTER WALK-ON COACH  
PAY SCHEDULES**

PD DEC 10, APR 10, JULY 10

**LOS ALAMITOS USD**

**2022-2023**

Walk-on coach invoice rate is listed in bold; if booster pays NOT cover taxes, then coach pays salary with no taxes!

	SEASON	MONTHLY
<b>Varsity Coach</b>	<b>SS</b>	<b>SS</b>
BASE:	<b>3476.00</b>	<b>1158.67</b>
BASE W/SS, MED, UI, W/C TAXES	<b>3832.22</b>	<b>1277.41</b>
<b>Varsity Coach</b>	<b>PERS</b>	<b>PERS</b>
BASE:	<b>3476.00</b>	<b>1158.67</b>
BASE W/TAXES	<b>3832.22</b>	<b>1277.41</b>
<b>Varsity Coach</b>	<b>PARS</b>	<b>PARS</b>
BASE:	<b>3476.00</b>	<b>1158.67</b>
BASE W/PARS MED,UI,W/C TAX	<b>3661.90</b>	<b>1220.63</b>

	SEASON	MONTHLY
<b>JV OR ASST. Varsity Coach</b>	<b>SS</b>	<b>SS</b>
BASE:	<b>2486.00</b>	<b>828.67</b>
BASE W/SS, MED, UI, W/C TAXES	<b>2740.77</b>	<b>913.59</b>
<b>JV OR ASST. Varsity Coach</b>	<b>PERS</b>	<b>PERS</b>
BASE:	<b>2486.00</b>	<b>828.67</b>
BASE W/TAXES	<b>2740.77</b>	<b>913.59</b>
<b>JV OR ASST. Varsity Coach</b>	<b>PARS</b>	<b>PARS</b>
BASE:	<b>2486.00</b>	<b>828.67</b>
BASE W/PARS MED,UI,W/C TAX	<b>2618.95</b>	<b>872.98</b>

	SEASON	MONTHLY
<b>Frosh/Soph Coach</b>	<b>SS</b>	<b>SS</b>
BASE:	<b>2104.00</b>	<b>701.33</b>
BASE W/SS, MED, UI, W/C TAXES	<b>2319.62</b>	<b>773.21</b>
<b>Frosh/Soph Coach</b>	<b>PERS</b>	<b>PERS</b>
BASE:	<b>2104.00</b>	<b>701.33</b>
BASE W/TAXES	<b>2319.62</b>	<b>773.21</b>
<b>Frosh/Soph Coach</b>	<b>PARS</b>	<b>PARS</b>
BASE:	<b>2104.00</b>	<b>701.33</b>
BASE W/PARS MED,UI,W/C TAX	<b>2216.52</b>	<b>738.84</b>

	SEASON	MONTHLY
<b>Asst. F/S Coach</b>	<b>SS</b>	<b>SS</b>
BASE:	<b>1929.00</b>	<b>643.00</b>
BASE W/SS, MED, UI, W/C TAXES	<b>2126.68</b>	<b>708.89</b>
<b>Asst. F/S Coach</b>	<b>PERS</b>	<b>PERS</b>
BASE:	<b>1929.00</b>	<b>643.00</b>
BASE W/TAXES	<b>2126.68</b>	<b>708.89</b>
<b>Asst. F/S Coach</b>	<b>PARS</b>	<b>PARS</b>
BASE:	<b>1929.00</b>	<b>643.00</b>
BASE W/PARS MED,UI,W/C TAX	<b>2032.16</b>	<b>677.39</b>

1) The first thing you need to do is find out which retirement system the coach is in (PERS, PARS, ETC).

**E-mail Dawn Chester in Classified Payroll at: [dchester@losal.org](mailto:dchester@losal.org) she will verify retirement system**

2) Determine if the person is a Varsity Coach, JV or Asst. Varsity Coach, Frosh/Soph Coach or Asst. Frosh/Soph Coach

**FIND THE APPROPRIATE BOX ON THE TABLE ABOVE**

3) Is the person working 100% of the season? If yes, then use the BASE amount from the table above.

If you want to include taxes, MULTIPLY the BASE amount as follows:

If the coach is in **PARS** multiply by **1.05348** (for MEDICARE, UI, WC AND PARS)

If the coach is in **PERS** multiply by **1.10248** (for SOCIAL SECURITY, MEDICARE, UI, and WC)

If the coach is in **SOCIAL SECURITY ONLY** multiply by **1.10248** (for SOCIAL SECURITY, MEDICARE, UI and WC)

If the coach is a teacher, **EMAIL Dawn Chester**

**This check SHOULD BE SUBMITTED TO THE ASB OFFICE**

(please do NOT drop off your check to the Payroll Office!! ASB needs to attach a payment form!)

**We HIGHLY encourage DIRECT DEPOSIT!!!**

**If you do NOT have direct deposit, ALL CHECKS WILL BE MAILED!**