



**Central Unified School District**  
**VOLUNTARY EXCURSION / FIELD TRIP NOTICE / PERMISSION**

FOR SCHOOL USE ONLY  
TEACHER \_\_\_\_\_

Dear \_\_\_\_\_:  
PRINCIPAL

\_\_\_\_\_ has my permission to participate in the following voluntary activity:  
STUDENT NAME

Departure date and time: \_\_\_\_\_ Return date and time: \_\_\_\_\_

I understand that the law states in California Education Code Section 35330, that the Central Unified School District, its officers, agents and employees are held harmless from liability or claims which may arise out of or in connection with my child's participation in this activity. I also understand that as the parent/guardian, I am fully responsible for the action and behavior of my child/ward.

In the event of illness or injury, I do 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 of the hospital or facility furnishing medical or dental services.

Transportation will be by:  District Bus  Charter Bus  District Van  Private vehicle

**EMERGENCY CONTACT PERSONS**

1.	_____	_____	_____
	NAME	DAYTIME PHONE NUMBER	NIGHTTIME PHONE NUMBER
2.	_____	_____	_____
	NAME	DAYTIME PHONE NUMBER	NIGHTTIME PHONE NUMBER
3.	_____	_____	_____
	NAME	DAYTIME PHONE NUMBER	NIGHTTIME PHONE NUMBER

Note to parent/guardian:

1. If your son or daughter has a special medical problem, kindly attach a description of that problem to this sheet.
2. All medications must be registered on this form
3. All medications, excepting those which must be kept on the student's person for emergency use must be kept and distributed by the staff
4. If any medications are to be taken by the student, please list them here:

**NAME OF MEDICATIONS(S) AND REASON(S) FOR TAKING**

As parent/guardian, I fully understand that participants are to abide by all rules and regulations governing conduct during the trip.

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

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



**VOLUNTARY EXCURSION / FIELD TRIP NOTICE / PERMISSION**

NON-DISTRICT TRANSPORTATION NOTICE

The undersigned hereby acknowledges and understands that the District is NOT providing transportation to the \_\_\_\_\_ school-sponsored activity and that it is the responsibility of the undersigned to arrange for transportation.

The undersigned acknowledges and understands that the driver is not driving on behalf of or as the agent of the District. Further the undersigned understands that the District has not verified the driving record of the driver or the mechanical condition of the vehicle.

IT IS FULLY UNDERSTOOD THAT THE DISTRICT IS IN NO WAY RESPONSIBLE NOR DOES THE DISTRICT ASSUME LIABILITY, FOR ANY INJURIES OR LOSSES RESULTING FROM THIS NON-DISTRICT SPONSORED TRANSPORTATION. ALTHOUGH THE DISTRICT MAY ASSIST IN COORDINATING THE TRANSPORTATION AND/OR RECOMMEND TRAVEL TIME ROUTES OR CARAVANNING TO OR FROM THIS EVENT, I FULLY UNDERSTAND THAT SUCH RECOMMENDATIONS ARE NOT MANDATORY.

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

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

Student's Signature: \_\_\_\_\_

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

**Central Unified School District**

**VOLUNTARY ACTIVITIES PARTICIPATION ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK**

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*Please note: All parents/guardians must complete this form for each District sponsored activity.*

I authorize my child, \_\_\_\_\_ to participate in the District sponsored activity(ies) of \_\_\_\_\_.

- I understand and acknowledge that these activities have inherent risk of injury/illness to individuals who participate in such activities.
- I understand and acknowledge that participation in these activities is voluntary and is not required by the District.
- I understand and acknowledge that by participating in these activities, I and my child are assuming responsibility for the inherent risks with participation in such activities.
- I understand and acknowledge that the District, its employees, officers, or agents are not responsible for any injury/illness which results from a risk inherent to the activities, and which is incident to and/or associated with preparing for and/or participating in the activities.

I acknowledge that I have carefully read this Voluntary Activities Participation form and that I understand its terms.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

A signed Volunteer Activities Participation form must be on file with the District before a student will be allowed to participate in the above extra-curricular activities.

***All chaperones must complete the following:***

I, \_\_\_\_\_, am a chaperone for the \_\_\_\_\_ field trip being taken by \_\_\_\_\_ students on \_\_\_\_\_. As a member of the adult supervision of this activity, I hereby acknowledge that I have read and understand the provisions of the District's Administrative Regulation 6153 and agree to execute my duties as a chaperone in accordance with its provisions.

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

\_\_\_\_\_  
Date

**Central Unified School District**  
**VOLUNTARY ACTIVITIES RELEASE OF LIABILITY WAIVER FORM**

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I, \_\_\_\_\_, release the Central Unified School District of any liability during the \_\_\_\_\_ field trip being taken by \_\_\_\_\_ students on \_\_\_\_\_. I will be responsible for any and all costs incurred during this field trip and Central Unified School District ***will not be responsible for my trip.***

This signed waiver further allows me to use my own transportation to transport my student to and/or from said field trip. I understand this is my choice and I release Central Unified School District of all liability or responsibility.

***I understand that, pursuant to Education Code Section 35330, I am required by law to waive any claims against the district of the State of California for injuries, accident, illness or death, which might occur during this field trip.***

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

\_\_\_\_\_  
Date

INSTRUCTION

School-Sponsored Trips

**2020-2021 CENTRAL UNIFIED SCHOOL DISTRICT  
REQUEST FOR OVERNIGHT FIELD TRIP AND DAY TRIPS MORE THAN 150 MILES  
(To allow for processing, field trips must be submitted one month prior to scheduled trip)**

Destination: \_\_\_\_\_ School/Organization \_\_\_\_\_

Dates/Times: Leave \_\_\_\_\_ a.m.  p.m.  Return \_\_\_\_\_ a.m.  p.m.  School Day yes  no   
 Day (00/00/00) Day (00/00/00)

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

Brief Itinerary: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Name of Requestor \_\_\_\_\_ Date \_\_\_\_\_

Chaperones: The ratio of adults to students shall be at least one to 10. Overnight trips comprised of mixed gender student groups require chaperones comprised of more than one gender. Chaperones must be age 21 or older (BP/AR 6153 School Sponsored Trips).

Number of students attending: \_\_\_\_\_  
Number of chaperones attending (1:10) \_\_\_\_\_

Names of Chaperones	Teacher/Parent/Other *If "other" please specify.	Names of chaperones	Teacher/Parent/Other* *If "other" please specify.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For additional chaperones – continue on second page

Type of transportation (District bus, District van, private auto\*, charter bus, etc): \_\_\_\_\_

*\*If private auto, proof of insurance must be filed with District Business Office*  
**A request for transportation MUST be sent to the Transportation Department including the use of charter transportation.**  
**If sack lunches are to be prepared, a request for food services should be sent to the Food Service Department.**

Name of funding source: \_\_\_\_\_ Cost to District: \$ \_\_\_\_\_ Cost per student: \$ \_\_\_\_\_

**All overnight field trips and day trips of more than 150 miles must be approved by your Principal prior to submission to the Board for approval. Principal's approval is acknowledged by e-mailing this form to Educational Services Department at [edservices@centralunified.org](mailto:edservices@centralunified.org).  
Note: Adobe Read/Write is required to use this form; if you do not have access to Adobe, please contact your site secretary.**

**FOR DISTRICT OFFICE USE ONLY**

- Fingerprint clearance for chaperones confirmed (full screening required for overnight trips)
- Megan's Law clearance chaperones confirmed (required for day trips)
- Not Applicable – Chaperones are Central Unified School District Staff

\_\_\_\_\_  
Area Administrator

\_\_\_\_\_  
Date

**CUSD BOARD ACTION**

Your field trip request has been:       APPROVED                       DENIED

\_\_\_\_\_  
Ketti Davis, Assistant Superintendent, Educational Services

\_\_\_\_\_  
Date

**\*\*\* Notification of Field Trip Approval/Denial will be sent via e-mail.**



## ***CENTRAL UNIFIED SCHOOL DISTRICT***

### **FIELD TRIP CHAPERONE ROLES AND RESPONSIBILITIES**

#### **General Provisions**

1. All chaperones must conform to all pertinent Board Policies and Regulations.
2. The Field Trip Supervisor must be a faculty member of the school taking the trip.
3. Each overnight field trip must have an “on-call” administrator identified who will provide support to the Field Trip Supervisor in the event an emergency or behavior violation occurs. Out-of-state field trips must be accompanied by an Administrator on Duty or a district designee possessing an Administrative Credential. An “on-call” administrator or designee will be expected to drive to the field trip location if a situation arises that warrants an administrator being present.
4. All chaperones must be at least 21 years of age and a member of the school faculty/staff or a district registered volunteer.
5. All chaperones shall attend a pre-event orientation with the Field Trip Supervisor at which time all event activities will be outlined, participants with special needs identified, and chaperone expectations, responsibilities, and emergency procedures discussed.
6. Drinking of alcoholic beverages, use of controlled substances, smoking, or use of tobacco products by a chaperone at any time during a field trip is prohibited.
7. Chaperones will not be permitted to bring relatives or siblings of participating students or other persons on a field trip.
8. Field trips must have at least one designated school personnel CPR trained from American Red Cross or American Heart Association who will be trained and equipped to assist students requiring medical procedures and/or medicine administration/monitoring per AR 5141.21 (h).
9. Chaperones must not dispense medicine to children except those that have been provided by the parents or guardians along with written specific directions provided by the parents, guardians or professional health care providers.
10. Chaperones are required to ride the transportation vehicle to and from the event with the students.
11. Chaperones must wear appropriate clothing at all times.
12. Chaperones must not use profanity.
13. Each chaperone will be assigned Field Trip Supervisory responsibility for no more than ten students.
14. Students are never to leave a supervised area unless escorted by a chaperone.
15. For theme park visits or visits to any destination where students are “fenced in”, 7-12 students must report every other hour to a designated “home base” to check in with a chaperone. K-6 students must be accompanied at all times by a chaperone at no greater than a ten to one ratio.
16. Chaperones shall maintain an operating cell phone and be provided with a list of persons to call if there is an emergency.
17. Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student’s permission slip shall be attached to the student injury incident report which is required with an accident.
18. Field Trip Supervisors and chaperones shall provide age appropriate training to participants for evacuation points, alternate emergency assembly locations, reporting injuries, etc.
19. The Field Trip Supervisor shall ensure that a first aid kit is immediately available at all times during the trip.

**BEHAVIOR INCIDENT RESPONSE**

1. Chaperones are expected to be familiar with the Student Code of Conduct and Discipline/ Academic/Co-Curricular Code of Ethics, and the Civility Policy.
2. Chaperones must promptly report any inappropriate behavior violations (curfew violations, use of alcohol, drugs, etc.) to the Field Trip Supervisor in writing. As soon as student safety is secured, the Field Trip Supervisor is required to contact the Administrator on call to report the incident.
3. The Administrator on Duty will consult with Field Trip Supervisor and chaperones and give direction on the investigation and interview process.
4. An investigation shall follow these steps:
  - Separate the students and have them write statements. Do not have students write statements together
  - Follow approved search and seizure procedures
  - Interview students individually after collecting statements
  - If you have chaperones on the trip, have them write statements if they have any information that would help in the investigation
  - Collect statements and ask questions about the incident
  - Write down verbal statements and observations
  - Write down time and date
  - Notify law enforcement when appropriate
  - Contact parents by phone

**HOTEL PROTOCOL**

1. Student rooms shall not be on the ground floor whenever possible.
2. Chaperone rooms shall be adjacent to every student occupied room.
3. An adult chaperone room shall never be totally vacated at any time.
4. Chaperones must take meals with their assigned students.
5. At no time shall participants just be “turned loose.”
6. Chaperones shall conduct a bed check for participants assigned to them by knocking on each door and checking to see that each participant is in his/her assigned room and that there are no visitors in the room. Female chaperones are to check female participant rooms and male chaperones are to check male participant rooms.
7. Chaperones shall check hotel rooms of participants before leaving so that damages can be determined immediately and to make sure nothing gets left behind inadvertently.

**HALLWAY MONITORING PROTOCOL**

1. A minimum of two chaperones per shift shall be assigned to hallway supervision in shifts of three hours duty from 10:00 PM throughout the remainder of the night.
2. Chaperones who are also drivers shall be excluded from night time supervision.
3. If hotel rooms have outside balconies, hourly checks shall be made of the balconies.
4. A method for determining if students have left rooms after curfew shall be in place. This could be placing tape over the door, or some other similar method.

I, \_\_\_\_\_, am a chaperone for the \_\_\_\_\_ field trip being taken  
(print name)  
 by \_\_\_\_\_ students on \_\_\_\_\_. As a member of the adult supervision of this activity, I hereby acknowledge that I have read and understand the provisions of the District’s Administrative Regulation 6153 and agree to execute my duties as a chaperone in accordance with its provisions.

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 Chaperone Signature

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 Date

rev: 8/23/16

 CENTRAL UNIFIED SCHOOL DISTRICT  
 Fresno, California

## CENTRAL UNIFIED SCHOOL DISTRICT

***FIELD TRIP CODE OF CONDUCT*****Trip Purpose/Philosophy Statement**

The trip you are embarking on to represent your school, the Central Unified School District, and the community promises to be a great experience. We are confident that each of you will put your total effort and concentration into this event. Not only will you be experiencing participation at its highest level, but hopefully, accumulating unforgettable memories along the way. We are extremely proud of each of you who contribute much to the school.

Remember who you are. Remember that you represent our school and district. Savor the experience and take pride in being a member of our school. We believe in you and know you will make us proud of your achievements.

**Rules and Regulations**

Please be aware that all Central Unified rules and policies apply, and any trip discipline will be followed by school discipline and consequences upon your return. Any students not complying with the general guidelines for the trip may be sent home immediately (at parent expense) or be restricted for the rest of the field trip. In most cases, the student will be sent home or parents will need to travel to pick up their child.

Gambling, drinking, use of drugs, tobacco, controlled substances, theft, profanity or other undesirable behavior will not be tolerated.

**Hotel Department**

Upon arrival at the hotel, keys will be issued to those who have been assigned that responsibility. If keys are lost, extras will be available after the replacement cost is paid. Remember that the hotel will be full of other guests and you should be considerate of their presence. Any problems or damages with any room will be considered to have been caused by all the room members. Never should anyone other than the assigned students or parents be in the room without advisor/coach permission. Absolutely no one of the opposite sex will be allowed in the rooms. Students should not give out the name of the hotel, room number, and/or phone number to anyone other than their own immediate family members.

Upon checkout, the room will be charged for any missing items. All keys will need to be turned in to the chaperone/coach, and all room charges will need to be cleared before checkout is completed.

Remember that hotels charge for all phone calls. Pay phones (or cell phones) are to be used for all personal calls. Also, many hotels have pay TV included on "in-room" television sets. There is an additional charge and if you use this service, you will need to pay for it. Only appropriately rated programming should be viewed. Many hotels have mini-refrigerators in the rooms. The contents of these units are not complimentary and often expensive. Anything taken will be added to your bill.

Be considerate of other guests. After room check and “lights out”, there should be no TV, radio, hair dryers, horseplay, etc. You are not allowed to leave room except in emergency. Leaving your room for anything other than an emergency will result in appropriate discipline, which may include not allowing you to attend future overnight field trips for a period up to one year.

**Transportation**

All students should comply with instructions given by advisors, chaperones, and employees of the transporting service. Safety standards should always be observed. Remember that you represent your school and organization throughout the trip.

\_\_\_\_\_  
Student Signature

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

\_\_\_\_\_  
Date

Exhibit approved: 6/23/15