



Birmingham Community Charter High School Field Trip Packet

Purpose:

The purpose of this policy is to establish guidelines for the supervision and management of routine and non-routine field trips organized by the school. The safety and well-being of students are of utmost importance and this policy aims to ensure adequate supervision and adherence to protocols during all school-sponsored trips. In accordance with California Education Code Section 35330, all persons making the field trip or excursion shall be deemed to have waived all claims against the school district, charter school, and the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

I. Planning and Approval:

- A. All field trips must be planned well in advance, taking into consideration the educational value, safety, and logistics involved.
- B. The trip proposal, including destination, purpose, itinerary, and estimated cost must be submitted to the appropriate school authorities for approval.
- C. Parental consent forms, medical information, emergency contact details, and any necessary permissions should be obtained prior to the trip.

II. Supervision:

- A. An adequate number of qualified and responsible staff members, including teachers and support personnel must accompany the students during the trip.
- B. The student-to-supervisor ratio should be maintained at a level that ensures effective supervision and attention to individual student needs.
- C. A designated trip coordinator should be appointed to oversee the organization, implementation, and supervision of the trip.

III. Qualifications and Training:

- A. All staff members participating in routine/non-routine trips should possess appropriate qualifications and experience relevant to the trip's nature and activities.
- B. Staff members should be trained in first aid and emergency response procedures, as well as any specialized training required for specific trip activities.
- C. The designated trip coordinator should ensure that all staff members are familiar with the school's policies and protocols regarding overnight trips.

IV. Code of Conduct:

- A. Students must adhere to the school's code of conduct and behavior expectations throughout the duration of the overnight trip.
- B. Appropriate consequences should be established for any misconduct or violation of the code of conduct, ensuring consistency with the school's disciplinary policies.



V. Accommodation and Safety:

- A. Accommodation arrangements should prioritize the safety and security of students, adhering to established safety standards and regulations.
- B. Emergency procedures, including evacuation plans and communication protocols, should be communicated to both students and supervising staff members.

VI. Communication and Contact:

- A. Parents or guardians should be provided with detailed information regarding the overnight trip, including the itinerary, emergency contact information, and any relevant updates.
- B. Regular communication channels should be established between the trip coordinator and the school administration to ensure smooth coordination and support.

VII. Health and Medication:

- A. Students with specific health conditions or dietary requirements should provide relevant information in advance, and necessary accommodations should be made.
- B. Adequate medical supplies, including first aid kits, should be readily available throughout the trip.
- C. The supervising staff should be aware of any student-specific medical requirements and medications, ensuring proper administration and storage.

VIII. Risk Assessment and Insurance:

- A. Prior to the trip, a comprehensive risk assessment should be conducted to identify and mitigate potential hazards associated with the overnight activities.
- B. Adequate insurance coverage should be in place to protect both the school and students during the overnight trip.

IX. Emergency Procedures:

- A. A clear and documented plan for handling emergencies, including medical emergencies, natural disasters, or unforeseen circumstances, should be established.
- B. Emergency contact information for relevant authorities, medical facilities, and parents or guardians should be readily available during the trip.

X. Review and Evaluation:

- A. After the completion of the overnight trip, an evaluation should be conducted to assess its educational value, safety measures, and overall effectiveness.
- B. Feedback from both staff members and students should be solicited and considered for future trip planning and improvement.



Risk Management Best Practices: Field Trips

Risk Considerations: While field trips have educational benefits and value, they also can result in injuries, illnesses, deaths, and/or property damages and impose liabilities upon schools. Schools should carefully review and approve all field trips based on the type, location, and duration of the field trip.

Educational Purpose: The educational purpose of the activity should be a direct result of the course curriculum or a required co-curricular competition. Events should never be selected based on the attractive nature of the venue nor be used as an incentive for students to participate in a program. Parents and students should be informed in writing of the behavioral expectations of students.

Documentation/ Permission: Field trip requests should clearly state the name of the event, its date, location, specific activities, duration, estimated numbers of participants (including students, personnel, and chaperones), method of transport, necessary supplies and equipment, and educational purpose. Schedules should not be deviated from without administrative authorization.

Participation of Students with Disabilities: Schools should explicitly plan for participation by students with disabilities in their field trips. Section 504 prohibits discrimination against students with disabilities. If a student with a disability needs an accommodation or related aids and services to participate in a field trip, those services must be provided. If there are concerns that a student's participation may be unsafe or a risk to the student or others, the school should consider providing accommodations and related services to support the student's participation.

Supervision of Students: Schools should establish minimums for student and chaperone participation, with a minimum of one chaperone for every ten students. When there are both male and female students on a trip, there should always be male and female chaperones. Students should always be under the immediate supervision of a chaperone during field trips and not be allowed to go off on their own. Room checks should be a common component of appropriate supervision. Parents and students should be informed in writing of the expectations of the trip chaperones. All volunteer chaperones should be school or board approved volunteers.

Methods of Travel: Field trips should depart from and return to either a school site or a transportation hub pre-approved by administration. Schools should carefully consider transportation modes used in their field trips and the implications of using these modes. For field trips wherein the school contracts with a proposed transportation provider, commercial automobile liability insurance limits should be reviewed prior to signing an agreement. For field trips wherein volunteer drivers are used, the volunteered vehicles' owners should present evidence of current insurance with limits of at least \$100,000 for injury/death to one person/ \$300,000 for injury/death to more than one person. If private vehicles are being used to transport students, the trip advisor is responsible to make sure all insurance and license documentation is on file with the school prior to the field trip.

Emergency Procedures: Each staff member attending the trip should carry copies of Field Trip Permission & Consent Forms for each student and have an emergency contact phone number for a school administrator. If a serious incident occurs during a field trip, a school administrator must be notified immediately.

Regulations:

Education Code section §35330

California Government Code § 815.6

Part 104 of the Code of Federal Regulations

Part 504 of the Rehabilitation Act of 1973.



Policies for Routine Field Trips

A **Routine Field Trip** is a full- or partial-day trip to a pre-approved site that has been deemed appropriate by administration. To qualify as a routine field trip, all of the following criteria must be met:

Trip Approval

- The trip is to a pre-approved site or has received prior approval from your administrator.
- A list of pre-approved sites can be found on the BCCHS website under Documents & Forms.

Educational Purpose

- The trip provides educational, social, and/or cultural value.
- A lesson plan must accompany the field trip request.

Funding

- The trip must not require any out-of-pocket cost from students.
- Sufficient funding must be available to cover all trip-related expenses.

Supervision

- Adequate supervision must be provided, with a ratio of approximately 1 adult for every 10–15 students.
- Any non-BCCHS employee chaperones must be vetted and approved by Human Resources prior to the trip.

Student Roster & Nurse Clearance

- All participating students must be cleared by the school nurse before attending.
- The student roster must be shared digitally and include student ID numbers in a separate column.
- Please use one of the following formats: Google Sheets (*preferred*), Google Docs, Excel, or Word.
- You may grant editing access to the school nurse(s) so that student clearances can be documented directly on the shared roster.

Attendance Clearance

- The teacher organizing the trip must email the finalized roster to Sabrina Sedani, Tommy Elmore, and Rosa Ramirez at least one week prior to the field trip to allow sufficient time for attendance processing and clearance.

Chaperones

All chaperones must have a Chaperone Agreement on file for the school year. See page 11.

To minimize the use of classroom teachers as chaperones, please first seek available out-of-classroom faculty and staff by emailing: outofclassroomfieldtrip@bcchs.net

You may also contact Sabrina Sedani (T-210) for assistance.

Substitute Teachers

- If a substitute teacher is required, notify the Main Office at least 10 days in advance.
- Teachers are responsible for arranging and securing their own substitutes.



Routine Field Trip Form Instructions & Procedures

30 School Days Prior to the Field Trip

- Complete the Request for Approval of School-Organized Trips for Students packet.
- Obtain approval signatures on page two of request form in order.
 1. Calendar (Rosa Ramirez in SDS Office)
 2. Substitute Teacher Coverage (Main Office)
 3. Department Administrator
 4. Final Approval (Tommy Elmore in T-210)
- Submit all completed forms to T-210 for review. Final approval will be provided by Tommy Elmore.

Please allow up to five (5) school days for review. You will receive a follow-up email from Sabrina Sedani regarding the status of your request.

20-25 School Days Prior to the Field Trip (once approved)

Permission Slips

- Complete both English & Spanish versions of the Parent Consent for Field Trip, Medical Authorization, and Student Transportation Waiver Form (a.k.a Permission Slips)
- Obtain administrator signature on permission slips.
- Make copies and distribute them to students for parent/guardian signatures.

Lunch Requests

- For field trips that occur during the instructional day, a QR code will be included on student permission slips, allowing students and parents/guardians to submit a lunch request through a Google Form if they would like to receive a free school provided lunch.
 - On the day of the field trip, student lunches will be dropped off at the designated meeting area at the designated time.
- Teachers will also be provided with the QR code and direct link to the Google Form and are encouraged to share it with students and remind them to submit their lunch request at least 10 days prior to the field trip.
- For weekend or non-instructional day field trips, teachers must submit a “Weekend Field Trip Meal Request Form” at least 10 days prior to the trip date. ***The QR code / Google Form verification is not required for weekend or non-instructional day field trips.***
 - Students will not need to pick up their lunches from the cafeteria for weekend or non-instructional day field trips. A plan for the delivery of lunches will be made via email by Sabrina Sedani.
- For any questions/concerns regarding field trip lunches, please contact Sabrina Sedani and Evelyn Lopez via email.

Student Medical Clearance

- Submit a digital roster of participating students to the school nurse for medical clearance.
- Please use one of the following formats: Google Sheets (preferred), Google Docs, Excel, or Word.
 - Include student ID numbers in a separate column so they may easily be copied and pasted for a more efficient process.
- Grant editing access to the school nurse so student clearances can be completed directly on the digital roster.



Chaperones

Ensure you have an adequate number of chaperones. The recommended number of chaperones to students is (1) chaperone per 10-15 students.

If additional chaperones are needed, first contact available non-classroom faculty and staff by emailing: outofclassroomfieldtrip@bcchs.net before asking other teachers and in-class personnel to assist.

All chaperones must have a Chaperone Agreement on file. See page 11.

School Bus / Charter bus transportation

- Transportation will be provided and arranged by Sabrina Sedani for academic field trips and by Rosa Ramirez for athletic field trips. *Please do not arrange transportation on your own, as there are specific procedures in place.*

Private Vehicle Transportation

If students will be transported in private vehicles:

- Private transport requires approval from T. Elmore and/or A. Bennett.
 - Drivers must include a copy of current driver license and automobile insurance (submit to T-210 or via email)
- Provide students/drivers with a completed Private Vehicle Transportation Waiver Form to be signed by their parent/guardian.
- Students may not be transported by student drivers.

5 School Days Prior to the Field Trip

- Verify that all participating students have submitted completed permission slips.
 - Confirm that all of each participating student's teachers have approved their attendance.

1–2 School Days Prior to the Field Trip

- Remind students of the designated meeting location and reporting time.
- Prepare a final roster of participating students.
- Submit a copy of the final roster and all permission slips to Sabrina Sedani (T-210 or in mailbox).

Important: *The teacher must submit the final list of participating students to Sabrina Sedani, Tommy Elmore, and Rosa Ramirez no later than 2 days before the field trip so attendance can be cleared in a timely manner.*

Day of the Field Trip

- Students lunches will be delivered to the designated meeting area at the designated time.
 - For weekend / non-instructional day field trips, delivery of lunches will have been arranged by Sabrina Sedani and/or cafeteria staff.
- Ensure all chaperones are present.
- Take attendance before departing campus.
 - Maintain accurate attendance records throughout the trip.
- Take attendance before leaving the field trip destination.

Private Vehicle Transportation Policy

Field trips utilizing adult or student drivers in private vehicles are not permitted unless prior arrangements have been made and approval has been granted by the Principal. If this applies to your field trip, please see Mr. Elmore in T-210 for approval and additional requirements.

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Field Trip Check-List

(For teacher use only - you do not need to submit this form)

Prior to receiving approval:

- ☐ Complete the Request for Approval of School-Organized Trips for Students form.
- ☐ Complete the Parent Consent for Field Trip, Medical Authorization, and Student Transportation Waiver Form (including the Private Vehicle Transportation Waiver, if applicable)
- ☐ Confirm the site can accommodate the anticipated number of students.
 - ☐ Comments: _____
- ☐ Confirm the site is available on the requested field trip date.
 - ☐ Comments: _____
- ☐ If admission tickets or any purchasing is required, contact your department's Administrative Assistant to begin the purchasing process.
- ☐ Request substitute coverage for yourself and/or any instructional staff serving as chaperones (if applicable).
- ☐ When submitting your completed field trip packet, include an itinerary that lists the following:
 - ☐ Scheduled activities (tours, presentations, workshops, etc.)
 - ☐ Flyer for event taking place (if applicable)
 - ☐ Estimated meal times (breakfast, lunch, dinner, etc.)

Once the Trip Has Been Fully Approved:

- ☐ Submit a digital roster (Google Sheets *[preferred]* or Google Docs) to the school nurse for medical clearance.
 - ☐ Include student ID numbers in a separate column.
- ☐ Distribute signed and completed copies of the Parent Consent for Field Trip, Medical Authorization, and Student Transportation Waiver Form (including the Transportation Waiver, if applicable)
- ☐ Collect all signed permission slips by a given due date.
 - ☐ *Note: Permission slips must remain with the supervising teacher at all times during the field trip.*
- ☐ Share the lunch request QR code and/or Google Form link with students and remind them to submit their selections if they wish to receive a free field trip lunch.
- ☐ Ensure an adequate number of approved chaperones are confirmed (1 chaperone per 10-15 students).
 - ☐ All chaperones must have a Chaperone Agreement on file. See page 11.
- ☐ Provide copies of all signed permission slips to Sabrina Sedani (T-210 or mailbox at least one (1) school day prior to the trip.
- ☐ Inform students of the meeting location, departure time, and return expectations.
- ☐ If utilizing approved private transportation, ensure all students and parents/guardians complete the required Private Vehicle Transportation Waiver:

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Day of the Field Trip:

- ☐ Ensure student lunches have been received.
- ☐ Bring the final student roster.
- ☐ Bring all signed permission slips.
- ☐ Take attendance before departing campus and before returning to campus.
- ☐ Submit any required attendance information to the SDS Office upon departure and/or return.



Requirements / Check-list for Overnight, Out-of-Town, and High-Risk Field Trips

*These items must be submitted *in addition* to the “Routine Field Trip” requirements*

(Out-of-town field trips [greater than a 75-mile radius from BCCHS] and/or overnight field trips require BCCHS Board approval.)

Health & Safety

- ☐ Confirm a basic First Aid kit will be available for the duration of the trip. See the school nurse if a First Aid kit is needed.
- ☐ Provide the address / contact information of the nearest emergency medical facility on the field trip request form.
- ☐ For trips involving camping, hiking, swimming, or other higher-risk activities, ensure at least one chaperone possesses a current First Aid/CPR Certification. *A copy of the certification card must be submitted prior to departure.

Chaperone/Adult Participant Information

- ☐ Submit a list of all adult chaperones, including: Full name, phone number, position/role (teacher, coach, parent, volunteer, etc.)
- ☐ Ensure the required supervision ratio is met: Minimum of 1 adult for every 10–15 students
 - ☐ Minimum of 1 adult for every 5 students for trips involving swimming, beach activities, or water-related recreation.
- ☐ Ensure all non-BCCHS employee chaperones have been cleared through BCCHS Human Resources, as well as the California Megan’s Law database: <http://www.meganslaw.ca.gov>
- ☐ Ensure chaperones must have a Chaperone Agreement on file. See page 11. Completed forms are to be submitted to T-210 or Sabrina Sedani’s mailbox.
- ☐ ***For out-of-state field trips or excursions:*** Ensure all adults and all parents/guardians of students have a signed Waiver for Out-of-State Field Trips or Excursions on file. See page 12.

Trip Planning & Documentation

- ☐ Submit a detailed itinerary that includes a timeline of all planned activities for each day of the trip.
- ☐ Include a plan for student meals and supervision during meal periods.
 - ☐ Specify how student meals will be paid for.

Competitions & Tournaments

Attach documentation verifying the event, such as:

- ☐ Tournament or competition flyer
- ☐ Official event schedule
- ☐ Registration confirmation
- ☐ Other documentation confirming the event is taking place

Parent Drop-Off at Airports, Ports, or Similar Locations

Parents/guardians who will be dropping off students at an airport, port, or other designated travel location must complete and submit a Private Vehicle Transportation Waiver.



Transportation Requirements

Air Travel

- ☐ Provide airline and flight information.
- ☐ Identify transportation arrangements upon arrival at the destination.
- ☐ Verify students have proper government identification required for travel.

Transportation

- ☐ Specify the mode(s) of transportation to be used once at destination.

If using Charter Bus transportation, not arranged by BCCHS:

- ☐ Ensure Charter Bus company or vendor organizing the field trip/transportation is vetted through HR.
- ☐ Provide charter company name and contact information.
- ☐ Itinerary for transportation, including pick-up and drop-off times/locations.

Hotel Accommodations (if applicable)

- ☐ Provide the hotel name and address.
- ☐ Indicate the total number of rooms being utilized.
- ☐ Confirm student room assignments:
 - ☐ Boys housed with boys
 - ☐ Girls housed with girls
- ☐ Confirm chaperone room assignments (*chaperones must stay in separate rooms from students*)
- ☐ Provide a supervision plan that includes:
 - ☐ Chaperone room locations
 - ☐ How students may contact chaperones
 - ☐ Frequency of chaperone check-ins
- ☐ Procedures for emergencies and after-hours concerns



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<http://www.birminghamcharter.com>

Ari Bennett
CEO/Principal

Michael Bennett
Board President

School Policy for Chaperoning Student Field Trips

Field trips can be incredibly rewarding experiences for both students and staff. They offer opportunities for hands-on learning, exposure to new environments, and memorable moments that enhance classroom instruction. However, ensuring the safety and well-being of all participants is a top priority. By following the appropriate guidelines outlined in this policy, chaperones help create a safe, organized, and enjoyable experience for everyone involved.

Please review and adhere to the expectations below prior to chaperoning a school-sponsored trip. Your commitment to student supervision and cooperation with school staff is greatly appreciated.

1. Remain with your assigned group at all times. Chaperones must provide active supervision of students at all times. DO NOT allow students to wander off and/or leave your supervision. Conduct regular counts of students in the groups to confirm all students are present.
2. Ensure students follow school and field trip site rules and behave appropriately.
3. Adhere to the trip schedule, logistics and rules set by the coordinating staff member and attend all required check-in times and meeting points.
4. Remain within the boundaries of the designated field trip location as outlined in the trip itinerary. No one is permitted to leave the location without express permission and administrative oversight.
5. Model respectful and responsible behavior at all times.
6. In the event of an emergency or if a student is separated from the group, chaperones must notify the field trip coordinating staff member and school administration immediately.
7. Alcohol and/or tobacco use is strictly prohibited.
8. Respect all students' privacy and keep sensitive information confidential.
9. Refrain from using cell phone for non-essential communication during supervision and remain focused on student safety and oversight at all times.
10. Students may not leave the field trip early or with anyone other than the group unless there is a pre-arranged agreement that includes written and signed documentation (i.e., transportation waiver) from a parent or guardian. This documentation must be submitted and approved by administration prior to the date of the trip.
11. Do not lend money to students or buy items for particular students as gifts.
12. Do not provide transportation for students unless you have prior, written permission from your administrator and the students' parent/ guardian. In no circumstances should you be in a car alone with a student.
13. Do not assist students with dressing/undressing, personal hygiene, or the administration of medication, unless such action is required by the student's IEP, and you have been trained to do so.
14. Do not share food with students as some may have life-threatening allergies.

By signing below, all chaperones acknowledge their understanding of and agreement to comply with the above policy.

Chaperone Name (Print): _____

Signature: _____

Date: _____



WAIVER FOR OUT-OF-STATE FIELD TRIPS OR EXCURSIONS

(Required of all adults and all parents or guardians of students taking out-of-state field trips or excursions)

Name of Student or Adult Participant _____ Student Birthdate _____

Description of Activity _____ Out of State Destination(s) _____

For and in consideration of permitting the above-named child or adult to participate in the activity described above, I hereby voluntarily release, discharge, waive, and relinquish any and all actions or causes of action for personal injury, bodily injury, property damage, or wrongful death occurring to the above-named child or adult arising in any way whatsoever as a result of engaging in said activity or any incidental activities, wherever or however the same may occur and for whatever period said activities may continue. I, for myself, my heirs, executors, administrators and assigns and the above-named child and his/her heirs, executors, administrators, and assigns, hereby release, waive, discharge and hold harmless Birmingham Community Charter High School, its officers, agents, servants, or employees (hereinafter collectively "BCCHS and BCCHS Personnel") from any action or causes of action, which may hereafter arise for myself and my estate and for the above-named child or adult and his/her estate, and agree that under no circumstances will I, my executors, administrators, and assigns or the above-named child, or his/her heirs, executors, administrators and assigns, prosecute or present any claim for personal injury, bodily injury, property damage or wrongful death against BCCHS and/or BCCHS Personnel of any of said causes of action, whether the same shall arise by the negligence of any of said persons or otherwise. Further, I shall indemnify and defend BCCHS and BCCHS Personnel against any such claims for personal injury, bodily injury, property damage, or wrongful death arising in any way whatsoever as a result of the above-named child's engaging in the above-described voluntary activity or any activities incidental thereto.

California Education Code Section 35330(d) provides as follows:

All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims.

I have read and understand Education Code Section 35330(d). I further understand that I shall hold harmless BCCHS and BCCHS Personnel from any and all liability or claims that may arise out of or in connection with my or my child's participation in this activity.

I further acknowledge that BCCHS does not provide any type of insurance including liability, collision, comprehensive or medical coverage for students or adults who provide their own transportation or provide transportation to other individuals in connection with an excursion/field trip activity.

Signature of Parent or Guardian or Signature of Adult Participant

Date

Print name of Parent or Guardian or Signature of Adult Participant



Weekend Field Trip Lunch Request Form 26-27

Student and Adult Lunches are \$7.25

Please complete and return this form to Evelyn Lopez in room T210 or by email at e.lopez@bcchs.net **and** cecilia.morin@compass-usa.com.

Allow **10** days in advance of your field trip.

TODAY'S DATE: _____ **CONTACT PERSON:** _____

PHONE NUMBER/EMAIL: _____

DATE OF EVENT:	TEACHER:	# OF STUDENT LUNCHES:
TIME LUNCH IS NEEDED:	DELIVERY OR PICK UP? SPECIFY DELIVERY LOCATION:	# OF ADULT LUNCHES:
DEPARTMENT:	FIELDTRIP NAME:	SPECIAL INSTRUCTIONS:

MENU

Enter the quantity in the box next to your preferred choice.
All meals are served with condiments, napkin and spork kit.

Entrée choices will include chips and water

Turkey, provolone, cajun mayo, lettuce, tomato on Sub Roll	Italian Sandwich on Sub Roll (Ham & Salami)	Turkey Club Sandwich
Roasted veggies, provolone cheese on pretzel roll bread	Chicken Salad, lettuce, tomato on Croissant	Ham, provolone, baby spinach & tomato on croissant

EXTRAS

Non Specialty Bread Sandwiches \$5.75 Turkey/ Ham & Cheese/ Veggie Wrap/ PB&J Fun Box	Tropicana Lemonade Juice \$1.50
	Cookies \$0.50

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BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL
REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIPS FOR STUDENTS

CHECK THE APPROPRIATE BOX: ☐ Field Trip ☐ Curricular Trip ☐ Athletic Trip ☐ Other: _____

APPLICANT INFO.

Employee Supervising Trip:				Cell #:	
Department:			*SOURCE OF FUNDS:		
1	DESTINATION:			DESTINATION PHONE:	
Address:					
City:			State:		ZIP Code:
Are admission fees charged?		☐ Yes ☐ No	If so, how many tickets needed?: (MUST BE PURCHASED BY YOUR DEPARTMENT'S ADMIN ASSISTANT)		
NEAREST EMERGENCY FACILITY INFORMATION:		EMERGENCY FACILITY NAME: _____			
ADDRESS: _____			PHONE: _____		
2	IS THE SITE A PRE-APPROVED SITE? (List included in field trip packet)			☐ Yes ☐ No (If not, speak to the Supervising Administrator)	
3	DOES THE SITE REQUIRE PROOF OF INSURANCE FROM THE SCHOOL? ☐ Yes ☐ No (If so, please email HR for the required documents)				
4	DATE(S) OF TRIP:			OVERNIGHT TRIP? ☐ Yes ☐ No	
5	NUMBER OF STUDENTS:	NUMBER OF ADULTS:		DATE OF BOARD APPROVAL: _____	
6	NAME(S) & CONTACT INFO OF ADULTS ATTENDING TRIP: (Provide attachment if not sufficient space)				
NAME:		NAME:		NAME:	
CELL:		CELL:		CELL:	
NAME:		NAME:		NAME:	
CELL:		CELL:		CELL:	
NAME:		NAME:		NAME:	
CELL:		CELL:		CELL:	
7	SUBSTITUTE REQUIRED: ☐ Yes ☐ No		IF SO, YOU MUST ORDER YOUR OWN SUBS.		HOW MANY SUBS? _____ # OF DAYS: _____
8	TIME SCHEDULED:	LEAVE SCHOOL: _____ AM / PM	ARRIVE DESTINATION: _____ AM / PM	LEAVE DESTINATION: _____ AM / PM	RETURN TO SCHOOL: _____ AM / PM
9	DURATION OF TRIP:	☐ LESS THAN ONE DAY	☐ ONE DAY	☐ OTHER _____	
10	OVERNIGHT TRIP:	☐ ONE NIGHT	IF MORE, HOW MANY DAYS? _____	OVERNIGHT TRIP MUST BE <u>BOARD</u> APPROVED. Minimum 45-day process time	
11	METHOD OF TRANSPORTATION	☐ SCHOOL BUS (arranged by BCCHS) (approx. 50-54 people per bus)	☐ TRANSPORTATION PROVIDED BY DESTINATION / EVENT	☐ WALKING ☐ AUTOMOBILE *	PUBLIC CARRIER: ☐ AIRPLANE ☐ TRAIN ☐ BOAT ☐ OTHER
*NOTE: If using personal automobile or public carrier, please get approval from supervising administrator.					
12	LUNCH FOR STUDENTS:	☐ PROVIDED BY BCCHS (stu. must complete Google Form)	☐ PROVIDED BY DESTINATION / EVENT	☐ STUDENT BRING OWN LUNCH	☐ N/A
13	BRIEF DESCRIPTION OF EDUCATIONAL GOAL TO BE DERIVED FROM THIS ACTIVITY. PLEASE STATE SPECIFICALLY AS AN INSTRUCTIONAL OBJECTIVE (NOT REQUIRED FOR ATHLETIC TRIPS)				
PURPOSE:					
BENEFIT TO STUDENTS:					
CURRICULAR AREAS ADDRESSED BY TRIP:					
☐ Standard Based Instruction		☐ Technology Integration		☐ College & Career	
☐ Multicultural Awareness		☐ Intervention Strategies		☐ Other: _____	
DESCRIPTION OF THE STUDENT ASSIGNMENT AND ASSESSMENT CONNECTED TO THE TRIP: (You may attach additional pages if necessary)					

SCHOOL GOALS ADDRESSED: ☐ STU. DEMONSTRATE PROFICIENCY IN ALL CONTENT AREAS ☐ ENSURE DIPLOMA ELIGIBILITY ☐ INCREASE COLLEGE AND CAREER READINESS ☐ PROVIDE A POSITIVE SCHOOL CLIMATE ☐ INCREASE PARENT INVOLVEMENT FOR STUDENT ACADEMIC SUCCESS				
LCAP GOALS:				
FOLLOW UP BENEFIT TO SCHOOL COMMUNITY: I will participate in the following Post-Curricular Trip Activities: (check one or more) ☐ Design, implement, evaluate, and share a Standard-Based Lesson based on this curricular trip ☐ Lead a Professional Development Session on: _____ ☐ Report to my department, a charter standing committee, or inter-departmentally ☐ Other: _____				
14	<u>IF HIKING OR CAMPING ACTIVITY:</u>			
14	a. Has ranger, sheriff, police or any other emergency personnel been notified of intent to be in the area?	☐ Yes ☐ No		
	b. Has area been checked for potential hazards? (If so, please provide information)	☐ Yes ☐ No		
	c. Has School Police been notified of the trip?	☐ Yes ☐ No		
	d. Has approval been obtained from the Supervising Administrator?	☐ Yes ☐ No		
15	PLEASE GO THROUGH ORDER OF APPROVALS. YOUR FIELD TRIP PACKET WILL BE REJECTED IF MISSING SIGNATURES			
APPROVALS	1. CALENDAR SDS Office - Rosa Ramirez	☐ Yes ☐ No	SIGNATURE:	DATE
	2. SUB COVERAGE CONFIRMATION Main Office (YOU MUST HAVE ALREADY SUBMITTED THE SUB REQUEST PRIOR TO OBTAINING SIGNATURE)	☐ Yes ☐ No ☐ N/a (ie: weekend field trips)	CONFIRMATION #: SIGNATURE:	DATE
	3. DEPARTMENT ADMINISTRATOR	☐ Yes ☐ No	SIGNATURE:	DATE
	4. FIELD TRIP ADMINISTRATOR T-210 - Tommy Elmore	☐ Yes ☐ No	SIGNATURE:	DATE
	5. (OVERNIGHT TRIPS ONLY) PRINCIPAL Ari Bennett	☐ Yes ☐ No	SIGNATURE:	DATE
	☐ Trip NOT approved. Reason: _____ _____ _____			
Signature: _____		Date: _____		



BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL - TRIP SLIP FOR TRANSPORTATION BY PRIVATE AUTO
PARENT CONSENT FOR FIELD TRIP, MEDICAL AUTHORIZATION, AND STUDENT TRANSPORTATION

(PARENT FILL OUT) (stu. name) _____ (stu. ID #): _____

has my permission to participate in the school curricular trip to: _____
(TEACHER FILL OUT) (location) _____ on (date) _____.

Departure time: _____ AM / PM

Return time: _____ AM / PM

Method of Transportation - Please Check One (Teacher)

- ☐ Walking - Complete Section ONE on the back
- ☐ School Bus or Charter Bus provided by the school
Complete Section TWO on the back
- ☐ Other - Such as Airplane, Train, Van, etc.
Complete Section THREE on the back

Meals - Please Check One (Teacher)

- ☐ Lunch will be provided by the school
- ☐ Lunch will be provided by destination/event
- ☐ Pupil will be at school during lunch
- ☐ Pupil should bring snacks/lunch with them - NO GLASS CONTAINERS
- ☐ Other _____

Please make note of any
dietary restrictions:

SUPERVISING TEACHER(S): _____

NON-CERTIFICATED CHAPERONES AS NEEDED _____

PARENTS - PLEASE NOTE: California Education Code, Section 35330 in part provides: All persons making the field trip are deemed to have waived all claims against BCCHS, the District, and it's employees and the State of California for injured, accident, illness, or death occurring during or by reason of field trip. In addition, if the field trip is outside the State of California, all adults participating in the field trip and all parents or guardian of pupils taking the out of state field trip are required to sign this statement waiving all claims.

Student's Full Name: _____ Student's DOB: _____

Student's Home Address: _____

Emergency Contact Name: _____ Emergency Contact #: _____

Other Emergency Contact Name: _____ Emergency Contact #: _____

MEDICAL AUTHORIZATION: Should it become necessary for my child to have medical treatment while participating in this trip, I hereby give BCCHS personal permission to use their judgement in obtaining medical service for my child and I hereby give my permission to the physician selected by BCCHS personnel to render medical treatment deemed necessary and appropriate by the physician. I understand that BCCHS has no insurance covering such medical or hospital costs incurred for my child and, therefore, any costs incurred for such treatment shall be my role responsibility.

A special note to the parents/guardians:

1. ☐ Please check here if special instructions regarding medical treatment are on file with BCCHS

2. All medications must be registered on this form with a physician's written instructions on dispensing.

3. All prescriptions, excepting those which must be kept on the student's person for emergency use, must be kept and distributed by BCCHS staff.

4. ☐ Check here if NO blood transfusions or blood products are to be given.

5. Please list any medical concerns:

I agree to direct my child to cooperate and conform to all rules and regulations governing conduct on this trip. Any violation of these rules and regulations may result in the school contacting parents/guardians and arranging transportation home for the pupil at the parent/guardian expense.

I fully understand the following:

1. Participation in these activities are voluntary.
2. I may revoke this permission at any time by notifying the school in writing.
3. Revocation is not effective until the receipt is acknowledged by the School.
4. I agree and acknowledge with all of the information stated above.

Parent/Guardian Signature _____

Parent/Guardian Name Printed _____

Date _____

ADVANCE NOTIFICATION OF ABSENCE (Required teacher signatures of the trip in during school hours)

Teachers: Please acknowledge this student's absence by signing next to the class period in which she or he will be absent. Requests to be excused from your class. She or he understands missed work is to be made up. To be valid, the student must obtain all teacher signatures 10 days prior to the absence. Obtain trip approval and cross out any periods not covered by this request.

PERIOD	TEACHER SIGNATURE	PERIOD	TEACHER SIGNATURE
0		5	
1		6	
2		7	
3		8	
4		9	

APPROVED BY (Supervising Administrator): _____ DATE: _____

TRANSPORTATION WAIVER

☒ Section ONE - Method of Transportation: WALKING

Parent Authorization for students to WALK in connection with the school activity:

School bus transportation is NOT provided for this trip, therefore I authorize my child to use the following mode of transportation to participate in the above event: WALK TO AND FROM THE ACTIVITY.

In doing so, I hereby expressly waive and release any and all rights of claims of any nature whatsoever I may have against BCCHS, the Governing Board of BCCHS, and its members and employees, arising out of, in connection with, or resulting from the above school activity.

Parent/Guardian Signature

Date

☒ Section TWO - Method of Transportation: SCHOOL BUS / CHARTER BUS PROVIDED BY THE SCHOOL and/or OTHER GROUP

Parent Authorization for students to ride a school bus, charter bus provided by the school and/or other group connection with the school activity:

School bus transportation IS provided for this trip, therefore I authorize my child to use the following mode of transportation to participate in the above event: RIDE A SCHOOL BUS OR CHARTER BUS PROVIDED BY THE SCHOOL AND/OR OTHER GROUP.

In doing so, I hereby expressly waive and release any and all rights of claims of any nature whatsoever I may have against BCCHS, the Governing Board of BCCHS, and its members and employees, arising out of, in connection with, or resulting from the above school activity.

Parent/Guardian Signature

Date

☒ Section THREE - Method of Transportation: OTHER

Parent Authorization for students to travel in connection with the school activity in the following manner:

School bus transportation is NOT provided for this trip, therefore I authorize my child to use the following mode of transportation to participate in the above event: _____

In doing so, I hereby expressly waive and release any and all rights of claims of any nature whatsoever I may have against BCCHS, the Governing Board of BCCHS, and its members and employees, arising out of, in connection with, or resulting from the above school activity.

Parent/Guardian Signature

Date

updated 7/1/2026 SS



LUNCH REQUEST FORM - WEEKDAY / DURING-SCHOOL HOURS FIELD TRIPS ONLY

If you would like your child to receive a **free school-provided lunch** on the day of their field trip, please scan the QR code and complete the Google Form questionnaire.

You may also copy the following link:
<https://forms.gle/bizv63ubeD7K3KHR9>

***Weekend and after-school field trips require a different process completed by the teacher in charge.*



BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL - PERMISO PARA TRANSPORTE EN AUTO PRIVADO
CONSENTIMIENTO DE LOS PADRES PARA EXCURSIÓN, AUTORIZACIÓN MÉDICA Y TRANSPORTE DEL ESTUDIANTE

(PADRE LLENAR): (nombre de estudiante) _____ (# ID): _____
tiene mi permiso para participar en el viaje escolar curricular para:
(MAESTRO LLENAR): (lugar) _____ en (fecha) _____.
Hora de salida: _____ AM / PM Hora de regreso: _____ AM / PM

Método de transporte: Marque uno (MAESTRO/A)	Comidas: Marque una (MAESTRO/A)	
☐ Caminar: complete la Sección UNO en la parte posterior	☐ El almuerzo será proporcionado por la escuela.	Por favor tome nota de cualquier restricciones dietarias: _____ _____ _____
☐ Autobús escolar o autobús chárter proporcionado por la escuela. Complete la Sección DOS en la parte posterior	☐ El almuerzo será proporcionado por destino/evento.	
☐ Otros - como avión, tren, camioneta, etc. Complete la Sección TRES en la parte posterior	☐ El alumno estará en la escuela durante el almuerzo.	
	☐ El alumno debe traer bocadillos/almuerzo con ellos - NO ENVASES DE VIDRIO	
	☐ Otro _____	

MAESTRO(S) SUPERVISOR(ES): _____
CHAPERONES NO CERTIFICADOS SEGÚN SE NECESITEN: _____

PADRES - TENGA EN CUENTA: El Código de Educación de California, Sección 35330 en parte establece: Se considera que todas las personas que realizan la excursión han renunciado a todos los reclamos contra BCCHS, el Distrito y sus empleados y el Estado de California por lesiones, accidentes, enfermedades o muerte que ocurran durante o a causa de una excursión. Además, si el campo viaje es fuera del estado de California, todos los adultos que participan en el viaje de campo y todos los padres o tutores de los alumnos que toman el viaje de campo fuera del estado deben firmar esta declaración renuncia a todos los reclamos

Nombre completo del estudiante _____ Fecha de nacimiento: _____
Dirección de la casa del estudiante: _____
Nombre del contacto de emergencia: _____ Contacto de emergencia #: _____
Nombre de otro contacto de emergencia: _____ Contacto de emergencia #: _____

AUTORIZACIÓN MÉDICA: Si fuera necesario que mi hijo reciba tratamiento médico mientras participa en este viaje, por la presente doy permiso personal a BCCHS usar su criterio para obtener servicios médicos para mi hijo y por la presente doy mi permiso al médico seleccionado por el personal de BCCHS para que brinde atención médica. tratamiento considerado necesario y apropiado por el médico. Entiendo que BCCHS no tiene ningún seguro que cubra dichos costos médicos u hospitalarios incurridos por mi niño y, por lo tanto, cualquier costo incurrido por dicho tratamiento será responsabilidad de mi rol.

Una nota especial para los padres/tutores:
1. ☐ Marque aquí si BCCHS tiene instrucciones especiales con respecto al tratamiento médico.
2. Todos los medicamentos deben estar registrados en este formulario con instrucciones escritas de un médico sobre la dispensación.
3. El personal de BCCHS debe guardar y distribuir todas las recetas, excepto aquellas que deben llevarse en la persona del estudiante para uso de emergencia.
4. ☐ Marque aquí si NO se van a dar transfusiones de sangre o hemoderivados.

Acepto indicar a mi hijo que coopere y cumpla con todas las normas y reglamentos que rigen la conducta en este viaje. Cualquier violación de estos las reglas y regulaciones pueden resultar en que la escuela se comunique con los padres/tutores y organice el transporte a casa para el alumno en el gastos del padre/tutor.
Entiendo completamente lo siguiente:
1. La participación en estas actividades es voluntaria.
2. Puedo revocar este permiso en cualquier momento notificando a la escuela por escrito.
3. La revocación no surtirá efecto hasta que la Escuela acuse recibo de la misma.
4. Acepto y reconozco toda la información indicada anteriormente.

Firma del Padre / Tutor _____ Nombre del padre/tutor impreso _____ Fecha _____

NOTIFICACIÓN ANTICIPADA DE AUSENCIA (Requeridas las firmas del maestro del viaje en horario escolar)

Teachers: Please acknowledge this student's absence by signing next to the class period in which she or he will be absent. Requests to be excused from your class. She or he understands missed work is to be made up. To be valid, the student must obtain all teacher signatures 10 days prior to the absence. Obtain trip approval and cross out any periods not covered by this request.

PERIOD	TEACHER SIGNATURE	PERIOD	TEACHER SIGNATURE
0		5	
1		6	
2		7	
3		8	
4		9	

APROBADO POR (Administrador Supervisor): _____ FECHA: _____

PERMISO DE TRANSPORTE

☒ Sección UNA - Modo de Transporte: CAMINAR

Autorización de los padres para que los estudiantes CAMINEN en relación con la actividad escolar:

NO se proporciona transporte en autobús escolar para este viaje, por lo tanto, autorizo a mi hijo a usar el siguiente modo de transporte para participar en el evento anterior: CAMINAR HASTA EL Y DESDE EL DESTINO

Al hacerlo, por la presente renuncio y libero expresamente todos y cada uno de los derechos de reclamos de cualquier naturaleza que pueda tener contra BCCHS, la Junta de Gobierno de BCCHS y sus miembros y empleados, que surjan de, en conexión con o como resultado de la por encima de la actividad escolar.

Firma del Padre / Tutor

Fecha

☒ Sección DOS - Modo de Transporte: AUTOBÚS ESCOLAR / CHÁRTER PROPORCIONADO POR LA ESCUELA o OTRO GRUPO

Autorización de los padres para que los estudiantes viajen en un autobús escolar, un autobús chárter provisto por la escuela y/u otra conexión grupal con la actividad escolar:

Se proporciona transporte en autobús escolar para este viaje, por lo tanto, autorizo a mi hijo a utilizar el siguiente modo de transporte para participar en el evento anterior: VIAJAR EN UN AUTOBÚS ESCOLAR O EN UN AUTOBÚS CHARTER PROPORCIONADO POR LA ESCUELA Y/U OTRO GRUPO.

Al hacerlo, por la presente renuncio y libero expresamente todos y cada uno de los derechos de reclamos de cualquier naturaleza que pueda tener contra BCCHS, la Junta de Gobierno de BCCHS y sus miembros y empleados, que surjan de, en conexión con o como resultado de la por encima de la actividad escolar.

Firma del Padre / Tutor

Fecha

☒ Sección TRES - Método de transporte: OTRO

Autorización de los padres para que los estudiantes viajen en relación con la actividad escolar de la siguiente manera:

NO se proporciona transporte en autobús escolar para este viaje, por lo tanto, autorizo a mi hijo a utilizar el siguiente modo de transporte para participar en el evento:

Al hacerlo, por la presente renuncio y libero expresamente todos y cada uno de los derechos de reclamos de cualquier naturaleza que pueda tener contra BCCHS, la Junta de Gobierno de BCCHS y sus miembros y empleados, que surjan de, en conexión con o como resultado de la por encima de la actividad escolar.

Firma del Padre / Tutor

Fecha

updated 7/1/2026 SS



FORMULARIO DE SOLICITUD DE ALMUERZO -

SOLO PARA EXCURSIONES ENTRE SEMANA / DURANTE EL HORARIO ESCOLAR

Si desea que su hijo/a reciba un **almuerzo escolar gratuito** el día de su excursión, escanee el código QR y complete el formulario de Google.

También puede copiar el siguiente enlace:
<https://forms.gle/bizv63ubeD7K3KHR9>

****Las excursiones de fin de semana o después de horas regulares de escuela requieren un proceso diferente que debe completar el profesor responsable.**