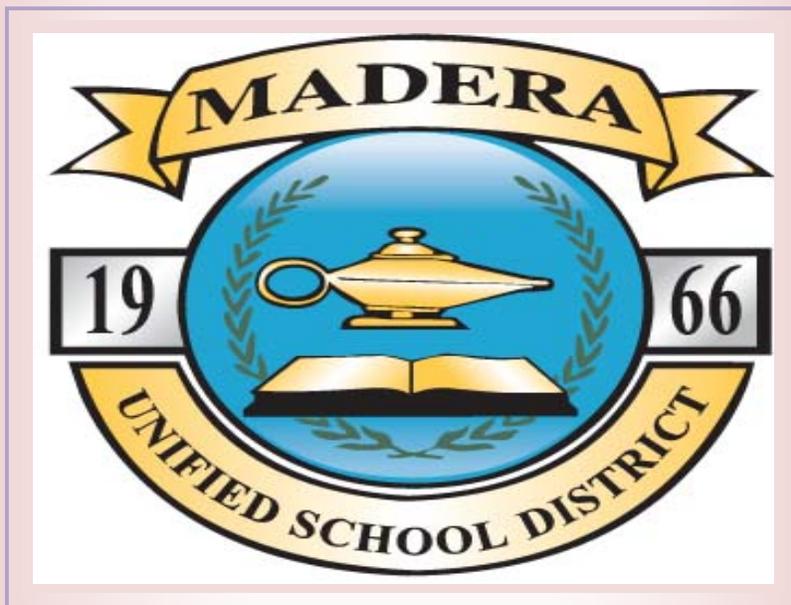


MADERA UNIFIED SCHOOL DISTRICT



K-8 FIELD TRIP HANDBOOK



2012/2013

UPDATED 6/1/12

FOR MORE RECENT UPDATES, PLEASE CHECK THE WEBSITE AT WWW.MADERA.K12.CA.US

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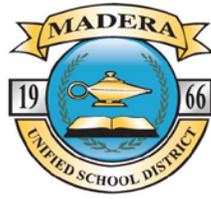
MADERA UNIFIED SCHOOL DISTRICT

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MADERA UNIFIED SCHOOL DISTRICT

Insert Site Name Here

(K-8) Field Trip Planning Worksheet

- _____ 1. Check the intended date(s) of the field trip with the site’s calendar to make sure there are no obvious conflicts.
- _____ 2. If the trip involves overnight stay or travel out of state, check the Board meeting dates before the trip date and any submission deadlines. To be safe, you should submit these **at least** three months before the date of the trip.
- _____ 3. Check the *Field Trip Guideline* information to see what category of trip you are planning and the requirements for that trip.
- _____ 4. Run your idea by your administrator for preliminary approval before making any plans or commitments with vendors/students/parents, etc.
- _____ 5. Put together a funding plan for the trip and any unit plans necessary. If special accommodations are needed for handicapped transportation etc., be sure to budget for those expenses as well.
- _____ 6. Submit *Field Trip Proposal Form (I-5A)* and *Field Trip Transportation Form (I-5B)*, funding plan, and unit plans to site administrator for approval and calendaring of event.
- _____ 7. Site Administrative Assistant will enter the trip request into WebTrips.
- _____ 8. Upon review of the materials/plan, site principal will approve the trip formally in WebTrips.
- _____ 9. If the trip is NOT overnight or out of state, deposits or fees may be paid at this step and students can be communicated with about the trip plans.
- _____ 10. If the trip is overnight or out of state, the *Overnight / Out of State Travel Request* form will also need to be completed and forwarded to the CAO office for approval and addition to the Board of Education agenda after site approval.
- _____ 11. The Board will vote to approve or deny the trip. If denied, the site will be notified via the principal. (The site/organizing group is responsible for any money paid prior to approval that cannot be refunded)
- _____ 12. Upon approval, deposits/payments can safely be made at this point for overnight/out of state trips. Communication with students/parents about trip plans can be made.
- _____ 13. WebTrips will forward the information to transportation for assignment.
- _____ 14. Signed *permission slips* must be on file for all in attendance.

- _____ 15. All chaperones must be fingerprinted if they will be alone at all with students and not accompanied by a staff member for the duration of the trip. Contact HR department for information on forms, fees, and appointments.
- _____ 16. Check with the site nurse to see if any student requires medicine to be brought along on the trip, or if any student has severe allergies/medical condition that staff should be aware.
- _____ 17. Let the cafeteria manager know about the trip date and how many students, will be attending. Make arrangements for students who have free/reduced lunch to have a sack lunch for the trip.
- _____ 18. Create a list of those expected to attend the trip for the front office.
- _____ 19. A week before the trip:
- _____ Call Transportation department to confirm your trip/transportation
- _____ Check with Cafeteria/Child Nutrition on your lunch request
- _____ 20. On the day of the trip...
- _____ Check off student names on the list as they enter the bus.
- _____ Make note of the total "Head count" of children AND adults on the bottom of the student list before departure.
- _____ Give a final list of students in attendance to the office before departing the site. Keep a copy for the head coordinator on the trip.
- _____ Pick up lunches from cafeteria/Child Nutrition.
- _____ Pick up a first aid kit and any student-labeled medicine from health office
- _____ Make sure that medicine and lunches for specific students are labeled and with the chaperones for their group(s). Each chaperone should also have a copy of the permission slip with student medical/emergency information for those in their group(s).
- _____ Ensure that all chaperones know the purpose of the trip, expectations for students/adults, and meeting times/locations.
- _____ Clarify pick-up time and location with bus driver(s) and be prompt to pick-up location with students.
- _____ Check off student names on the list as they enter the bus for home and compare head count figures of children and adults with original number before departure. If there are any discrepancies, contact administration before departing.
- _____ Contact site administration immediately to notify of any health/injury issues or other significant events on the trip. (ie. Bus breakdowns, students interaction with security, etc.)

MUSD Field Trip Planner Tips

- Communicate, communicate, and communicate with your site administrator re: intentions, trip arrangements, etc.
- DO NOT get students/parent groups excited about a trip you haven't gotten approval on yet. This will leave you in an awkward professional situation, as well as undermine confidence with the school community should the trip not be approved.
- DO NOT put funds down on a trip or sign any contracts related to a trip before it is approved (including credit cards to secure reservations, parent group funds, etc.). As individuals, you cannot sign obligations for the district and the purchase would not be payable by the district if the trip isn't approved.
- Make sure you have help with the trip details. While they are very rewarding, field trips can be exhausting to coordinate and manage without help.
- Be detail oriented. Overplanning a field trip isn't just recommended, it's necessary to being ready to take students into a different environment with chaperones that aren't always in the education field.
- If possible, meet with chaperones ahead of the trip. Make sure they know how students will be grouped, their duties, meeting locations/times during the excursion, etc.
- Make sure that if chaperones are not with a staff member at all times with children, they have completed their fingerprint clearance with the district. This is very important to student safety and also important to protect you and the district in liability issues.
- Ensure there is full agreement and understanding among chaperones of all scheduled stops and times at each stop. (one bus shouldn't do a "McDonald's" run add-in, etc.)
- For purposes of budgeting transportation, the cost of a school bus, as of April 2012, is below. Please add an extra ½ hour on each end for driver travel time.
 - \$25.20/ hour
 - \$2.00/ mile
- Make name badges identifying group name/school name information. For safety reasons, student names are not recommended.

MUSD Field Trip Approval Process

Local field trips, defined as within state borders and a single instructional day, are approved by site administrators in compliance with the *Field Trip Guidelines*.

- Out of state and/or overnight trips must be approved by the Chief Academic Officer and submitted to the Board of Education for final approval.
- They must be submitted prior to submission deadlines for a Board meeting before the date of the trip.
- If the Board does not approve the trip, the trip must be immediately canceled and the planners/site bears the cost of cancellation.
 - For this reason, early submission is recommended before any significant club or site funds are paid.

Sites, clubs and teams would be well advised to submit their plans for the academic year in August of each year so that all events/trips are pre-approved. If a location or date is unknown or tentative, include that event still with “TBD” or tentative in the annual approvals. (ie. Academic Decathlon’s state and national rounds- subject to team making that level and date/location of event)

Field Trip Guidelines

The emphasis on solid classroom instruction, due to our program improvement status as a district, has led to more scrutiny of how we use instructional minutes in and outside of the traditional classroom environment. In addition, it is imperative that the days we claim for ADA have the minimum instructional minutes met before students are released to non-instructional activities.

The following have been created to assist all site administrators, advisors, and instructional staff with the planning of events, including field trips that impact the instructional time of our students.

Curriculum-embedded academic trips

- 1) Directly tied to the curriculum being taught at the time of the trip, in that grade level.
- 2) Provide concrete, life embedded examples of a core concept of the current unit.
- 3) Are supported by unit and lesson plans
- 4) Are coordinated by the teacher of record and have graded activities included in preparation, during, and after related to the purpose of the trip.
- 5) Include all students in that grade level, class, or classes.
- 6) Do not require any payment from individual students to attend. Voluntary donations may be sought.
- 7) Have an explicit learning objective that is directly pulled from the California Standards.
- 8) May be done during the school day with thought to balancing the purpose with the importance of the other subjects the student will not attend to that day.
- 9) Are considered part of the instructional minutes for ADA purposes

Curriculum-related field trips

- 1) Are indirectly tied to the general topics in a class, or classes.
- 2) Are on topics that may eventually be covered in the class, although they may not be key standards.
- 3) May include specific groups of students, such as those competing in a specific club or team. (ie. Academic decathlon/ Mock Trial, 6th grade science camp)
- 4) May require club fundraising, etc. to ensure all eligible students may go.
- 5) Do not require any payment from individual students. Voluntary donations may be sought.
- 6) Should be avoided during CST lead up and testing window.
- 7) Are considered part of the instructional minutes for ADA purposes.

Extra-Curricular, enrichment field trips

- 1) Are based on the concept of “exposing students to experiences they might otherwise not have” or rewarding them for academic/behavioral goals.
- 2) Must have clearly communicated criteria for “award trip.”
- 3) May be related to club activities, team involvement, etc.
- 4) May not infringe on 200 minimum instructional minutes for the student that day.
- 5) May require club fundraising, etc. to ensure all eligible students may go.
- 6) Do not require any payment from individual students (entry, transportation, etc.)
- 7) Are typically not considered part of the instructional minutes for ADA purposes.
- 8) Should be avoided during “no-fly” zone time during CST lead up and testing window.
- 9) “Flag List” of ineligible students due to behavior, etc. may apply with appropriate parent/student notice.
- 10) Students currently failing any course may not miss that class to attend an extra-curricular field trip.
- 11) Purely Recreational non-educational trips are not permitted during school hours.

Athletic/ Competition Field Trips

1. Directly related to team/club membership.
2. Officially sanctioned event.
3. Student eligibility via grades, attendance, discipline is confirmed.
4. Efforts will be made to ensure maximum class time before/ after trip.
5. Students currently failing any course may not miss that class to attend.
6. “Flag List” of ineligible students due to behavior, etc. may apply with appropriate parent/student notice.

Madera Unified School District

Field Trip Chaperone Information

Chaperones play an important role in the educational program(s) of Madera Unified. They create a bridge between learning at school and home while providing an additional resource that allows for more field trip/learning opportunities with safe supervision.

It is important for our students, staff, and community that chaperones follow safety guidelines.

- 1) Chaperones ride the bus with students to increase supervision during this hectic time.
- 2) One designated staff chaperone may follow immediately behind buses in a private vehicle on long trips in case a student must be brought back for an emergency incident prior to the scheduled end of the trip. Designated chaperones may also be requested to follow the busses with camp equipment, instruments, etc. as necessary.
- 3) Chaperones who will not continuously be in the company of staff while they help supervise students must be fingerprint cleared through the human resource office of Madera Unified. This process can take several weeks so it should be planned well in advance. Contact the HR department for fingerprint fee information to include in planning.
- 4) Parents who are riding in their own vehicles are not considered chaperones. They may do so but their entrance fees/costs cannot be paid by the school. Their student shall ride district transportation to the event as part of the field trip experience and their entrance may be paid by the school. Students may be released to parent at the end of the trip for transportation home, just as they would be released at the end of a school day. Parent assumes all responsibility for the student from that point.
- 5) Parent chaperones shall not physically intervene with students unless there is a significant safety situation and no staff are present. No authorization to grab, squeeze, or otherwise physically discipline a student is granted to chaperones. Yelling, screaming, or otherwise demeaning conduct by a chaperone is not permitted. Students who are creating difficulties for chaperones should be reported immediately to the staff member in charge of the trip. All efforts will be made to pair more difficult students with staff for chaperone assignments.
- 6) The trip coordinator on site must have cell phone numbers for all chaperones who will be supervising student groups.

I have read and understand the chaperone information sheet.

Name of chaperone (please print): _____

Signature

Date

Cell Phone #



How Do I Get A

“MUSD Driver Authorization Card”- MUSD Employees Only

If you are going to drive a District Vehicle or a rented vehicle on District business, you will need to do the following:

1. Go to DMV and ask for an **H-6** printout of your driving record. The cost is \$5.00.
2. Bring the **H-6** printout and your driver’s license to the Training Department at Transportation.
3. A Trainer will review your H-6 printout, make a copy of your driver’s license and have you fill out **Form 106**, an Authorization Form from DMV and Training staff will complete the paper work. You will be issued an Authorization Card.

If you are going to drive your personal vehicle on District business with **NO** passengers, do 1 – 3 above and:

4. Bring proof of current insurance to the Training Department at Transportation.
5. Fill out a Form #107.

If you are going to drive your personal vehicle on District business **WITH** passengers, do 1-3 – 5 above and:

6. Bring the declaration page of your current insurance to the Training Department at Transportation. The minimum amount of auto liability insurance that is required is:
 - a. **Bodily injury \$100,000/\$300,000 per accident**
 - b. **Property damage \$50,000 per accident**
 - c. **Medical payments \$2,000 per accident**

After the Trainer reviews and completes all paperwork, and no concerns are found you will be issued a “**MUSD Driver Authorization Card**”. If there is a concern, the Transportation Operations Supervisor will consult with the employee and his immediate Supervisor.

This information has to be updated when you renew your Driver’s License, and each time you renew your insurance.

MUSD REQUIREMENTS FOR VOLUNTEER DRIVERS

Volunteer Driver	Required Forms	Check List
	<ul style="list-style-type: none"> • Must have up-to-date fingerprints on file; if needed to be fingerprinted, the cost is \$62 and they are done at the Madera County Department of Education. Sometimes fingerprints take a few weeks to clear. Should be sent to Human Resources Department to coordinate fingerprints. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Volunteer drivers must obtain an H-6 Form from the Department of Motor Vehicles which cost \$5 and shows their driving record. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Volunteer drivers must bring in a copy of their insurance policy with minimum auto liability insurance limits of: Bodily Injury \$100,000/\$300,000, Property Damage \$50,000 per accident, and Medical Payments \$2,000 per accident. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Volunteer drivers must bring a copy of their current driver's license. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Volunteer drivers must complete a Form 108 Volunteer Driver Form. 	<input type="checkbox"/>

The above document requirements are to be turned into Rita Selmon in the MUSD Risk Management Department once the volunteer driver fingerprints are cleared through the MUSD Human Resource Department.



Madera Unified School District

Student Field Trip Proposal Form I-5A

Trip Location: Name: _____

Address: _____

Date of Departure: _____

Time of Departure: _____

Date of Return: _____

Time of Return: _____

Student Group(s) to participate: _____ # of students _____

Type of Trip (circle one): Curriculum-Embedded (attach unit plan) Enrichment Athletic/Competition

Curriculum Related (Explain Tie-in to curriculum below):

Lead Teacher for Trip: _____ Cell Phone# _____

of Staff Chaperoning: _____ # of Parents/Other Adults: _____

Entry Costs Per Student: _____ Per Adult: _____ Transportation Cost: _____

Other Costs: _____ Initial Payment of: \$ _____ Due By: _____

Funding Source: _____

Important: Payments made before principal's approval (local – single day trips) and/or Board (out of state/overnight) will not be reimbursed if trip is not approved

Will sack lunches be needed? _____ If YES, obtain, complete and return a "Field Trip Sack Lunch Request" form to lunch clerk at your school site at least 10 days prior to the field trip.

Other Information/Instructions: _____

Principal's Signature/Preliminary Approval: _____ Date: _____

Administrative Assistant Entry into WebTrip: Initials _____ Date: _____

Distribution: Field Trip Coordinator (Staff) Principal



Madera Unified School District Student Field Trip Transportation Form I-5B

Trip # : _____
For Transportation Dept. Use Only

Site Requesting Transportation: _____

Type of Vehicle Requested: _____ School Bus _____ Van _____ Charter Bus
(Note: Charters will only be approved in specific circumstances and the district may substitute a school bus for charter requests as appropriate)

Do you need a wheelchair Accessible Bus? _____ Yes _____ No

Number of Students _____ Number of Chaperones _____ Number of Buses _____

Departing From: _____ Date: _____ Time: _____

Destination: _____ Return Date: _____ Time: _____

Itinerary: (Include rest stops, food stops, or any special instructions for this trip.)

Is Driver Responsible to pick up sack lunches for the trip? _____ Yes _____ No

If Yes, location of lunches for pick up? _____
(note: site teacher-coordinator of trip must request lunches from site lunch clerk at least 10 days prior to trip.)

Transportation Funding Source: _____

Budget Code:

Fund Resource School Goal Function Object Department Year

Signature of Requesting Teacher: _____

Site Administrator Approval: _____

(For Trips that are overnight and/or out of state)

Chief Academic Officer Approval _____

Board Approval Date: _____



Educational Services Department
Every Child, Every Day, Whatever It Takes!

Overnight • Out-of-State Travel Request

All Overnight and Out-of-State travel for school related events must be approved by the Madera Unified District Governing Board **prior** to travel.

YOU MUST ATTACH A TRIP ITINERARY OR THIS REQUEST WILL NOT BE PROCESSED

NOTE: This form must be completed and submitted to the office of the Chief Academic Officers prior to the due date for submission of board agenda items. (Please refer to the Educational Services Board Agenda Items due date form. **Incomplete request forms will be returned to the submitting party for completion.**

School: _____ Class/team/organization: _____
 Teacher/coach/director/advisor: _____ Name of activity/event: _____
 Location of activity/event: _____ CITY _____ STATE _____
 Departure date: _____ Return date: _____ OUT OF STATE? YES ___ NO ___

Method of transportation: _____ **Total cost of transportation:** \$ _____
 (personal automobile; rental automobile; charter bus; school bus)
Lodging accommodations: _____ **Total cost of lodging:** \$ _____

Total number of students traveling: _____ Males: _____ Females: _____
 Number of chaperones: **Certificated** _____ **Classified** _____ **Volunteers** _____ Males _____ Females _____

All drivers and chaperones must have current fingerprint clearance on file with MUSD (AR 4122.2(a), AR 4222.2, BP 4122.2(a) and BP 4222.2) and must meet all requirements of MUSD regarding transportation of students (BP 3541.1).

Names of Chaperones:	Affiliation: (teacher/parent, etc.)	Names of Chaperones:	Affiliation: (teacher/parent, etc.)

Describe the event/activity. Include how this event benefits students and how it supports the curriculum or extra-curricular activity. Justify why out-of-state travel is being requested, identify why an in-state activity could not provide the same level of benefit to students. Be complete and use an extra sheet of paper if necessary.

BUDGET INFORMATION:
 Transportation Funding Source: _____
 Lodging Funding Source: _____
 Substitutes Funding Source: _____ (number of substitutes needed _____)

Date received by the
 Chief Academic Officers or
 Associate Superintendent of
 Educational Services

APPROVAL:
 Site Principal/Department Admin: _____ Date: _____
As site principal/administrator, I endorse this request and recommend this request be submitted to Cabinet and the Board for consideration. By my signature I acknowledge that I have verified all drivers and chaperones have current fingerprint clearance on file with MUSD (AR 4122.2(a), AR 4222.2, BP 4122.2(a) and BP 4222.2) and have satisfied all requirements of MUSD regarding transportation of students (BP 3541.1)

Pyramid CAO or Associate Superintendent of Educational Services _____ **Date:** _____

Madera Unified School District

Voluntary Field Trip Authorization and Release of Liability

Voluntary field trip authorization and agreement of parent and child/ward not to sue the school district or its employees, etc. This section must be signed by the student's parent/guardian prior to the event. Students are required to travel to and from this event by the school defined method of transportation, unless indicated and signed for on an 'authorization for non-school personnel to transport student and agreement not to sue school' form. No deviations from these arrangements will be permitted.

I hereby give my child, _____, permission to attend the following event.

PLACE:

DATE:

TEACHERS:

TIME OF DEPARTURE:

PERSONAL NEEDS:

TIME OF RETURN:

MEANS OF TRANSPORTATION:

By signing this contract I agree that I will not sue the Madera Unified School District or any of its employees or agents, for property damage, personal injury, death, or any other claim arising in any way out of my child/ward participating in the event, class or activity described above. This agreement is binding not only on me, but also on any person who may deem to represent or act on my behalf. I understand that my child or ward is not required to participate in the event described and that this Agreement not to sue is made in consideration of the School District allowing my child/ward to participate in this event. Understanding this, I am signing this Agreement freely and voluntarily.

I understand that by signing this agreement I am waiving rights which I might otherwise have.

Date _____ Signature of Parent/Guardian _____

MADERA UNIFIED SCHOOL DISTRICT

EMERGENCY PROCEDURE CARD

1. NAME _____ 2. _____ 3. _____ 4. _____
LAST FIRST MIDDLE GRADE ROOM NUMBER BIRTHDATE

5. LEGAL LAST NAME (IF DIFFERENT) _____ SEX (CIRCLE) M F

7. HOME ADDRESS _____ 8. _____
ZIP CODE HOME PHONE

9. MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

10. _____ 11. _____ 12. _____ 13. _____
FATHER PLACE OF EMPLOYMENT/OCCUPATION WORK PHONE CELL PHONE

14. _____ 15. _____ 16. _____ 17. _____
MOTHER PLACE OF EMPLOYMENT/OCCUPA WORK PHONE CELL PHONE

18. _____ 19. _____ 20. _____ 21. _____
STEP/FOSTER PARENT/GUARDIAN PLACE OF EMPLOYMENT/OCCUPATION WORK PHONE CELL PHONE

22. AUTHORIZATION TO TREAT A MINOR:
IN CASE OF EMERGENCY, I CONSENT TO HAVE MY CHILD TREATED AT AN EMERGENCY ROOM OR HOSPITAL. IT IS UNDERSTOOD THAT AN EFFORT SHALL BE MADE TO CONTACT THE UNDERSIGNED PRIOR TO THE RENDERING OF ANY TREATMENT, BUT, THAT TREATMENT WILL NOT BE WITHHELD IF THE UNDERSIGNED CANNOT BE REACHED. THIS AUTHORIZATION IS GIVEN PURSUANT TO THE PROVISIONS OF SECTION 25.8 OF THE CIVIL CODE OF CALIFORNIA.

23. CHILD'S DOCTOR _____

24. INSURANCE CARRIER _____

25. IF I CANNOT BE REACHED IN AN EMERGENCY, PLEASE CONTACT:

NAME _____

ADDRESS _____

PHONE _____

SIGNED: _____

26. COMPLETED WITH THE HELP OF AN INTERPRETER.

DATE _____ INTERPRETER _____

Distrito Escolar Unificado de Madera

AUTORIZACIÓN VOLUNTARIO PARA PASEO Y CESION DE RESPONSABILIDAD

Autorización voluntario para paseo y un acuerdo del padre de no demandar el distrito escolar o sus empleados, etc. Esta sección debe ser firmado por el padre/tutor del estudiante previa al evento. Los estudiantes son requeridos de viajar al evento y regresar del evento por medio del transportación proveido por la escuela, a menos que sea indicado y firmado en la "forma de autorización para que el personal, que no es un empleado de la escuela, transporte el estudiante y acuerdo de no demandar la escuela." No se permite ningun desviación de estos arreglos.

Doy mi permiso para que mi hijo(a) _____ asiste el siguiente evento.

LUGAR: _____

FECHA: _____ **MAESTRO:** _____

HORA DE SALIR: _____ **NECESIDADES PERSONALES:** _____

HORA DE REGRESO: _____ **MODO DE TRANSPORTE:** _____

Firmando este contrato, estoy en acuerdo de que yo no demandaré el Distrito Escolar Unificado de Madera o cualquier de sus empleados o agentes, por dano a propiedad, daño personal, muerte, o cualquier otra reclamación debido a mi hijo(a) participando en el evento, clase o actividad mencionado anteriormente. Este acuerdo no es una decision obligatoria solamente para mi pero tambien a cualquier persona quien me esta representando e actua en nombre de nosotros. Comprendo que mi hijo(a) o pupilo no es requerido de participar en el evento mencionado y que este Acuerdo de no demandar se hace en consideracion del Distrito Escolar permitiendo que mi hijo(a)/pupilo participe en este evento. En comprension de este Acuerdo, firmo este Acuerdo voluntariamente y sin reservación. Comprendo que firmando este acuerdo renuncio supuestamente mis derechos tocante este asunto.

NOMBRE DEL ALUMNO: _____ **FIRMA DE PADRE:** _____

DISTRITO ESCOLAR UNIFICADO DE MADERA TARJETA DE PROCEDIMIENTOS DE EMERGENCIA

1. NOMBRE: _____ 2. _____ 3. _____ 4. _____ / _____ / _____
APELLIDO /PRIMER NOMBRE SEGUNDO GRADO NUMERO DE CUARTO FECHA DE NACIMIENTO

5. NOMBRE LEGAL (SI ES DIFERENTE DEL DE ARRIBA) _____ SEXO (ENCIERRE) M F

7. DOMICILIO DE CASA _____ 8. _____
CODIGO POSTAL NUMERO DE TELEFONO DE CASA

9. DOMICILIO DONDE RECIBE CORREO _____

10. _____ 11. _____ 12. _____ 13. _____
PADRE LUGAR DE EMPLEO/PROFESION TELEFONO DEL EMPLEO CELULAR

14. _____ 15. _____ 16. _____ 17. _____
MADRE LUGAR DE EMPLEO/PROFESION TELEFONO DEL EMPLEO CELULAR

18. _____ 19. _____ 20. _____ 21. _____
PADRASTRO/PADRE ADOPTIVO/GUARDIAN LUGAR DE EMPLEO/PROFESION TELEFONO DEL EMPLEO CELULAR

22. AUTORIZACIÓN PARA CURAR A UN MENOR DE EDAD EN CASO DE UNA EMERGENCIA: _____

23. DOCTOR DE HIJO (A) _____

24. NOMBRE DE SU ASEGURANZA MÉDICA _____

25. SI LA ESCUELA NO PUEDE COMUNICARSE CONMIGO EN CASO DE EMERGENCIA, FAVOR DE LLAMAR:
 NOMBRE _____
 DOMICILIO _____
 NUMERO DE TELÉFONO _____

DOY PERMISO QUE MI HIJO(A) SEA ATENDIDO(A) EN LA SALA DE EMERGENCIA O HOSPITAL. SE ENTIENDE QUE SE HARÁ UN ESFUERZO PARA LLAMAR EL ABAJO FIRMADO ANTES QUE SE HAGA CUALQUIER TRATAMIENTO, PERO QUE EL TRATAMIENTO NO SERÁ DETENIDO SI NO SE PUEDE COMUNICAR CON EL ABAJO

FIRMADO- ESTA AUTORIZACION ESTA EN CONFORME CON LAS PROVISIONES DE LA SECCIÓN 25.8 DEL CODIGO CIVIL DE CALIFORNIA.

FIRMA: _____ FECHA: _____

Madera Unified School District

VOLUNTARY FIELD TRIP AUTHORIZATION AND RELEASE OF LIABILITY

• VOLUNTARY FIELD TRIP AUTHORIZATION AND AGREEMENT OF PARENT AND CHILD/WARD NOT TO SUE THE SCHOOL DISTRICT OR ITS EMPLOYEES, ETC. THIS SECTION MUST BE SIGNED BY THE STUDENT'S PARENT/GUARDIAN PRIOR TO THE EVENT.

This form to be used in addition to the Field Trip Permission form if traditional transportation will not be used.

I hereby give my child _____ permission to attend the following event: _____, on _____. The group will travel by _____, leaving the school at _____am/pm, and returning at _____am/pm, on _____. Students are required to travel to and from this event by the school defined method of transportation, unless indicated and signed for below. No deviations from these arrangements will be permitted.

By signing this contract I agree that neither I nor my child/ward will ever sue the Madera Unified School District or any of its employees or agents, for property damage, personal injury, death, or any other claim arising in any way out of my child/ward participating in the event, class or activity described above. This agreement is binding not only on me and my child/ward, but also on any person who may deem to represent or act on behalf of either of us. I understand that my child or ward is not required to participate in the event described and that this Agreement not to sue is made in consideration of the School District allowing my child/ward to participate in this voluntary event. Understanding this, I am signing this Agreement freely and voluntarily.

I UNDERSTAND THAT BY SIGNING THIS AGREEMENT I AM WAIVING RIGHTS WHICH I OR MY CHILD/WARD MIGHT OTHERWISE HAVE.

Date: _____ (Signature of Parent/Guardian)

Signature of Student 18 years or older _____ I am eighteen years of age or older and agree to be legally bound to the terms of this Contract.

AUTHORIZATION FOR NON-SCHOOL PERSONNEL TO TRANSPORT STUDENT AND AGREEMENT NOT TO SUE SCHOOL. THIS SECTION MUST BE COMPLETED AND SIGNED BY THE STUDENT'S PARENT/GUARDIAN

Parent/Guardian will transport student to and from the event.

Authorized Driver/Custodian _____ will transport the student to and from the event.

By signing this Contract I do hereby indemnify and hold harmless the Madera Unified School District and its employees, agents and board members from any liability for any personal injury, death, property damage or other loss sustained by the above named student or any other person while the student is being transported by me to and/or from the event described above. I further represent to the school district that I maintain automobile liability insurance on the vehicle I will be using to transport the student above with _____, with liability in the following amount \$_____.

Date

Driver

Date

Parent/Guardian

MADERA UNIFIED SCHOOL DISTRICT

VOLUNTARY FIELD TRIP AUTHORIZATION AND RELEASE OF LIABILITY

FIELD TRIP AUTHORIZATION AND AGREEMENT OF PARENT NOT TO SUE SCHOOL DISTRICT OR ITS EMPLOYEES.
THIS MUST BE SIGNED BY THE STUDENT'S PARENT PRIOR TO LEAVING FOR THE EVENT.

This form to be used in addition to the Field Trip Permission form if volunteer/parent will be transporting student/s in private car.

By my signature below, I, as parent of the named student, agree that I will not sue the Madera Unified School District or any of its employees or agents, for property damage, personal injury, death, or any other claim arising in any way out of my child/ward participating in the event, class or activity described below. This agreement is binding not only on me, but also on any person who may deem to represent or act on my behalf. I understand that my child or ward is not required to participate in the event described and that this Agreement not to sue is made in consideration of the School District allowing my child/ward to participate in this event. Understanding this, I am signing this Agreement freely and voluntarily.

I UNDERSTAND THAT BY SIGNING THIS AGREEMENT I AM WAIVING RIGHTS WHICH I MIGHT OTHERWISE HAVE.

I hereby give my child _____ permission to attend the following event: _____. The group will travel by _____, leaving the _____ School District at _____ am/pm, on _____, 20____, and returning at _____ am/pm, on _____, 20_____.

(Signature of Parent/Guardian) Date: _____

Students are required to travel to and from this event with the group, unless prior arrangements are authorized below. No deviations from these arrangements will be permitted.

I hereby authorize _____ to transport my child _____ to and/or from the above described event in their private vehicle.

Authorized Signature

My child has the following medical condition(s) which may require special attention:

Allergies _____ Diabetes _____ Seizures _____ Other _____ (explain): _____

My Child Will need medication while on this trip *

Yes _____ No _____

*IF YES, the authorization must be on file with the school nurse.

AUTHORIZATION TO TREAT A MINOR: In case of emergency, I consent to have my child treated at an emergency room or hospital. It is understood that an effort shall be made to contact the undersigned prior to the rendering of any treatment, but that treatment will not be withheld if the parent and/or guardian cannot be reached. This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California.

Parent or Legal Guardian

Date

MADERA UNIFIED SCHOOL DISTRICT
Child Nutrition Department

FIELD TRIP SACK LUNCH REQUEST

_____	_____	_____
School Name	Date of Trip	No. of Lunches Requested
_____	_____	_____
Name of Teacher	Room Number	Grade

Destination of Field Trip

Lunches Will Be Picked Up:

_____	_____	_____
At What Time	By Whom (Name, if known, i.e. Bus Driver, Teacher, etc)	Where (i.e. T.J)

_____	_____
Person Ordering Lunches	Date

Instructions for completing Field Trip Sack Lunch Request

1. Obtain and return request form to Lunch Clerk at school site at least **10 DAYS** prior to the field trip. (Teacher keeps bottom goldenrod copy: Clerk pink)
2. The day of the field trip, the teacher will be provided with a list of students who will be taking the field trip. The teacher must check off the name of each student as they receive their lunch. (If a printed list is not available, a blank list will be provided so that the teacher may list the students name as they pick up their lunch)
3. The teacher is to return this list to the Lunch Clerk as well as any money collected for those students purchasing sack lunches: \$1.50 for full price students; 40C for reduced students; and \$2.50 for adults. All lunches are to be paid or prepaid the day of the field trip.

FOR CHILD NUTRITION OFFICE (CNO) USE ONLY:

Date Request Received In The Child Nutrition Office: _____
(Use Date Stamp)

Date Request Sent To Production Kitchen by CNO: _____

Date CNO Phoned Request To Production Kitchen: _____

Distribute copies as follows:

Distribution:

Lunch Clerk

Teacher/Field Trip Coordinator

[FORM H]

**[FIELD TRIP DONATION LETTER;
PRINT ON SCHOOL SITE LETTERHEAD]**

[Date]

Dear Parent:

[Teacher, grade level, class or program] will be attending [field trip on date *or* will be attending several field trips this year]. To make this [trip *or* trips] possible, we are asking for your support through voluntary donations.

This year, our planned [trip *or* trips] include:

- [List and describe trip];
- [List and describe trip]; and
- [List and describe trip].

Prior to [the *or* each] planned field trip, we will send home permission slips with your student. There is a suggested transportation costs donation of \$[] for [this *or* each] trip and we are seeking an additional voluntary donation of \$[] for each student to help defray additional expenses for the trip.

Your voluntary support will assist the [school name] staff in providing supplementary activities that will enhance your child's educational experiences. On behalf of [school name], I want to thank you in advance for your assistance.

Please feel free to contact me should you have any questions regarding our field trips.

Respectfully yours,

[Teacher's Name]

[FORM H]

[FIELD TRIP DONATION LETTER;
PRINT ON SCHOOL SITE LETTERHEAD]

[Date]

Estimado padre de familia:

[Teacher, grade level, class or program] participará del [field trip on date *or* will be attending several field trips this year]. Para hacer que este [trip *or* trips] sea posible, le pedimos su colaboración por medio de donaciones voluntarias.

Este año, los [trip *or* trips] que hemos planeado incluyen:

- [List and describe trip];
- [List and describe trip]; y
- [List and describe trip].

Antes de [the *or* each] excursión planeada, enviaremos a la casa una hoja de autorización con su hijo. Se sugiere una donación de \$[] para cubrir los costos del transporte para [this *or* each] excursión y le pedimos una donación voluntaria adicional de \$[] por cada estudiante para ayudar a costear los gastos adicionales de la excursión.

Su colaboración voluntaria le permitirá al personal de la escuela [school name] brindar actividades adicionales las cuales realzarán las experiencias educativas de su hijo. A nombre de la escuela [school name], quiero agradecerle de antemano por su colaboración.

Por favor no vacile en comunicarse conmigo en caso de que tenga alguna pregunta sobre nuestras excursiones.

Atentamente,

[Teacher's Name]

School Sponsored Trips

Instruction

The Governing Board recognizes that school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band activities, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study.

(cf. 6143 - Courses of Study)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other school-sponsored trips shall be approved in advance by the principal.

(cf. 3312.2 - Educational Travel Program Contracts)

The principal shall establish a process for approving a staff member's request to conduct a school-sponsored trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

(cf. 3530 - Risk Management/Insurance)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 5142 - Safety)

(cf. 5143 - Insurance)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

School Sponsored Trips (continued)**Instruction**

The principal shall establish a process for approving a staff member's request to conduct a school-sponsored trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

(cf. 3530 - Risk Management/Insurance)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5142 - Safety)
(cf. 5143 - Insurance)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

(cf. 1230 - School-Connected Organizations)
(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 1700 - Relations Between Private Industry and the Schools)

District funds shall not be used to pay student expenses for out-of-state or out-of-country field trips or excursions. However, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

*Legal Reference:**EDUCATION CODE*

8760 *Authorization of outdoor science and conservation programs*
 32040 *Duty to equip school with first aid kit*
 32040-32044 *First aid equipment: field trips*
 35330 *Excursions and field trips*
 35331 *Provision for medical or hospital service for pupils (on field trips)*
 35332 *Transportation by chartered airline*
 35350 *Transportation of students*
 44808 *Liability when pupils not on school property*
 48908 *Duties of pupils; authority of teachers*

BUSINESS AND PROFESSIONS CODE

17540 *Travel promoters*
 17550-17550.9 *Sellers of travel*
 17552-17556.5 *Educational travel organizations*

*Management Resources:**WEB SITES*

American Red Cross: <http://www.redcross.org>
California Association of Directors of Activities: <http://www.cada1.org>
U.S. Department of Homeland Security: <http://www.dhs.gov>

Policy
 adopted: July 24, 1990
 revised: May 22, 2012

MADERA UNIFIED SCHOOL DISTRICT
 Madera, California

School Sponsored Trips

Instruction

Field trips are defined as any trip that serves the instructional program by using resources of the community and/or the region that cannot be brought into the classroom.

Supervision

Students on school-sponsored trips are under the jurisdiction of the district and shall be subject to district and school rules and regulations.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

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. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims. (Education Code 35330)

School Sponsored Trips

Instruction

Safety Issues

1. All applications for educational field trips within or outside of the District must be reviewed and approved by the building principal and written parent/guardian permission slips must be on file in the principal's office.
2. All educational field trips which are overnight or out of state must be approved by the Board.
3. 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. (Education Code 32041)
4. Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, 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 shall participate in the trip. (Education Code 32043)
5. The district shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)

(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5143 - Insurance)

6. If the Superintendent or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

7. Lifeguards are required for all swimming activities. No such activities should take place at a private pool/residence. Staff shall determine supervisory responsibilities for all chaperones.

(cf. 3530 - Risk Management/Insurance)
(cf. 5141.7 - Sun Safety)

School Sponsored Trips (continued)

Instruction

8. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

(cf. 5142 - Safety)

9. No educational field trip is to be authorized unless it is under the direct sponsorship and supervision of school personnel.

10. School buses are to be used whenever feasible. It is recommended that a licensed common carrier be used if school transportation is not available. Arranging for transportation shall be the responsibility of the school principal or designee. Funds raised by student projects to finance student travel must comply with Administrative Regulation 5135.1.

11. The purpose of an educational field trip is to enhance the curricular or extra-curricular program of the school and must involve educational values consistent with the aims of the school program and the age level involved.

12. Any staff member promoting a non-school sponsored trip must make this known to both students and parents/guardians.

13. Non-educational field trips are not District-authorized and therefore cannot be school sponsored.

14. Staff proposing a field trip to their site principals and principals shall use the MUSD Field Trip Guidelines for planning and their determination of approval.

Regulation
approved: July 24, 1990
revised: May 22, 2012

MADERA UNIFIED SCHOOL DISTRICT
Madera, California