

THIS PAGE MUST BE RETURNED TO PRINCIPAL 6 WEEKS PRIOR TO
EVENT FOR BOARD APPROVAL

Overnight (Extended) Instructional/Athletic Trip Request

1. Trip Dates MARCH 2-4
2. Teacher in Charge SHERI SONKE
3. Destination TORRANCE
4. Purpose of Trip SOW/DNET COMPETITION
5. Class/Group HSMS DRILL TEAM/COLOR GUARD Number of Students 20
6. Departure Date/Time/Place 3/2 9am Return Date/Time/Place 3/4 3pm
7. Estimated Miles to Destination 280
8. Mode of Transportation PRIVATE CAR
It is agreed that students will not ride in the back of pick-up trucks, with or without campers or shells, or in motorized campers or camper vans. All vehicles must be equipped with seat belts and all occupants must be securely buckled.
9. List private drivers (license # and proof of insurance must be on file with the District Office for each driver)
WILL BE ON FILE IN THE D.O.
10. Total cost of Trip (list detailed breakdown for travel, food, lodging, etc.) 100 PER STUDENT
11. Funding Source STUDENTS
12. Cost to each student 100
13. Number of students attending 20 Number of teachers 1 Number of school days missed 1
14. Number of chaperones 7 Names of chaperones _____
15. Name, address, and phone number of hotel/motel/accommodations where trip participants will be housed overnight during the trip
TBD
16. List adults with current First Aid Training SHERI SONKE
17. All students have medical insurance? Yes or No
18. Any students with special medical conditions/potential medical problems? Yes or No
19. Miscellaneous _____

Any changes in the above information must be reported to the principal prior to departure.

Staff Signature [Signature] Date 1-5-18
 Principal's Approval [Signature] Date 1/4/18
 BOARD APPROVED: _____

OVERNIGHT (EXTENDED) INSTRUCTIONAL/ATHLETIC TRIP

This form must be signed
and on file in Principal's
Office 24 hours before
trip!

Coach/Teacher-In-Charge
should return a copy to
chaperone & keep a copy.

Chaperone Guidelines

- 1. Set behavior expectations.** Students are representing Bishop Union High School. Talk to students and receive in writing specific contracts for behavior, to include:
 - *Cooperation with adults and students on the trip at all times
 - *Compliance with ANY direction given by any chaperone on the trip
 - *Agreement to report any instance of concern the student might witness, including use of drugs or alcohol by other students, i.e. misbehavior, curfew violation, etc.
 - *Agreement to act in such a way as to positively credit Bishop Unified School District
- 2. Ensure that parents are aware of expectations through signed parent consent forms and signed contract for student behavior.**
- 3. Have all necessary forms with you at all times, including:**
 - *Parent/teacher Permission Form
 - *Consent to treat forms
 - *Behavior contracts
 - *Written itinerary
- 4. Submit the following forms to the Principal before trip departure:**
 - *Itinerary
 - *Student Behavior Contracts
 - *List of students attending
- 5. Closely monitor students during the trip. Chaperones must do the following to ensure safe travel and adherence to BUHS expectations and rules:**
 - *Inspect bags, purses, backpacks, and any other parcel being taken on the trip.
 - *Closely monitor students throughout the trip, paying particular attention to overnight accommodations.
 - *Curfew times must be strictly enforced. Boys and girls shall not mix in one another's rooms without adult supervision
 - *Room checks must be performed to ensure student compliance
 - *Whenever possible, chaperones are to be spread among student rooms
- 6. Clear consequences, including parent pick up and the imposition of school discipline, must be communicated verbally and in writing to parents and students.**
- 7. Chaperones must exercise a reasonable level of care in the supervision of students.**

Chaperone Name (print)

Signature

Date

Will have
A copy in
office in
before we leave

IMPORTANT TO KNOW.....

OVERNIGHT (EXTENDED) INSTRUCTIONAL/ATHLETIC TRIP

SCHOOL PHILOSOPHY

Field trips can be a valuable adjunct to classroom instruction. Special responsibility, however, rests with the teacher or coach in charge of planning and organization. That special responsibility includes a respect for the student's total schedule and educational experience. When a field trip is scheduled during the school day, consideration must be given to the classes a student misses. While not always possible, the ideal field trip would occur after school hours or on non-school days. Administrative approval is required before scheduling any field trips.

SCHOOL PROCEDURES

Completed FIELD TRIP REQUEST FORMS must be submitted for approval to your Principal - 3 WEEKS IN ADVANCE. Overnight trips require more advance planning and Board approval. (6 WEEKS IN ADVANCE)

The Teacher-In-Charge must do the following (EXTENDED TRIPS):

1. **Ensure that parents are aware of expectations** through a signed parent consent form and behavior contract for overnight trips.
Consider a parent meeting.
2. **Have all students get permission to miss class from teachers and main office. (HIGH SCHOOL ONLY pg. 7)**
3. **Communicate behavioral expectations:** Students are representing BUSD. Remind students of the behavior contract and those specific terms addressing overnight trips:
 - *To cooperate with adults and students on the trip at all times.
 - *To comply with ANY direction given by any chaperone on the trip.
 - *To report any instance of concern the student might witness, including use of drugs/alcohol by other students, misbehavior, curfew violation
 - *To act in such a way as to positively credit Bishop Unfied School District
4. **Submit copies of all forms** to the Principal the day before the trip departure.
 - *Permission slips
 - *Consent To Treat forms
 - *Behavior Contracts
 - *Written itinerary
 - *Maps (if appropriate)
5. **Have all forms (listed above) with you at all times.**
6. **Closely monitor students during the trip.** Chaperones must do the following to ensure safe travel and adherence to BUSD expectations and rules:
 - *Inspect bags, purses, backpacks, and any other personal effects taken on the trip.
 - *Curfew times must be strictly enforced.
 - *Room checks must be performed to ensure student compliance/safety. Teacher-in-charge shall have room key.
 - *Boys and girls shall not visit in one another's rooms without adult supervision.
 - *Whenever possible, chaperones are to be spread among student rooms.
7. **Clear consequences per behavior contract** must be communicated verbally & in writing to parents and students, including parent pick up and the imposition of school discipline. Any legal infraction must be reported to local law enforcement.
8. **The teacher in charge should always know each student's whereabouts** and who his/her companions are. No student may ever be left alone or unsupervised.
9. **Upon return to BUSD campus, students must be supervised until parent pickup.**
 - *Bus/vehicle behavior
 - *Appropriate student supervision at all times

NOTE:

Inform chaperones of responsibilities and expectations:

- *Appropriate student supervision
- *Rules and regulations
- *Awareness of student whereabouts
- *No alcohol/tobacco use at any time during the trip

Students must be in good standing:

- *Academically (teachers signature required)
- *In attendance and discipline (main office signatures required)
- *Financially (student bill must be cleared)

LIMITATIONS

ACADEMIC: This includes field trips as an extension of classroom work. Field trips are not to be scheduled during the last two weeks of the first semester or the last month of the second semester. Any exception to the limitation must have special approval from the Principal.

ATHLETIC: Participation in the regularly scheduled and state athletic events and/or state contests (school eligible) will be permitted. Efforts will be made to avoid loss of school time, not to exceed one day per week.

CLUBS: These groups should use Saturdays and evenings for their activities to avoid loss of school time whenever possible.

EXTENDED FIELD TRIPS: If an overnight stay is required (even if in conjunction with non-school days), extra planning is necessary. Both Administrative and Board approvals must be obtained.

TRANSPORTATION

Transportation should be arranged with the Principal and the transportation department at least two weeks prior to the field trip. The director of the Transportation Department can be reached at ext 2561. If you wish to use the school vehicles, you must reserve them on the school's vehicle calendar (District Office). The reservations for the vehicles are on a first come, first served basis. **Private travel by students to any school activity is absolutely PROHIBITED**, unless arrangements for parent-driving have been made in advance. Parent drivers must submit a copy of their driver's license and insurance policy for approval. **NO participating student may drive to a school activity.**

EXCUSING STUDENTS

Field trip dates and names of students participating (in alphabetical order) will be placed in every *staff mail box one (1) week in advance of scheduled field trip, plus one copy to the attendance secretary and one copy for the daily bulletin. THIS IS THE RESPONSIBILITY OF THE SPONSORING TEACHER.

**NOTE: If the number of students involved is small, send a list only to those teachers involved.*

AUTHORIZATION

All field trips must be authorized and calendared by the Principal. Three weeks advance notice is required. Six weeks advanced notice if Board Approval is required. Use the FIELD TRIP REQUEST FORM.

COSTS

Due to current budget constraints, the cost of transportation shall be the responsibility of the sponsoring club or athletic group. Also, any damage/vandalism shall be the responsibility of the sponsoring club or group. Supervisors in charge of field trips should be cognizant of students who find field trips prohibitive because of the expense involved. No student should be denied an educational experience because of the expense involved or financial hardships. Appropriate arrangements should be made so that such students may be either assisted by the group or offered the opportunity to earn the money needed.

TORRANCE H.S.

ITINERARY

MARCH 2ND

STUDENTS WILL REPORT TO MPR @ 8:15AM

9:00	LOAD CARS
9:30	SONKE WILL MEET WITH PARENTS
11:00	COSO JUNCTION (Bring Lunch)
4:30	CHECK INTO HOTEL
5:30	MEETING & PRACTICE IN PARKING LOT
7:00	DINNER
9:30	PARENTS MEETING
10:00	BED CHECK / LOCK-IN

MARCH 3RD

5:30AM	WAKE-UP / HAIR & MAKE-UP
6:30	BREAKFAST
7:00	DEPART FOR TORRANCE HS

COMPETITION ALL DAY

?	AWARDS
?	DINNER (TBD)
10:00	BED CHECK/ LOCK IN

MARCH 4TH

8:00	WAKE-UP/ BREAKFAST
9:00	LEAVE FOR HOME
11:00	GAS STOP
3:00	HOME SWEET HOME