

BISHOP UNIFIED SCHOOL DISTRICT

*****OVERNIGHT TRIP*****

School Buhs

Emergency Medical Treatment Authorization/Parental Waiver and Hold Harmless Agreement

Dear Parent(s) or Guardian(s):

Our class is going on an instructional/athletic trip to Tulare ca

The class will leave on 22 at _____ (AM/PM)

and return on 23 at approximately _____ (AM/PM)

The students will be transported by Bus / Car. The individual needs of your child for the trip will be: _____



Please Fill in This Portion and Return to School

_____ has my permission to go on this trip. Realizing that my child will be carefully supervised by his/her teacher, I hereby release the Bishop Unified School District from any liability that might arise from the trip.

Signed (Parent or Guardian) _____

Medical Emergency: Does this student have a medical condition that may require special medication or procedures in case of an emergency? Yes _____ No _____. If "yes", please explain: _____

AUTHORIZATION TO CONSENT TO TREATMENT OF MINOR

Student name _____ School Year _____ Grade _____

Please complete this form if you are a new student or if changes need to be made to your existing form. This form will remain on file in the main office and in effect for your student's enrollment in BUSD. This form will also be used for athletic purposes.

(I) (WE), the undersigned, parent/guardian(s) of _____, a minor, do hereby authorize, any hospital, emergency center, doctor, nurse and/or paramedic, authorization to grant treatment to my child, when accompanied by or escorted to the treating facility by a teacher, coach, teacher's aide, principal, or any member of BISHOP UNIFIED SCHOOL DISTRICT. As agent(s) for the undersigned, we authorize consent of any x-ray examinations, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and surgeon licensed under the provisions of the Medicine Practice Act on the medical staff of any licensed hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician in the exercise of his best judgement may deem advisable.

Further, should the attending physician determine after examination that life-saving surgery or other life-saving procedures may be necessary, permission is hereby extended to the above parties to grant same. Additionally, I agree to hold harmless such personnel and the Bishop Unified School District Board of Education by my action of granting said permission.

(I) (WE) hereby authorize any hospital which has provided treatment to the above-named minor pursuant to the provisions of Section 25.8 of the Civil Code of California to surrender physical custody of such minor to (MY) (OUR) above-named agent(s) upon the completion of treatment. This authorization is given pursuant to Section 1283 of the Health and Safety Code of California.

This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California. This authorization shall remain effective until the above-named minor is no longer enrolled in Bishop Unified School District unless sooner revoked in writing and delivered to said agent(s).

Parent / Legal Guardian
Phone: _____

Date
Cell Phone: _____

Parent / Legal Guardian
Phone: _____

Date
Cell Phone: _____

Birth date: _____ Date of Last Tetanus: _____ Insurance: _____
Policy # _____

Allergies: _____ Medications: _____

Other medical information: _____

* * * * *

In case of emergency and inability to notify parents/guardians, BUSD will attempt to notify:

1. Name: _____
Phone _____
Cell Phone: _____

2. Name: _____
Phone: _____
Cell Phone: _____

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

Overnight (Extended) Instructional/Athletic Trip Request

- 1. Trip Dates Feb 22-23
- 2. Teacher in Charge Buffington
- 3. Destination Tulare ca
- 4. Purpose of Trip Regional FFA meeting
- 5. Class/Group FFA Number of Students _____
- 6. Departure Date/Time/Place Now Feb 22 Return Date/Time/Place 8PM Feb 23
- 7. Estimated Miles to Destination 300
- 8. Mode of Transportation Van
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)
Buffington
- 10. Total cost of Trip (list detailed breakdown for travel, food, lodging, etc.) - hotel 300
- 11. Funding Source Ag grants
- 12. Cost to each student _____
- 13. Number of students attending 4 Number of teachers 2 Number of school days missed 1
- 14. Number of chaperones _____ Names of chaperones _____
- 15. Name, address, and phone number of hotel/motel/accommodations where trip participants will be housed overnight during the trip _____
- 16. List adults with current First Aid Training Buffington
- 17. All students have medical insurance? Yes or No Yes
- 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 _____

Principal's Approval [Signature] Date 1/9/19

BOARD APPROVED: _____

OVERNIGHT (EXTENDED) INSTRUCTIONAL/ATHLETIC TRIP

Chaperone Guidelines

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.

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

OVERNIGHT (EXTENDED) INSTRUCTIONAL/ATHLETIC TRIP

STAFF-IN-CHARGE:
Copy and distribute to all students. Keep this form with you at all times during the trip.

Student Behavior Contract

The following CODE OF CONDUCT is in effect for the duration of the field/athletic trip. Students representing Bishop Unified School District are subject to the laws of California (or the relevant State) just as any other person and are subject to arrest, search and prosecution by the authorities. Breaking the law is neither excused nor justified by the fact that students are on a school-sponsored trip. All personal effects, including, but not limited to, bags, luggage, and brief cases are subject to search by school personnel.

1. Curfew is _____ P.M. Curfew will be rigidly enforced, with unannounced room checks. School personnel will have keys and access to student rooms at all times.
2. Boys and girls shall not visit one another's rooms without adult supervision.
3. Leaving the hotel (or other accommodation) is prohibited without adult supervision.
4. Alcohol, drugs, and tobacco are strictly prohibited. Any student found using, in possession of, or under the influence of such will be sent home immediately at parent expense. Such students will also face school discipline and a referral to law enforcement.
5. Polite behavior is expected at all times. No yelling, loud music, or disruptive behavior will be tolerated.
6. Bags, backpacks and personal belongings will be inspected.
7. Other _____

Any infraction of these rules will result in a cancellation of privileges and/or the immediate return of the student to Bishop at the expense of the student's parents. Disciplinary action will follow at the school site. Any law violation will result in law enforcement intervention.

STUDENT:

I have read the guidelines above. I understand that if I am in violation of any rules, I may be sent back to Bishop at my parents expense. I may be disciplined further at the school site. I understand that any trip deposit (\$_____) I have made is nonrefundable, and I must stay in good academic and behavioral standing at school in order to participate in this field/athletic trip.

Student Signature/Date

PARENTS:

I have read the above guidelines, and I understand that if my son/daughter is found in violation, he/she may be sent back to Bishop at my expense. I also understand that my son/daughter will not be under the direct supervision of a chaperone at all times. I understand that any trip deposits (\$_____) are non-refundable.

Parent Signature/Date

HIGH SCHOOL *ONLY*****

Parent/Teacher Permission Form

This form must be fully completed!
Teacher-In-Charge must keep this form with them at all times.

Student _____

Grade _____

Teacher _____ Class _____

Activity _____

Destination _____

Transportation: ___ School Bus ___ School Van ___ Private Car

Departure Date & Time _____

Return Date & Time _____

By signature below, I hereby give consent and approval for my student to participate in the following extracurricular activity and I understand my student will be under the supervision of a high school teacher while with this group.

Parent/Guardian (Print) Signature Date

ADMINISTRATIVE RELEASE

Required for all activities/trips. Signatures must be obtained from Administration/Main Office Personnel.

- ___ Attendance
- ___ Behavior
- ___ Student Bill

TEACHER RELEASE

A signature is required from all periods that will be missed.

Teachers: If the student named above is performing satisfactorily (work/citizenship/attendance) in your class, please give approval for participation in the activity above. If you have any questions or concerns, please contact the teacher requesting approval. Thank you!

Period 1 _____

Period 2 _____

Period 3 _____

Period 4 _____

Period 5 _____

Period 6 _____

Period 7 _____

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 Unified 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.