

Instruction

Field Trips

Bishop Unified School District  
Overnight Field Trip Planning Form

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

GROUP/CLUB NAME: DRILL TEAM / COLOR GUARD

TRIP DATES: MAY 18<sup>th</sup> - 21<sup>st</sup>

NUMBER OF SCHOOL DAYS MISSED 1 1/2

TRIP DESTINATION: JUNE LAKE

PURPOSE OF TRIP LEADERSHIP CAMP

PROPOSED NUMBER OF STUDENTS: 9

APPROXIMATE TOTAL COST: \$50 per person

COMPLETED PACKET (ATTACHED) MUST BE TURNED IN 3 WEEKS PRIOR TO TRIP.

# Over Night (Extended) Field Trip Request

Exhibit 6153 (b)  
Part I, Page 2

1. Trip Dates: MAY 18<sup>th</sup> - 21<sup>st</sup>
2. Teacher in Charge: SHERRI SONKE
3. Destination: JUNE LAKE
4. Purpose of Trip: LEADERSHIP CAMP
5. Class/Group: DRILL TEAM / COLOR GUARD LEADERS Number of Students 9
6. Departure Date/Time/Place: 12 noon 5/18<sup>th</sup> Return Date/Time/Place: 3pm 5/21<sup>st</sup>
7. Estimated Miles to Destination: 50 miles
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 main office for each driver)  
WILL BE ON FILE WITH D.O.
10. Total cost of trip (list detailed breakdown for travel, food, lodging, etc.): 50 PER STUDENT
11. Funding Source: FOOD PAID BY STUDENT - HOTEL PAID BY PROGRAM
12. Cost to each student: \$50-
13. Number of students attending 9 Number of teachers 1 Number of school days missed 1 1/2
14. Number of chaperones 5 Names of chaperones WILL BE GIVEN TO HSNS OFFICE
15. Name, address, and phone number of hotel/motel/accommodations where trip participants will be housed overnight during the trip  
BOULDER LODGE, 2282 Hwy 158
16. List adults with current First Aid Training: SHERRI 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 \_\_\_\_\_

*Staff-In-Charge:  
Fill this packet out completely  
and give to Principal -  
3 weeks prior to trip.  
Keep a copy for yourself*

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

Staff Signature

Date

Principal's Approval

Date

Superintendent's Approval

Date of Board Approval

# FIELD TRIP POSTING

OVERNIGHT (EXTENDED)

PLEASE POST ON THE MAIN OFFICE BULLETIN BOARD

Exhibit 6153 (c)

Part I, Page 3

WHAT GROUP is traveling HSMs Drill Team / COLOR GUARD

DESTINATION BOULDER LODGE / JUNE LAKE

DAY & TIME you are leaving THUR 18<sup>th</sup> (12 NOON)

DAY & TIME you will arrive home SUNDAY 21<sup>st</sup> 3pm

LOCATION OF EVENTS BOULDER LODGE

ADDRESS 2282 Hwy 158

JUNE LAKE

## FOR OVERNIGHT TRIPS:

HOTEL BOULDER LODGE

HOTEL ADDRESS 2282 Hwy 158

HOTEL PHONE (760) 648-7533

OTHER PHONE CONTACTS SHARI SONLI (760) 920-0051

OTHER IMPORTANT INFORMATION \_\_\_\_\_

# OVERNIGHT (EXTENDED) FIELD AND ATHLETIC TRIPS

**READ CAREFULLY and share  
pertinent information with ~our  
chaperones!**

## SCHOOL PHILOSOPHY

Field trips can be a valuable adjunct to classroom instruction. However, special responsibility 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 the principal - 3 WEEKS IN ADVANCE. Overnight trips require more advance planning and Board approval.

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

1. Ensure that parents are aware of expectations through signed parent consent forms and behavior contract for overnight trips.  
Consider a parent meeting.
2. Have all students get permission to miss class from teachers and main office.
3. Communicate behavioral expectations: Students are representing Bishop Unified School District. Remind students of your 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, and 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 Bishop Unified School District 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 the school site, 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 872-4931. If you wish to use the school vehicles, you must reserve them on the school's vehicle calendar (main 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. 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.

# OVERNIGHT (EXTENDED) FIELD/ATHLETIC TRIPS

## 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 for  
their records.***

1. Set behavior expectations. Students are representing Bishop Unified School District. 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 BUSD 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.

*Will be on file in office*

Chaperone Name

Signature

Date

**STUDENT BEHAVIOR CONTRACT  
OVERNIGHT (EXTENDED)  
FIELD/ATHLETIC TRIP**

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

*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 10:00 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.

**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 and may be disciplined further at the school site. I understand that any trip deposit (\$ \_\_\_\_\_) I have made is non-refundable, 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

**Instruction**

Exhibit 6153 (i)  
Part II, Page 1

**Field Trips**

**BISHOP UNIFIED SCHOOL DISTRICT**

**FIELD TRIP REQUEST**

Date of Field Trip: MAY 18-21

Grade: 7

Teacher (signature): [Signature]

Number of Students: 9

Destination: JUNI LAKES

Departure Time: 12 noon 5/18

Return Time: 3pm 5/21

☒ Parent(s) or guardian(s) have been notified.

☒ Each child participating has a signed permission slip on file.

☒ Alternative plans have been made for children without permission slips who will remain in school.

Principal's Approval: [Signature]

Date: 4/14/11

**BISHOP UNIFIED SCHOOL DISTRICT**

Bishop, California



# LEADERSHIP WORKSHOP

## MAY 18<sup>th</sup> – 21<sup>st</sup> , 2017

### THURSDAY, MAY 18<sup>th</sup>

- 1:00 Leave Bishop
- 2:00 Unload Cars – Help Set Up
- 3:00 Tour Boulder Lodge  
Find music for routines
- 6:00 Dinner (Pizza)
- 8:30 Discuss goals, expectations of camp  
Review Schedule  
Assign Cooking & Cleaning Groups  
Review Menu
- 10:00 Bed Time

### FRIDAY, MAY 19<sup>th</sup>

- 8:00 Breakfast (1 cooks, 2 cleans)
- 9:00 Warm-ups / Stretching  
Make up Warm-up Routine
- 10:00 Dance & Color Guard Technique  
Make up routine
- 11:00 LEADERSHIP TALKS
  - Responsibilities of each position
  - Working with peers
  - Dealing with conflict
  - Setting a good example
- 12:00 Lunch (Adults)
- 2:30 Camp Routine
- 5:00 Teaching groups
  - Work on how to teach
  - Each student will teach a 32-count routine
- 7:30 Dinner (3 cooks, 4 cleans)
- 8:30 Routines / Competitions
  - Choreography - Showmanship
  - Judges - What / How many Divisions
  - Score Sheets
- 9:30 Comments – Concerns – Questions (CCQ)
- 10:00 Bed Time

## SATURDAY, MAY 20<sup>th</sup>

8:00	Breakfast (4 cooks, 1 cleans)
9:00	Warm-ups / stretching Finish Warm-up Routine
10:00	Technique Finish Routine
11:00	LEADERSHIP TALKS <ul style="list-style-type: none"><li>- Different personalities</li><li>- Communication</li><li>- Giving and Demanding Respect</li></ul>
12:30	Lunch (Adults)
3:00	Work on camp routine
5:30	Teach marching and cleaning routines
8:00	Dinner (2 cooks, 3 cleans)
8:30	Brainstorming <ul style="list-style-type: none"><li>-Activities -Friday Outfits</li><li>-Fundraisers - Big/Little sisters</li></ul>
9:30	CCQ
10:00	Bed Time

## SUNDAY MAY 21<sup>st</sup>

8:00	Breakfast (3 cooks, 2 cleans)
9:00	Warm-ups Review and video routine
10:00	Technique Review and video routine
10:30	Finish camp routine Video routine
12:00	Lunch (Adults)
2:00	Pack Cars
3:00	Arrive Back at Home