



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Field Trips Handbook and Revised Procedures

NUMBER: REF-2111.1

ISSUER: Dr. Ruth Pérez, Deputy Superintendent
Division of Instruction

DATE: December 14, 2015

ROUTING
All Schools and Offices
Local District
Superintendents
Administrators of
Instruction
Directors
Administrators of
Operations
Principals
Counselors
Teachers
School Administrative
Assistants
Administrators of
Nursing Services
School Nurses

PURPOSE: This Reference Guide reflects policy and procedures for all Field Trips taken by school staff, students, and volunteers.

MAJOR CHANGES: This replaces Reference Guide No. 2111.0, dated July 24, 2006.

- Local Districts, and not individual schools, are required to work directly with Risk Management and other District offices that review non-routine trips.
- Directions for ordering buses have been updated to include online trip booking and scheduling procedures.
- Guidelines and a checklist for use by the School Nurse in preparation for field trips have been added.
- Out-of-country and out-of-state field trips require approval by The Office of the Superintendent.
- A required waiver form for adults participating in out-of-state field trips is included. This waiver is also required for parents of students participating in out-of-state field trips.
- Protocol for non-sponsored (previously “unauthorized”) field trips has been updated.
- Form request protocols have been updated.
- The Field Trip request form, Request for Approval of School Organized Trip for Students, has been updated to align with the Handbook (available online – link is provided below).

INSTRUCTIONS: The following guidelines apply.



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

I. Purpose

The overarching purpose of a field trip is to enhance the educational program that is provided to the student; that is, the goal of a field trip is to improve student achievement. A field trip must be an extension of the learning that occurs in the regular curriculum. To that end, any field trip must directly represent the instructional achievement goals of the day-to-day instructional planning in the classroom, or of the social, emotional, behavioral and cultural achievement goals of the classroom and school.

To meet these learning objectives, it is important that the field trip is carefully planned, and that the field trip plan ensures that the learning occurs in a safe and well supervised environment.

This reference guide provides information regarding revised procedures for the approval of field trips and information regarding an updated School Journey/Field Trips Handbook. The School Journey/Field Trips Handbook is attached to this document. There is no print version.

II. Procedures

Note: The Field Trips Handbook represents District Policy. Any District employee may be subject to discipline for failing to comply with the requirements and procedures described therein.

The Board of Education has delegated to The Office of the Superintendent or his/her designee the authority to review and approve all educational field trips, including any field trip or school journey which extends overnight, including trips to other cities, states, or countries.

Authorization for overnight, out-of-state, Non-routine trips requires the prior approval of the Local District Superintendent. Out-of-country and out-of-state destinations also require the approval of the Office of the Superintendent, or his/her designee.

The Office of the Superintendent delegates to the school-site principal the authority to approve all routine field trips, including overnight field trips to District-operated sites (Clear Creek and Point Fermin Outdoor Education Centers). These routine requests do not need to be processed through the Local District Superintendents. However, the school-site principal is responsible for maintaining records, ensuring the safety and access of students and certifying the educational value of each field trip.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

The Office of the Superintendent delegates to the Local District Superintendent the authority to approve non-routine field trips, except those that are out-of-state or out-of-country. The District Superintendent and the school principal are responsible for maintaining records, ensuring the safety and access of students and certifying the educational value of each non-routine field trip.

The Office of the Superintendent at any time may assume authority and rescind any delegation of authority for approval for any routine and non-routine field trip, should the Superintendent feel it is necessary.

RELATED RESOURCES:

- [BUL-3878.2, *Assisting Students with Prescribed Medication at School*, July 24, 2012](#)
- [BUL-4624.0, *Elementary Student Body Organizations-Permitted and Prohibited Expenditures*, February 3, 2009](#)
- [BUL-4692.5, *Section 504 of the Rehabilitation Act of 1973*, June 15, 2015](#)
- [BUL-5167.0, *Code of Conduct with Students – Distribution and Dissemination Requirement*, July 1, 2010](#)
- [BUL-5310.0, *Guidelines on Use of Privately Owned Vehicles for Authorized School District Business*, October 10, 2010](#)
- [BUL-5469.2, *Lockdown And Rapid Relocation Procedures For All Schools*, July 17, 2014](#)
- [BUL-5503.1, *Records Retention And Destruction \(Other than Pupil Records\)*, July 1, 2012](#)
- [BUL-6264.0, *School Athletics*, March 31, 2014. Covers fundraising issues related to school athletics.](#)
- [BUL-6460.0, *Explosive Device Threats and Suspicious Packages*, February 17, 2015](#)
- [MEM-5818.3, *Nondiscrimination Required Notices and Ordering of Student Brochures*, May 15, 2015\)](#)
- [Publication 464, *“Student Body Policies and Accounting Procedures – Elementary Schools*, August 2006](#)
- [Publication 465, *“Student Body Policies and Accounting Procedures – Secondary Schools*, May 2005](#)
- [REF-1442.1, *Court-Ordered Traveling Student Auxiliary Transportation Funded by Magnet, PWT, CAP & Integration*, July 18, 2012.](#)
- [REF-6554.0, *2015-2016 Opening Day Procedures: Supplemental Guide and Updates*, August 17, 2015.](#)

ASSISTANCE:

For assistance or further information please contact the school’s Director or Administrator of Operations through the school’s local district office.

Additional Support:

- [Beyond the Bell – Office of Outdoor and Environmental Education:](#)
213-241-7900
- Division of Instruction: 213-241-5333
- [Transportation Services Division:](#) 800-522-8737



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- [Interscholastic Athletics](#): 213-241-5847
- Los Angeles Unified School District Watch Commander: 213-625-6631
- [Office of Emergency Services](#): 213-241-3889
- [Office of Risk Management](#): 213-241-3139
- [Division of Special Education](#): 213-241-6701
- [District Nursing Services](#): 213-202-7580
 - Local District East: 323-224-3325
 - Local District Central: 213-241-2031
 - Local District South: 310-354-3550
 - Local District West: 310-235-3792
 - Local District Northwest: 818-654-1670
 - Local District Northeast: 818-686-4460



SCHOOL JOURNEY/FIELD TRIPS HANDBOOK

Contents

Reference Guide	
Title Page/Table of Contents	<u>Page</u>
Obtaining Forms	<u>8</u>
I. Types of Field Trips	<u>9-16</u>
A. Definitions.....	9
B. Routine Field Trip.....	9
C. Processing a Routine Field Trip.....	10
D. Non-Routine Field Trip.....	11
• Processing a Non-Routine Field Trip	11
• Approval Process for a Non-Routine Field Trip.....	13
• Approval Requirements for a Camping/Hiking/Backpacking Trip	14
• Submission Requirements for a Camping/Hiking/Backpacking Trip	14
• Approval for Trips out of the State/Country.....	15
• Booking Transportation	15
E. Non-Sponsored Field Trip	15
• Processing a Non-Sponsored Field Trip	16
II. Legal and District Policy Requirements	<u>17-19</u>
• District Policy Compliance Notice	17
• Nondiscrimination Notice.....	17
• Education Code.....	17
• Requirements for All Routine and Non-Routine trips	17
III. Use of Student Body Funds for Field Trips	<u>20</u>
IV. Procedures for Arranging LAUSD Bus Transportation.....	<u>21-25</u>
A. Introduction.....	20



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

B. On-Line Trip Booking/Scheduling	20
C. Funding	21
D. Required Forms.....	23
E. Confirmations	24
F. Cancellations.....	24
G. Request for a Lift Bus	24
V. Interscholastic Athletics	<u>26-28</u>
A. Types of Approved Interscholastic Field Trips	25
B. Types of Non-Sponsored Interscholastic Field Trips	25
C. Required Steps for Approval	25
D. Paperwork and Submission Timelines.....	26
E. Trips Involving Overnight and/or Out-Of-State/Country Stay.....	27
F. Transportation.....	27
VI. Supervision/Attendance Credit.....	<u>29-30</u>
VII. Office of Risk Management & Insurance Services	<u>31-35</u>
A. Review of Non-Routine Field Trip Sites	30
B. Accident Insurance.....	30
C. District Self-Insurance Program (Letter of Self-Insurance).....	31
D. List of Pre-Approved Sites Authorized Sites.....	32
E. Adding New Site to the Pre-Approved List.....	33
VIII. Field Trip Planning Considerations for School Nurses.....	<u>36-39</u>
A. Checklist for School Nurses.....	37
IX. Checklist for Field Trips	<u>40-41</u>



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

X.	Field Trip Emergencies	42-45
	• Emergency Medical Plan	40
	• Emergency Procedures for Incidents During Field Trip.....	41
XI.	Attachments.....	46-61
	Attachment A : Sample Letter for Field Trip to Participating Employees on Non-Sponsored Trip	
	Attachment B : Sample Letter for Field Trip to Parents on Non-Sponsored Trip - English	
	Attachment C : Sample Letter for Field Trip to Parents on Non-Sponsored Trip - Spanish	
	Attachment D : Sample Letter for Field Trip to Parents on Non-Sponsored Trip - Korean	
	Attachment E : Sample Letter for Field Trip to Parents on Non-Sponsored Trip - Armenian	
	Attachment F : Student Questionnaire for Preparation of Camping and Backpacking Trips	
	Attachment G : Checklist for Backpacking	
	Attachment H : Parent's or Guardian's Permission for a Field Trip and Authorization for Medical Care – English	
	Attachment I : Parent's or Guardian's Permission for a Field Trip and Authorization for Medical Care – Spanish	
	Attachment J : Parent's or Guardian's Permission for a Field Trip and Authorization for Medical Care – Korean	
	Attachment K : Parent's or Guardian's Permission for a Field Trip and Authorization for Medical Care – Armenian	
	Attachment L : Waiver for Out-Of-State Field Trips or Excursions - English	
	Attachment M : Waiver for Out-Of-State Field Trips or Excursions – Spanish	
	Attachment N : Waiver for Out-Of-State Field Trips or Excursions – Korean	
	Attachment O : Waiver for Out-Of-State Field Trips or Excursions – Armenian	



OBTAINING FORMS

Forms may be copied directly from this handbook or downloaded and printed/copied from the Internet links provided throughout the handbook. Attachments that require modification (e.g., school headers on parent letters) are available for download in MS Word file format through the LAUSD E-Library.

Quick Links to Forms

Field Trip Request Form	Request for Approval of School Organized Trip for Students
Field Trip Slips (Parent Permission Slips)	English (Attachment F) Korean (Attachment J) Spanish (Attachment G) Armenian (Attachment K)
Interscholastic Athletics 213-241-5847	Application to Participate in a Sanctioned Tournament
Division of Transportation 800-522-8737	School Journey Trip Online Request System Form 78.20A – Request for Athletic Playoff Contest Bus Form 78.20R – Authorization for Payment of Student Body and/or Reimbursable Trips Form 78.20T – Application for Auxiliary Transportation/Trip(s) Approved Charter Bus Companies
Risk Management 213-241-3139	Pre-Approved Site List Request to Add New Site to the Pre-Approved Site List Voluntary Student Accident Insurance District Self-Insurance Program - Letter of Self-Insurance
Office of Outdoor and Environmental Education 213-241-7900	Questionnaire for Approval of Hiking, Camping, Backpacking (Attachment F) Checklists for Backpacking (Attachment G)
District Nursing Services 213-202-7580	Checklist for School Nurse
Non-Sponsored Trips	District Employee Notification Letter (Attachment A) Parent Notification Letter (Attachments B, C, D & E) English Spanish Korean Armenian
Out-of-State Field Trips	Adult Waiver Form (Attachments L, M, N & O) English Spanish Korean Armenian



TYPES OF FIELD TRIPS

DEFINITIONS

Field Trip Definition: an umbrella term for all District-authorized trips, including District-authorized school journeys, educational trips, and excursions that are curricular, educational, or extracurricular in nature. This Handbook will use the term “field trip” to refer to all of these types of trips. If a field trip is District-authorized, the District is responsible for ensuring supervision and that all eligible pupils may participate.

The purpose of any field trip is to enhance or supplement the student’s educational experience in a way that leads to greater: academic achievement; social, cultural and emotional awareness; participation in interscholastic competition. Types of field trips include:

1. A *curricular field trip* is conducted for students enrolled in elementary or secondary schools (including 18-22 year old students with disabilities in secondary schools, Career and Transition Centers and other District programs) in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from locations in the State, in any other state, in the District of Columbia, or in a foreign country.
2. *Extracurricular Field Trip*: A field trip where participating pupils represent the District; pupils exercise some degree of freedom in either the selection, planning, or control of the activity; the activity may not be part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time. Types of Extra Curricular Field Trips include:
 - a. A *Beyond the Bell* sponsored trip.
 - b. *Social Field Trip*: A field trip where the content of the trip is social in nature (e.g., Human Relations Club picnic).
 - c. *Recreational Field Trip*: A field trip where the content of the trip is purely recreational (e.g., skating trip for fitness group).
3. *Interscholastic Field Trip*: CIF-sanctioned events arranged through the Interscholastic Athletics Department.

Curricular, Extracurricular and Interscholastic Field Trips may be *Routine*, *Non-Routine* or *Non-Sponsored*. With the exception of Non-Sponsored Field Trips, it is the responsibility of the principal to ensure that sufficient adult supervision is available, including assistants or other supports/accommodations for students with disabilities.

ROUTINE FIELD TRIPS

A Routine Field Trip is to a District [pre-approved site](#) for part of a day or an entire school day and is deemed appropriate by the school site principal. The trip is not overnight (other than Beyond the Bell Outdoor Education Center field trips to Clear Creek and Point Fermin), out-of-state, or out-of-country.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

1. The school-site principal is authorized to approve all routine field trips to [pre-approved sites](#). This includes overnight trips to District owned properties (Clear Creek and Point Fermin Outdoor Education Centers) or aboard boats sponsored by the Office of Outdoor and Environmental Education. These routine requests do not need to be processed through the Local District office. However, the principal is responsible for maintaining the records, and ensuring the safety and access of students and the educational, social or cultural value for each field trip. Schools may use “[Request for Approval of School Organized Trip for Students](#)” for this purpose, as well as parent or guardian permission forms (attachments [H, I, J & K](#)).
2. Neither students nor their parents may be charged a fee or an admission charge for a trip that is held during regular school day hours. No child shall be prevented from taking a field trip because of a lack of sufficient funds ([California Education Code - Section 35330](#)).
3. Schools may not conduct a trip during the school day when a student’s ability or willingness to pay or “donate” money is the determining factor as to who can participate in the trip. Students may not be required to make a “mandatory donation” as a condition to participate in a trip during the school day.
4. Sufficient funding must be available to ensure all students may participate. This includes ensuring adequate funding for lift buses or other adapted equipment for students with disabilities and program support staffing needed to support the student’s behavioral or health needs as indicated in an Individualized Education Program (IEP) or 504 Plan.
5. The school-site principal may approve field trips aboard boats that are sponsored by the [Office of Outdoor and Environmental Education](#).
6. A Routine Field Trip is one that can be arranged by the Transportation Services Division, as described in the [Procedures for Arranging LAUSD Bus Transportation](#) section below, page 20.

Processing a Routine Field Trip

The Principal reviews the [Request for Approval of School-Organized Trip for Students](#) to ensure educational value and correlation to the instructional program.

The Principal must:

1. Check [the Pre-Approved Field Trip Sites List](#).
2. Verify form with signature and notify requesting teacher.
3. Retain original request at school site.
4. Inform the Local District of the planned field trip.
5. Submit transportation requirements through the Transportation Field Trip Request System at least 15 days prior to the trip. The principal ensures that transportation arrangements are sufficient for transporting students, including students with disabilities, and all supervising adults to and from the field trip location.
6. Notify/confer with the School Nurse a minimum of 4 weeks prior to the planned field trip (Review [Field Trip Planning Considerations for School Nurses](#)).
7. Ensure availability of a basic first aid kit.
8. Verify that a Parent’s or Guardian’s Permission for a Field Trip and Authorization for Medical Care (attachments [H, I, J & K](#)) is completed by each pupil’s parent or guardian. The upper



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

portion which includes the authorization for medical care is filed with the school prior to each field trip. The supervising teacher keeps the lower portion and takes it with him/her on the trip.

9. The principal ensures that adequate supervision is to be provided during the field trip, including supervision required for students with disabilities, and verifies that trained personnel will be available to supervise or assist students with health or behavioral needs (where necessary) and in alignment with student Individualized Education Programs or Section 504 Plans.

NON-ROUTINE FIELD TRIPS

1. A Non-Routine Field Trip is a field trip to a destination not on the District's [Pre-Approved Site List](#) and deemed appropriate by the school site Principal and the Local District Superintendent. The trip has educational, social or cultural value. The trip is for part of a school day, an entire school day, overnight, out-of-state, or greater than 75 miles. Authorization for trips to sites not previously approved, or for overnight or out of state destinations, require the approval of the principal and Local District Superintendent, must be reviewed for insurance by the Office of Risk Management, and must be inspected and approved by the District Office of Environmental Health and Safety. Out-of-country/out-of-state trips require approval by The Office of the Superintendent. Schools must take into consideration the time for various offices to review requests. The 45-day timeline is the minimum amount of time needed to approve non-routine field trips. Additionally:
 - a. A non-routine field trip must be accessible to all students including those with disabilities and the needs of all students are addressed in planning and budgeting including special busing, accommodations and personnel support.
 - b. Neither students nor their parents may be charged a fee or an admission charge for a trip that is held during regular school day hours. No child shall be prevented from taking a field trip because of lack of sufficient funds ([California Education Code - Section 35330](#)).
 - c. All expenses for field trips to any other state, the District of Columbia, or a foreign country must be paid with outside funds. No District funds may be used. Student body funds and accounts must not be used for these trips.

Processing a Non-Routine Field Trip

Non-routine trips require approval of Local District Superintendent. Schools are expected to submit their request to the Local District office at least 45 school days before the trip is scheduled. If the field trip site is not on the [Pre-Approved Site List](#), the request must be submitted at least 45 days before the trip is scheduled.

1. If the destination is overnight or not listed on the [Pre-Approved Site List](#), attach to the [Request for Approval of School-Organized Trip](#) a complete itinerary, as well as brochures and/or literature of the site to the request form submitted to the Local District office. If the destination is an athletic trip or conference, attach invitation letter(s), conference form(s), and



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

copy of approval to participate in tournament from the Interscholastic Athletics Department to the request form and submit to the Local District Office (specific criteria for athletics trips and tournaments can be found in the Interscholastic Athletics section of this handbook).

2. Backpacking, hiking, or camping trips conducted as educational or recreational trips during and outside school hours must have the activity site approved in advance by [the Office of Outdoor and Environmental Education](#) (213-241-7900). See pages 13-14, Approval Requirements for Camping, Hiking or Backpacking Trips.
3. Trips involving travel by air or non-routine (grants, company donations, etc.) funding must be signed by the principal and sent to the Local District Superintendent a minimum of 45 school days prior to departure date. The Office of Risk Management must review the request for insurance and the Local District Superintendent will approve the request. Note that the Office of Risk Management may require up to 45 days to complete the review.
4. All trips with admission tickets paid through District Funds and those financed by teachers, parents, or other groups must also be submitted to the Local District Superintendent for review and approval and be reviewed for insurance through the Office of Risk Management.
5. All trips out-of-state or out-of-country require that accompanying adults, including District employees and other adults, and parents or guardians of students taking the trip read and sign a waiver for 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 (Attachments [L, M, N & O](#)). Signed waivers must be retained in school records and destroyed after seven (7) years ([BUL-5503.1, Records Retention And Destruction \(Other than Pupil Records\)](#)).
6. Procedures:

The Principal:

- a. Reviews the [Request for Approval of School-Organized Trip for Students](#) to certify educational value, correlation to the instructional program, or value to the school community.
- b. Collects all documentation that may be required for approval.
- c. Forwards the [Request for Approval of School-Organized Trip for Students](#) and required documentation, to the Local District Superintendent for approval at least 30 school days before the departure date. For trips funded through Student Integration Services, [Form 78.20I](#) is also required. See Required Forms in the Transportation section below.
- d. Notify/confer with the School Nurse a minimum of 45 days prior to the planned field trip (Review [Field Trip Planning Considerations for School Nurses](#)).
- e. Ensure availability of a basic first aid kit.

The Local District Superintendent:

- a. Ensures that the field trip is appropriate to the instructional program.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- b. Verifies that all information is complete and all appropriate documentation is attached.
- c. Ensures that all guidelines are in conjunction with the California Education Code and District guidelines.
- d. Notifies the school directly by phone or fax after approval and returns the forms to the school contact person.
- e. Receives input as needed, from:
 - Office of Risk Management (lead time is 45 days prior to event).
 - Office of Environmental Health and Safety (Lead time varies between 15 school days and 45 calendar days prior to the event).
 - Office of Outdoor and Environmental Education.
 - Office of General Counsel (regarding release forms and waivers).
 - Other District offices as is necessary.
- f. Where required (e.g., out-of-country and out-of-state), submits the request to The Office of the Superintendent.

Approval Process for a Non-Routine Field Trip

1. All Non-Routine trip requests must be processed as follows:
 - a. If authorized by the principal, the field trip requester or school principal sends the field trip request and any additional required documentation to Local District Office for review.
 - b. Local District Office forwards the approved request to the appropriate office for review (e.g. Office of Environmental Health & Safety; Office of Risk Management; [Office of Outdoor and Environmental Education](#)).
 - c. Local District Office notifies the school site if the trip is approved or not approved.
 - d. The school principal submits transportation requirements through the Transportation Field Trip Request System. See Procedures For Arranging Transportation below. The principal ensures that transportation arrangements are sufficient for transporting students, including students with disabilities, and supervising adults to and from the field trip location.
 - e. The school principal verifies that a Parent's or Guardian's *Permission for a Field Trip and Authorization for Medical Care* (attachments [H, I, J & K](#)) is completed by each pupil's parent or guardian. The upper portion which includes the authorization for medical care is filed with the school prior to each field trip or excursion. The supervising teacher keeps the lower portion and takes it with him/her on the trip.
 - f. The school principal ensures that adequate supervision is to be provided during the field trip, including supervision required for students with disabilities, and verifies that trained personnel will be available to supervise or assist students with health or behavioral needs (where necessary)) and in alignment with student Individualized Education Programs or Section 504 Plans.
2. Trips by airplane, or boat trips (which require Coast Guard certification and boat inspection), must be approved by the Local District Superintendent (boat trips sponsored by the Office of



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

Outdoor and Environmental Education have been previously screened and do not require additional certification or inspection).

3. All trips that take students/teams to non-local sites (greater than 75 miles), including outside the State of California, for interscholastic athletic contests are to first be approved by the Interscholastic Athletics Department, then the Local District for initial review, and must also be reviewed for insurance through the Office of Risk Management. Final approval is made by the Local District Superintendent. Out-of-state trips require approval by The Office of the Superintendent, or his/her designee.

Approval Requirements for Camping, Hiking or Backpacking Trip

1. The [Request for Approval of School-Organized Trip for Students](#) for hiking, backpacking, and camping trips not listed in the [Approved List of Sites](#) must be signed by principal and sent to the Local District Superintendent. The Local District forwards the request to the [Office of Outdoor and Environmental Education](#) for approval. The Office of Outdoor and Environmental Education will return the request to the Local District Superintendent for final approval.
2. Residential camps not listed on the Approved List of Sites should have the approval of the American Camping Association, which insures standards of health and safety.
3. Forms required for the [Office of Outdoor and Environmental Education](#) are due 20 working days prior to departure date. To ensure appropriate submission of the forms, check the following chart (an 'X' indicates form is required):

Forms	School	Local District	Outdoor Education
Request for Approval of School-Organized Trip for Students	X	X	X
Questionnaire for Approval of Hiking, Camping, Backpacking	X		X
Red Cross First Aid Certificate – 1 copy	X		X
Supervisor Roster	X		X
Itinerary – 2 copies	X		X
Map of hiking and/or camping area(s)	X		X
Copy of letter to parents	X		X
Parent’s or Guardian’s Permission for a Field Trip and Authorization for Medical Care (Attachments H, I, J & K)	X		
K & K Insurance (where applicable)	X		

4. Contact the Los Angeles Unified School District Watch Commander in case of an emergency at (213) 625-6631 while participating on the camping/hiking trip.
5. For additional assistance, please call the [Office of Outdoor and Environmental Education](#) at (213) 241-7900.

Submission Requirements for a Camping, Hiking, or Backpacking Trip



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

1. The following items must be submitted before approval:
 - a. Itinerary for each day of the field trip;
 - b. A map of hiking and/or camping area(s);
 - c. The name of the person trained in Red Cross First Aid. Verification (photo copy) is required. A first aid kit is required on all trips;
 - d. If students participate in water activities such as swimming, a person with a Red Cross Lifeguard certificate must be present at all times. Verification (photo copy) is required;
 - e. The attached questionnaire "[Student Preparation for Camping and Backpacking Trips](#)" (Attachment F) is designed to assist in the preparation for day or overnight trips. Please note, backpacking trips must complete the entire questionnaire (both Section 'A' and 'B'), camping trips may complete only Section "A".

2. The following items are included for school use only:
 - a. Student Roster (provided by school site);
 - b. A [Checklist for Backpacking](#) (Attachment G);
 - c. Health Information and Authorization for Medical Care (Attachments [H, I, J & K](#)).

3. Please return the required materials, via school mail, to the [Office of Outdoor and Environmental Education](#), Beyond the Bell Branch, Beaudry Building – 29th Floor. For further assistance, please call (213) 241-7900.

The Office of Superintendent Approval for Trips out of the State/Country

The school principal must review [section 35330 of the California Education Code](#) whenever any trip out of the State is contemplated. Out-of-country and out-of-state trips require approval from the Office of the Superintendent.

Booking Transportation

Trips for which District transportation is to be provided must be booked with the Transportation Services Division at least 15 school days in advance of the trip. See [Procedures for Arranging Transportation](#).

NON-SPONSORED FIELD TRIPS

A Non-Sponsored field trip is a trip to destinations:

- Not authorized by the District,
- Not conducted during school hours,
- Not sponsored or funded by the school,
- Not inspected by the District's Office of Environmental Health and Safety and
- Not reviewed for insurance by Risk Management.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Additionally, a trip may be determined to be Non-Sponsored by the school principal or by the Local District if it is not related to the instructional program. The District cannot assume responsibility or liability for a Non-Sponsored field trip. All liability and responsibility for the Non-Sponsored field trip are assumed by the sponsoring person(s) or organization and the parent who allows the child to attend; the District assumes no liability and no responsibility whatsoever in connection with extracurricular trips unrelated to the instructional program or purely voluntary school trips, such as ski trips, school club trips, Grad Night or other non-school related activities, and does not assign school personnel to supervise a Non-Sponsored trip.

Processing a Non-Sponsored Field Trip

1. It is the responsibility of the school principal to ensure that:
 - a. The school does not promote any Non-Sponsored trips through the school network of communication to parents and fellow students or through posters displayed on the school site.
 - b. School facilities are not used to host meetings or activities related to a Non-Sponsored trip.
 - c. **Any District employee who undertakes participation in a Non-Sponsored field trip is informed verbally and in writing by the school principal that he/she does so strictly in his/her personal capacity and not as a District employee ([Attachment A](#)). The employee is asked to sign the acknowledgement at the bottom of the written notification. The principal should review the [Code of Conduct with Students](#).**
 - d. **Parents of students planning to participate in such extracurricular trips or school club trips are informed in writing that the District assumes no liability in connection with the trip** (Attachments [B](#), [C](#), [D & E](#)).
2. If the school principal is aware that a Non-Sponsored field trip has been planned, either by a District employee or an outside organization or entity, the principal must inform Local District Superintendent.
3. Under no circumstances shall the principal approve the use of illness or personal necessity time for instructional time missed while the District employee is on a Non-Sponsored field trip.
4. While the District encourages the cultivation of positive relationships with students, employees and all individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid situations including, but not limited to, the following:
 - Transporting student(s) in a personal vehicle without proper written administrator and parent authorization forms on file in advance.
 - Taking or accompanying student(s) off campus for activities other than a District-approved school journey or field trip.
 - Meeting with or being in the company of student(s) off campus, except in school-authorized and/or approved activities.



LEGAL AND DISTRICT POLICY REQUIREMENTS

DISTRICT POLICY NOTICE

The Field Trips Handbook represents District Policy. Any District employee may be subject to discipline for failing to comply with the requirements and procedures described herein.

Employees and all individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid the situations indicated in the "[Code of Conduct with Students.](#)"

NONDISCRIMINATION NOTICE

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation and/or bullying. The District prohibits discrimination, harassment, intimidation and/or bullying based on the actual or perceived characteristics set forth in [Penal Code § 422.5](#), [Education Code § 220](#) and actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance ([MEM-5818.3](#), [Nondiscrimination Required Notices and Ordering of Student Brochures](#), May 15, 2015)

EDUCATION CODE

Los Angeles Unified School District Field Trip guidelines conform to California Education Code: *Excursions and Field Trips*, Sections [35330-35332](#). Additional Education Code is cited throughout this handbook as it relates to specific topics.

REQUIREMENTS FOR ALL ROUTINE AND NON-ROUTINE FIELD TRIPS

Programmatic Requirements

1. The field trip is connected with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, in any other state, the District of Columbia, or a foreign country for elementary or secondary school students ([Education Code §35330](#), [Board Rule 2379](#)).
2. The educational trip is educationally worthwhile and leads directly to the educational growth of the students ([Board Rule 2379](#)).
3. The educational trip is for students enrolled in early education centers or in elementary, secondary or adult schools of the District, including Career and Transition Centers and other District programs ([Board Rule 2379](#)).
4. Students will not be denied participation in the educational trip because of race, color, national origin, sex, sexual orientation, or disability ([Board Rule 2379](#)).



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Administrative Requirements

1. Where necessary, LAUSD personnel have been engaged, as they desire, to contribute their services beyond the normal period of employment ([Education Code §35330](#)).
2. Adequate supervision must be provided by certificated LAUSD personnel. Trained LAUSD personnel must be provided to supervise students with specialized disabilities, health and behavioral needs ([Education Code §35330](#), [Board Rule 2379](#)).
3. The appropriate approval process must be followed for this educational trip (Board Rule 2106).

Funding Requirements

1. LAUSD ensures that no student is prevented from participating in the educational trip due to lack of sufficient funds by coordinating efforts of community service groups to assist with funding for needy students ([Education Code §35330](#)).
2. LAUSD ensures that no expenses of participating students are paid with school district funds (expenses of instructors, chaperones, and personnel may be paid with district funds, as may incidental costs of using district equipment on the educational trip) ([Education Code §35330](#)).
3. LAUSD acknowledges that the Superintendent will not make transportation allowances for out-of-state destinations ([Education Code §35330](#)).
4. The educational trip must be paid for out of currently budgeted, appropriate funds ([Board Rule 2379](#)).
5. The educational trip is free of cost to students if Average Daily Attendance credit is to be granted, except for trips conducted by the Beyond the Bell Branch and some conducted under policies governing student body activities ([Education Code §35332](#)).
6. If the educational trip involves expenses other than transportation (such as admission fees, overnight trips, and trips outside of Los Angeles County), Board of Education approval must be obtained ([Board Rule 2106](#)).

Transportation Requirements

1. If LAUSD provides transportation by use of district equipment, LAUSD must secure appropriate liability insurance to cover this usage ([Education Code §35330](#)).
2. If LAUSD provides transportation through the use of an outside vendor, there must be an appropriate agreement in place ([Education Code §35330](#), [Board Rule 2380](#)).
3. If air travel is involved in the educational trip, LAUSD must ensure the legal requirements are met ([Education Code §35332](#)).

Medical Requirements

1. Each student's parent/guardian must provide written medical authorization for the participating student ([Board Rule 2106](#)).
2. The Board of Education must provide or make available medical or hospital services for students participating in the school-sponsored educational trip ([Education Code §35331](#)). Voluntary Medical Coverage for Accident Insurance option meets this requirement.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

3. LAUSD must ensure that the teacher, instructor, or agent participating in the educational trip has a first aid kit immediately available while conducting the trip ([Education Code §32040](#), [Board Rule 2106](#)). **Note:** Willful violation of this statute by a board member, superintendent, or specified employees or agents constitutes a misdemeanor.
4. The teacher, instructor, or agent participating in the educational trip must ensure students with special medication needs (asthma, diabetes, allergies, etc.) will have access during the trip to required medications (e.g., EpiPens, asthma inhalers, etc.) ([BUL-3878.2, *Assisting Students with Prescribed Medication at School*](#))

Risk/Responsibility Requirements

1. Adult participants and parents/guardians of all student participants must sign a statement waiving all claims against LAUSD or the State of California for injury, accident, illness, or death occurring during or by reason of the educational trip ([Education Code §35330](#)).
2. If LAUSD will provide equipment and supplies for the educational trip, there must be appropriate insurance coverage for use of the equipment and supplies. ([Education Code §35330](#))
3. LAUSD is liable for conduct or safety of students during school-sponsored activities while the student is or should have been under the supervision of the district's employee or agent ([Education Code §44808](#)).



USE OF STUDENT BODY FUNDS FOR FIELD TRIPS

ELEMENTARY SCHOOLS

In accordance with [Education Code §48934](#), the funds of a student body organization established in a public school for kindergarten and grades 1 through 6 may be used to “finance activities for non-instructional periods or to augment or to enrich the programs provided by the district.”

Student Body Funds cannot be used for overnight, out-of-state, out-of-country or Non-Sponsored field trips. Please refer to [Bulletin 4624.0, “Elementary Student Body Organizations – Permitted and Prohibited Expenditures”](#), [Publication 464, “Student Body Policies and Accounting Procedures – Elementary Schools”](#), and/or your contact your Coordinating Financial Manager.

SECONDARY SCHOOLS

In secondary schools, student body funds cannot be used for the instructional program, and therefore cannot be used for those trips during the instructional day. Student Body Funds cannot be used to fund out-of-state, out-of-the-country, or Non-Sponsored trips. Please refer to [Bulletin 4591.0, “Secondary Student Body Organizations – Permitted and Prohibited Expenditures”](#), [Publication 465, “Student Body Policies and Accounting Procedures – Secondary Schools”](#), and/or your contact your Coordinating Financial Manager.



PROCEDURES FOR ARRANGING LAUSD BUS TRANSPORTATION

INTRODUCTION

Trips for which District transportation is to be provided must be booked with the Transportation Services Division at least 15 school days in advance of the trip. District Transportation is based on availability and not guaranteed until booked; especially during peak periods which generally are during the months of April through June. Schools will be referred to [approved charter bus companies](#) if District buses are not available. A list of approved charter bus companies is located on Transportation Services Division's website (<http://achieve.lausd.net/Page/1800>). Transportation arrangements with [approved charter bus companies](#) are made by the school directly with the charter company.

ON-LINE TRIP BOOKING

Scheduling your Field Trip

Schools are advised to arrange bus transportation for student trips with the District's Transportation Services Division. Transportation requests for all student trips must be received a minimum of 15 working days prior to the trip. Schools are encouraged to submit District transportation requests online. [Online requests](#) may be submitted only for weekday trips between the hours of 9 a.m. and 2 p.m.

The following sites are considered *School Journey Trip* sites:

- Los Angeles Zoo
- Museum of Natural History
- Page Museum
- Cabrillo Marine Museum

In addition to arranging bus transportation, the Transportation Services Division can help you schedule appointments with these sites. If your destination is one of the sites listed and you would like to have the Transportation Services Division schedule your appointment, select "School Journey Trip" when completing the online Field Trip Request Application. For further assistance, call the School Journeys Unit at 213-580-2950.

Either the teacher or school-level administrator must arrange trips to the sites other than *School Journey Trip* sites listed above. Select "Regular Field Trip" when completing the online Field Trip Request Application for any destinations where you do not need an appointment scheduled for you at the site.

To organize a successful bus field trip, there are three basic steps to follow:



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

Step 1:

[Complete and submit the Online Field Trip Request Application](#)

Step 2:

Follow-up with your school administrator to approve the online application

Step 3:

[Log online to obtain trip confirmation number after 5 business days](#)

For further assistance in arranging District transportation for student trips, please call the Transportation Services Division at 800-522-8737.

FUNDING

Schools may fund buses, including buses requiring specialized equipment such as a lift, using a specific discretionary account identified in funding sources. Schools are responsible for indicating the correct District program in which the bus(es) will be funded.

The Transportation Accounting Section verifies that funding is available before forwarding the trip application to Transportation Bus Dispatch Section. To avoid any delays in processing, schools should verify that funds are in place; if not, a copy of the Budget Adjustment with the Fiscal Specialist's signature should be attached to the trip application before submitting to the Transportation Accounting Section. Transportation funds are budgeted in commitment item 580012. Any uncompleted forms will be returned to schools along with an explanation. Schools should clearly indicate the type of specialized equipment needed when submitting the trip application.

For trips funded by the [Student Integration Services](#), see Reference Guide No. [REF-1442.1](#), August 1, 2005), available through the LAUSD E-library.

“Student Body” and “Reimbursable” trip requests will not be processed if the school or customer assuming responsibility for payment of bus costs has outstanding invoices. In order for new requests to be processed, they must show progress on becoming current on their outstanding invoices.

There are no funds for curricular trips in the Transportation Services Division Budget.

1. Estimated Bus Costs

- a. For budgeting purposes, the estimated cost of a bus trip is \$370. This amount is an estimate for weekday trips between the hours of 9 a.m. and 2 p.m. that do not exceed 30 round trip miles from the pickup address to the destination address. It is not encumbered. For trips scheduled during evenings, Saturdays, Sundays, and holidays the estimated cost will be higher and can be obtained by calling the Bus Dispatch Section at (213) 580-2900 or toll



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

free at 1-800-522- 8737. Bus dispatch can also provide the cost of specialized equipment when required for a student with disabilities.

2. Actual Costs and Appropriation Accounts

The actual transportation costs, including fringe benefits and overhead charges, may be more or less than the estimated amount. Transportation costs are based on the actual hours incurred and miles traveled which may include time and miles from the bus yard and/or school and return. The actual cost of the trip will be determined after the trip has been completed. The expenditures will be deducted automatically from the school's account, which may appear in future monthly statement.

For budgeting purposes, funds are placed in commitment item 580012. When actual costs are incurred, other commitment items may be affected. If a District bus is assigned, expenses will be charged to commitment item 430091. If a contract bus is assigned, expenses are charged to commitment item 510004.

For "Student Body" and "Reimbursable" trips, invoices may be generated in about six to eight weeks after the trip date or the last date of the trips, if ongoing. If an invoice has not been received, call the Transportation Accounting Section at (213) 580-2910. The school or office requesting the transportation is responsible for following up on invoices that have not been received. Schools may be referred to the Job Cost Unit to verify if an invoice has been mailed.

Any transportation fees that exceed the amount covered by the sponsoring organization will be the financial responsibility of the individual school or office requesting the transportation. An invoice will be generated for the remaining balance.

3. Number of Buses

To determine the number of buses required for a trip, use the following information. A bus accommodates 65 passengers sitting two to three per seat or 52 passengers sitting two per seat. Smaller buses accommodate 25 passengers sitting two per seat. Secondary students and/or adults are more comfortable sitting two per seat. When determining the number of buses needed be sure to include specialized equipment, such as a lift bus, if required. Also include support personnel who are required to assist students in the passenger count.

4. Payment of Admission and Parking Fees at Curricular Sites

When admission or parking fees are required for any site or exhibit, the school is responsible for payment, not the bus driver.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

REQUIRED FORMS

1. Obtaining forms
 - a. Request for [Approval of School Organized Trip for Students](http://achieve.lausd.net/Page/2794) is available on-line at (<http://achieve.lausd.net/Page/2794>).
 - b. As an alternative to completing the Online Field Trip Request Application, hard copy forms per the funding source of your trip are available at <http://achieve.lausd.net/Page/3801>.
 - c. Form [78.20I](#) may be obtained from the Student Integration Services at (213) 241- 4177.
2. The following documents are required for the reasons specified:
 - a. [Form 78.20I](#), Application for Auxiliary Transportation/Trip(s), [Student Integration Services](#) (213-241-4177) is used only for trips specified in Reference Guide No. [REF-1442.1](#), July 18, 2012 Student Integration Services.
 - b. [Form 78.20T](#), Application for Auxiliary Transportation/Trip(s), Transportation Services Division is used as an alternative to the Online Field Trip request Application for all curricular trips except athletic trips.
 - c. [Form 78.20R](#), Authorization for Payment of Student Body and/or Reimbursable Trips is to be completed for those trips paid by the Student Body funds or by donations from individuals, Parent Teacher Association (PTA), private and public organizations, museums, universities, etc.

Online and hard copy “Reimbursable” applications require [Form 78.20R](#).

[Form 78.20R](#) must be completed as follows:

- 1) Sponsor’s name (no acronyms, unless commonly known, i.e. PTA)
- 2) Address
- 3) Phone number (the individual’s phone number, not the school’s)
- 4) Signature

NOTE: If a school administrator or teacher signs [Form 78.20R](#) for the individual representing the organization, the school assumes responsibility for payment of the invoice.

A letter from the organization is accepted in lieu of [Form 78.20R](#). The letter must be written on the organization letterhead and must contain the following:

- 1) A statement attesting that the organization assumes responsibility for the payment of the invoice.
- 2) Signature of the individual representing the organization.

For “Student Body” funded trips, only hard copy applications require [Form 78.20R](#).

- 1) [Form 78.20A](#), Request for Athletic Contest Bus is to be completed for those athletic trips approved by Athletic Office.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- 2) [Request for Approval of School-Organized Trip for Students](#) must be completed and kept on file at school site.

CONFIRMATIONS

1. Trips to [School Journey Trip](#) sites– The School Journeys Unit will send an “Appointment Verification” to the school. The Bus Dispatch Section will send “Trip Confirmation” to the school if application is received in 15 working days prior to the scheduled trip date. The school administrator or teacher should check that the date and time of the journey appointment agrees with the bus schedule. Call School Journeys Unit at (213) 580-2950 to clarify any discrepancy.
2. If the transportation confirmation is NOT received at the school or office one week prior to requested trip date, call Bus Dispatch Section Trip Confirmation Unit at (213) 580-2900.
3. If the bus does not arrive five minutes before the scheduled pickup time, call Bus Dispatch Section at (213) 580-2900.

CANCELLATIONS

1. To cancel a reservation to a [School Journey Trip](#) site ONLY, notify the School Journeys Unit 24 hours in advance at (213) 580-2950. The School Journeys Unit will inform the Bus Dispatch Section, the Transportation Accounting Unit, and the site.
2. It is usually not necessary to cancel appointments to indoor locations on rainy days. However, to be certain, check the School Journeys Unit and the field trip location representative.

NOTE: Schools requesting the cancellation of a trip due to rain must call the Bus Dispatch Section at (213) 580-2900 early enough for the driver to be notified. Schools are responsible for any cancellations. If a trip is not canceled on time and a bus shows up at the pick up location, the school or the sponsoring organization will be charged for the driver’s time and miles.

3. To cancel visits to sites other than [School Journey Trip](#) sites, the school must notify the Transportation Accounting Section at (213) 580-2910 and the site directly.

REQUEST FOR A LIFT BUS

1. A lift bus may be requested for one or more physically disabled students, whether enrolled in a Special Education Center, a Special Education Class in a general education school, or enrolled part-or full-time in the general education program. These busses may be funded using the same services as other transportation.

Call the School Journeys Unit for assistance at (213) 580-2950 or the Bus Dispatch Trip Confirmation Unit at (213) 580-2900.



INTERSCHOLASTIC ATHLETIC FIELD TRIPS

DEFINITION

A trip to a school or other sports venue to practice or compete in an athletic contest. An interscholastic field trip may be considered an “Approved” or “Non-Sponsored” trip.

TYPES OF APPROVED INTERSCHOLASTIC FIELD TRIPS

1. A trip that is made for the purpose of utilizing "an off-campus facility for athletic practice.
2. A trip that is made for the purpose of competing in an athletic contest scheduled as a league, nonleague or playoff contest.
3. A trip that is made for the purpose of competing in a sanctioned tournament during season of sport.
 - a. Local (leave and return within the same day)
 - b. Non-local with overnight stay
 - c. Out-of-state
 - d. Out-of-country

TYPES OF NON-SPONSORED INTERSCHOLASTIC FIELD TRIPS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING OUT-OF-SEASON ACTIVITIES:

1. All-Star Contests
2. Any competition played outside of the CIF season of sport
3. Athletic Camps
4. Athletic Clinics or Showcases
5. College School Visits

See requirements for processing [Non-Sponsored](#) field trips, page 16.

REQUIRED STEPS FOR APPROVAL

1. Approval of School Principal Only
 - a. A trip for athletic practice
 - b. A local trip to an interscholastic contest scheduled through The Athletic Department
 - c. A trip to a single day tournament (no overnight stay permitted)
 - d. A trip to a local multi-day tournament less than 75 miles (no overnight stay permitted)



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

2. Approval of School Principal, Interscholastic Athletic Department first, then Local District Superintendent (Operations) and review for insurance by Risk Management
 - a. A trip to an interscholastic contest with overnight stay (non-league and State CIF Playoffs)
 - b. A trip to a tournament with overnight stay
 - c. Submit approvals, sign-offs, supporting documentation and Request for [Letter of Self-Insurance](#) to Risk Management

3. Approval of School Principal, Interscholastic Athletic Department first, then Local District Superintendent (Operations), Office of the Superintendent and review for insurance by Risk Management
 - a. A trip to an interscholastic contest held out of the country
 - b. A trip to a tournament held out of the country
 - c. Submit approvals, sign-offs, supporting documentation and Form Request for [Letter of Self-Insurance](#) to Risk Management

PAPERWORK AND SUBMISSION TIME LINES

1. Paperwork for a requested practice bus (as per LAUSD Transportation Services Division Guidelines) is due no later than 15 school days prior to first date requested.
2. Use <http://fieldtrip.lausd.net> for all athletic bus orders 15 school days prior to first date requested.
3. “[Application to participate in a Sanctioned Tournament](#)” must be completed and on file at the school site at least 15 days in advance of the tournament start date for a “local” tournament, with authorization from school Principal.
4. Paperwork for an out-of-state tournament or that requires an overnight stay must be submitted to the Interscholastic Athletic Department, Local District Superintendent (Operations) and Risk Management at least 45 school days in advance of the tournament start date, and must include approval from all departments before travel is allowed.
5. Paperwork for an out-of-country or out-of-state tournament or contest must be submitted to the Interscholastic Athletic Department, Local District Superintendent (Operations), Office of the Superintendent and Risk Management at least 45 school days in advance of the tournament start date, and must include approval from all departments before travel is allowed.
6. Submit request for [Letter of Self-Insurance](#) to Risk Management 45 school days prior to event to allow sufficient time for processing. All approvals will be verified prior to processing the requesting and issuing of a [Letter of Self- Insurance](#).



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

CONSIDERATIONS FOR APPROVAL OF TRIPS INVOLVING OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY STAY

1. The students' absence from school has been kept to a minimum
2. The educational/curricular value for the trip has been identified and approved by the principal
3. The tournament has been sanctioned and approved by The Interscholastic Athletic Department
4. All timelines for approval have been met
5. Appropriate supervision has been arranged
6. Campus coverage for traveling school personnel has been arranged
7. Opportunity for make-up work has been provided

TRANSPORTATION

1. LAUSD bus transportation is provided for all local trips scheduled through the Interscholastic Athletic Department, except golf and any other sport with less than 10 participants.
2. LAUSD bus transportation is provided for all Interscholastic Athletic Department approved trips to practice sites, which meet criteria by the LAUSD.
3. No LAUSD funded transportation is provided for tournaments/invitations.



SUPERVISION/ATTENDANCE CREDIT

SUPERVISION GUIDELINES

1. Students participating in school-sponsored curricular trips must be supervised by a certificated staff member at all times – traveling to the site, at the site, at mealtime or nutrition (if applicable), and returning from the site. The Principal should determine the number of adults needed for a trip. The capacity of the bus, the number of seats available after pupil needs are met, and the restrictions at the trip's site will determine the number of adults who may accompany the class. Usually there is a minimum of one adult for every ten students. In some instances, additional adult assistance may be necessary to provide support services and/or accommodations for students with disabilities in alignment with their Individualized Education Programs or Section 504 Plans.

The certificated staff member in charge of a trip is responsible for:

- a. Providing one certificated staff member per class as well as one adult for every 10 students.
 - b. Establishing the objectives of the trip.
 - c. Establishing the standards of behavior during the trip.
 - d. Evaluating with students the degree of curricular and behavioral success after the trip.
 - e. Having a first aid kit available.
 - f. Addressing the needs of students with disabilities if specialized supervision is required.
2. Parents or paraprofessionals may not be used for supervision in lieu of certificated employees.
 3. District paraprofessionals are hourly-classified employees that are covered under the LAUSD/Unit B contract and specific labor codes that cover workday hours, meal and rest periods, overtime, waiting time, and sleeping time. The assignment of these employees on field trips that change employee's regular workday schedule and all overnight trips may be reviewed with a Staff Relations representative, a Special Education Service Center administrator, and, if applicable, the Nursing Services Coordinator for health care assistants during the trip planning process.
 4. Nonpublic agency providers assigned as program support for students with disabilities are contracted employees that will require an addendum to the existing service contract. In the event that the eligible student may need support by a non-public agency provider during the trip, the trip organizer must review and arrange the student's support needs with the Division of Special Education at least 30 days prior to the field trip event date.
 5. Adult volunteers accompanying the field trip and approved by the teacher and the administrator are encouraged to assist in supervision during trips. It is recommended that non-district employed adult volunteers are checked against the Megan's Law Database at <http://www.meganslaw.ca.gov/>
 6. Preschool-age children or other youngsters not in the class group may not accompany district staff, parents, or volunteers.
 7. The bus driver is responsible for supervision while driving to and from the trip site. The bus driver is not to be used for supervision while at the trip site.
 8. Certificated employees and/or other individuals employed by the Beyond the Bell Branch will provide supervision for Beyond the Bell trips.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTENDANCE CREDIT

Up to ten (10) days of attendance for a student may be credited for participation in curricular trips conducted during the hours of the regular day. Students on trips for which attendance credit will be reported must be under the immediate supervision and control of a certificated District employee. Neither the students nor their parents may be charged a fee or an admission charge, for which attendance credit will be reported.

RECORDING ATTENDANCE

Student attendance during a field trip must be recorded in MiSiS. Procedures for recording student attendance during a field trip are located in [REF-6554.0, 2015-2016 Opening Day Procedures: Supplemental Guide and Updates](#).



RISK MANAGEMENT AND INSURANCE SERVICES

Risk Management & Insurance Services works closely with Principals, Local District Offices, the Division of Instruction, the Office of Environmental Health & Safety (OEHS) and the Office of Outdoor and Environmental Education to ensure that field trips taken by LAUSD students are not only academically stimulating, but also take place in a safe environment.

Risk management evaluates requested field trip sites for risk of loss and insurance requirements. Sites found on the [Pre-Approved List of Sites](#) and those sites that are maintained by Beyond the Bell/[Outdoor Education](#) have already been reviewed for risk of loss and insurance requirements, and a school does not need to submit a request for site review prior to arranging a field trip to these sites. *All other sites require a review for insurance by Risk Management, submitted at least 45 days prior to the field trip event.*

REVIEW OF NON-ROUTINE FIELD TRIP SITES

When submitting a [Request for Approval of School-Organized Trip for Students](#) to the Local District for approval, it is the responsibility of the school to ensure that all required information and documentation necessary for reviewing the request accompanies the request. Not supplying the required documentation or information can result in a delay of Risk Management reviewing the request for risk of loss and insurance requirements. The Local District forwards the request and the documentation to Risk Management. After the review, Risk Management returns the request to the Local District for final approval.

ACCIDENT INSURANCE

Voluntary Medical Coverage for Accident Insurance is available on-line through K & K Insurance Group. This insurance is required for all overnight trips. Visit the [Risk Management](#) webpage for links to the insurance site and to access to downloadable insurance request forms:

<http://achieve.lausd.net/Page/2794>. Or, contact K & K Insurance Group representative Cheryl Norris at (260) 459-5885 or (800) 441-3994 ext. 5885, or cheryl.norris@kandkinsurance.com.

LAUSD makes available to our students and their parents affordable, group-rated student accident/health insurance through the K & K insurance Group. The District does so for four primary reasons:

1. as a community service
2. to assist in District compliance with relevant sections of the California Education Code;
3. to lessen financial obstacles to students seeking to participate in extracurricular activities;
4. to help reduce financial exposure to the District associated with otherwise uninsured school-related injuries to students.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Various plan options can be purchased at these group savings directly through K & K Insurance Group. Plan options include: “School Time” which covers school related injuries except those involving football; “24 Hour” which provides 24/7 coverage; “Interscholastic Tackle Football” with coverage limited to high school football; “Dental Accident” which covers injuries to the teeth 24/7; and “Student Health Care” which provides coverage for accidents and sickness 24/7.

Brochures with enrollment forms attached are available in English and in Spanish and are shipped to each school prior to the beginning of the school year. Brochures should be sent home prior to the resumption of classes.

For more information contact:

K & K Insurance Group
Cheryl Norris at (260) 459-5885 or (800) 441-3994 ext. 5885, or cheryl.norris@kandkinsurance.com
FAX (312) 381-0682

Division of Risk Management and Insurance Services
Risk Finance and Insurance Services
333 S. Beaudry Avenue, 28th Floor,
Los Angeles CA 90017
FAX: (213) 241-8956

DISTRICT SELF-INSURANCE PROGRAM

California is a highly litigious state and the District is not immune from liability lawsuits. Unfortunately, even when an organization is not responsible for an injury or property damage it does not prevent others from suing the District, which often results in huge defense costs.

The District is self-insured for workers’ compensation, general and auto liability and property coverage’s. Lessors, vendors or contractors requiring proof of the District’s self-insurance programs can obtain documentation by contacting Risk Management and Insurance Services.

If you are planning a field trip, athletic tournament, or utilizing non-LAUSD owned property and are asked to provide a [Letter of Self-Insurance](#), please be aware of the following:

1. The contract sponsor requesting evidence of insurance may obtain a [Letter of Self-Insurance](#) by completing a [Request for Letter of Self-Insurance](#). Download the form and complete all sections.
2. The contract sponsor must provide a copy of any agreement, contract or proof of documentation to support the sponsor’s request.
 - a. Please note that before the contract sponsor enters into an agreement or contract, the sponsor submits the contract to Risk Management and the Office of the General Counsel for review of



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

the indemnification, hold harmless, release of liability clause, and insurance/self-insurance clause, prior to entering into the agreement.

3. For Field Trips, you must indicate whether it is a routine or non-routine field trip.
 - a. All prior authorizations and approvals must be obtained before the contract sponsor receives a [Letter of Self-Insurance](#).
 - b. For non-routine field trips, you will be required to obtain authorization from the Local District. Local District Operations will communicate with Risk Management prior to the sponsor obtaining a [Letter of Self-Insurance](#).
 - c. The field trip site may require a safety inspection.
 - d. The activity must meet the safety standards and insurance requirements of the District as established by OEH&S and Risk Management. Also, some activities are not allowed due to safety. Please contact Local District Operations for more information.
4. Please submit 45 days prior to the event to allow sufficient time for processing. Last minute requests or rush requests may not get processed prior to the trip.
5. Be advised as a self-insured entity we cannot provide a named additional insured endorsement to a policy because there is no policy.

Forward the completed Request Form and supporting documentation to:

Division of Risk Management and Insurance Services, Risk Finance and Insurance Services,
333 S. Beaudry Avenue, 28th Floor, Los Angeles CA 90017,
FAX: (213) 241-8956.

LIST OF PRE-APPROVED AUTHORIZED SITES

Field Trip sites pre-approved by the Office of Risk Management are available online:

[PRE-APPROVED FIELD TRIP SITE LIST](#)

The school-site principal continues to be authorized to approve all routine field trips, including overnight field trips to pre-approved sites. These routine requests do not need to be processed through the Local District Superintendents nor through Risk Management. However, the school-site principal is responsible for maintaining records, ensuring the safety of students and certifying the educational value of each field trip

ADDING A NEW SITE TO APPROVED LIST

The following procedures have been established for adding new sites to the approved list:

REF-2111.1

Division of Instruction

Page 33

December 14, 2015



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

1. Request to add new site to approved list

- a. With approval of the school principal, a certificated employee may submit a request to add a new site that is not currently on the approved master list to the approved list. The form is located on the Risk Management Field Trips website:

[REQUEST TO ADD NEW SITE TO APPROVED SITE LIST](#)

- b. A request may be made at any time during the school year. However, timely submission or 45 days prior to attending the site must be made to allow sufficient time to process the site before it is added to the list or visited by the school.
- c. Request for camping, hiking or backpacking trips require that the site be added to the pre-approved list.
- d. A site is not authorized until it is approved and added to the list of authorized sites.
- e. Request to add new site to approved list must submit site certificate of insurance, brochure for site, and list of activities.

2. Procedure

- a. Obtain approval from the school principal to submit a request for a new site to be added to the approved list.
- b. Complete the [Request to Add New Site](#) form and return to Risk Management.
- c. Risk Management and the Office of Environmental Health and Safety (OEHS) will evaluate the site for risk of loss and safety.
- d. You must provide 45 days for evaluation.
 - Please be aware that if the site is not on the approved list, you will not be authorized to attend this site until it has been evaluated and approved. Following site approval, the school principal must approve the trip using procedures detailed under Processing a Routine Trip on page 9. If the site is not approved, the District assumes no liability in connection with the trip. The District employee who undertakes such an activity shall do so strictly in his/her individual capacity and not in his/her capacity as a District employee.
 - Overnight sites or sites located 75 miles outside of the County of Los Angeles may require additional time for evaluation.
- e. Upon approval, the individual who submitted the request will be informed and the site will be added to the list of authorized sites

3. Criteria for Approval

- a. The site and activity must meet the safety standards of the District as established by OEHS and Risk Management insurance requirements.
- b. The site must meet the applicable City, County and State laws and codes.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- c. The site must have the applicable permits and license as required by the appropriate licensing agency.
- d. The site may be required to provide proof of insurance and add the Los Angeles Unified School District and the Board of Education of the City of Los Angeles, its officers and employees as an additional insured.



Field Trip Planning Considerations for School Nurses

NOTIFICATION PROCESS

School Nurses must be included in the initial field trip planning process:

- Early involvement allows the School Nurse to identify potential concerns regarding safety, meals/feeding, and specialized health care needs
- Early notification (a minimum of four weeks) allows the School Nurse ample time to review health records, confer with parents, confer with school staff including food services if special meals are required, and train teachers and unlicensed assistive personnel (UAPs) with medication assistance if needed.

ROLE OF THE SCHOOL NURSE

Ensures that parent/guardian provides written medical authorization for all participating students.

1. Reviews and updates health information on all students attending the field trip
2. Conducts a health and safety assessment of student needs based on multiple considerations discussed below.
3. Develops a health care and emergency care plans for all students requiring medication, treatment or monitoring on the trip.
4. Obtain necessary medications, supplies and equipment needed (for the field trip) from parent/guardian at least three school days prior to departure.
5. Prepares all necessary medication, equipment and emergency supplies (i.e. emergency medication) for the school staff.
6. Provides medication administration training to school staff according to the district policy and physician authorization.
7. Provides training to school staff regarding any health care procedures to be performed and reviews emergency care plan.
8. Reviews emergency care plan with school staff.
9. Determines competence of unlicensed school personnel to carry out medication administration and health care procedures, if applicable.

NURSING HEALTH RECORD REVIEW

The School Nurse conducts a comprehensive review of the health care needs of students. Key areas of consideration include:

- Health care needs of the students
 - What are the health needs?
 - Do the students require medication?



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- What types of special health care procedures will need to be performed while on the trip?
Do any of the students require special health care procedure?
- Do any of the students require health monitoring and, if so, what type of monitoring?
- Is a nurse needed to meet the health needs of the students on the trip or can the health needs of the students be met by unlicensed personnel?
- What health care procedures, including medication administration and health status monitoring, can be assigned to the unlicensed personnel?
- Type of trip
 - Length of trip (day, overnight, several days)
 - Intensity of activities
 - Indoor or outdoor
 - Location (e.g., close to health care facilities, in an isolated location, availability of licensed health care provider on site)
- Time of year (i.e., any concerns based on weather, allergens, etc.)
- Adequate cell phone or other communication service
- Staff
 - Is a nurse needed on the trip? Other qualified provider?
 - What preparation is needed?
 - Is the staff qualified/competent to perform health care procedures or administer medication if appropriate?
- Are parents accompanying their children? Note: a school district cannot require this as a means of accommodating a child with special health care needs.)
- Meals/Food
 - Will meals/food be offered on the trip?
 - Do any of the students have food allergies?
 - Do any students have special dietary needs?
 - What accommodations are needed?

TRAINING/SUPERVISION

The School Nurse will confer with the Field Nursing Coordinator in matters of supervision, assignment, and training of Licensed Vocational Nurses (LVNs) and/or UAPs. Supervision ensures the safety of the students and provides the UAPs with the support needed to perform safely, effectively and efficiently.

The use of LVNs on field trips should be a consideration, in certain cases. The LVN may be an option for students with health care needs if nursing tasks or medication administration cannot be assigned to unlicensed personnel.

If it is determined that UAPs may perform specialized health care procedures or administer medication on field trips, School Nurses ensure that all staff are properly trained, can demonstrate competency in the task being assigned to them, and know what to do or who to contact in an emergency.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Training of school personnel should include:

- Review of the task, medical orders, nursing care plan, and demonstration of the ability to safely and competently carry out the task (i.e., the health care procedure, such as blood glucose monitoring or administration of the medication).
- Review of what constitutes an urgent or emergent situation and what steps to take in an emergency.
- Review of documentation required for each task or each administration of medication.

Supervision Considerations*:

- What nursing supervision is needed during day trips?
 - What nursing supervision is needed on overnight trips or extended period trips?
 - What alternatives are in place in the absence of nursing supervision?
 - How will UAP communicate with School Nurse when needed?
 - Who will the UAP contact if the School Nurse is not available (i.e. LD Nursing Office)?
 - How will UAP communicate with School Nurse when needed?
 - Who will the UAP contact if the School Nurse is not available (i.e. LD Nursing Office)?
- * If the trip is out-of-state or out-of-country trip, what are the delegation laws/rulings that determine what health care procedures including medication administration may be assigned to unlicensed personnel accompanying the trip? Are there limitations? Are there competency verification requirements?

MEDICATION ADMINISTRATION TRAINING

For the purposes of medication administration, the training requirements by the school nurse are outlined in [BUL-3878.2 Assisting Students with Prescribed Medication at School](#). Training standards include:

- The general principles of safe administration of medication (i.e. the Five Rights).
- The procedural aspects of the administration of medication, including the safe handling and storage of medications, and proper documentation.
- Specific information related to each student's medication including the name and generic name of the medication, indications for medication, dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed dose of the medication, and when to implement emergency interventions.

NOTE: Parents/guardians must provide medication in pharmacy labeled container-see [BUL-3878.2 Assisting Students with Prescribed Medication at School](#).



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

FIELD TRIP CHECKLIST FOR SCHOOL NURSE

*(To be completed by School Nurse and reviewed
by the Principal prior to Field Trip Approval)*

School _____ Trip/Destination _____

Teacher/Field Trip Organizer _____ Date of Field Trip _____

Date Received _____ Date Returned _____
Date received by School Nurse Date returned to Principal/Teacher/Field Trip Organizer

- Health Record Review/Update from parent/guardian (Welligent)
- Nursing care plans/emergency care plans/504 Plan provided to teacher/field trip coordinator as needed.
- Medication training completed by the employee designated to administer and maintain medications (including inhalers, Epi-pens, etc.).
- Training completed for any students needing procedures (e.g., catheterizations, tube feedings, etc.).
- Training completed for students with special medical conditions (e.g., diabetes, asthma, seizure disorders, severe allergies, cardiac condition, etc.).
- Lunch/snack arrangements have been made in consideration of students with food allergies.
- School nurse recommendations for additional supplies needed (e.g., first-aid kit, water, sunscreen, etc.).
- Recommendations made for communication (e.g., emergency cards, access to cell phones, walkie-talkies for staff during activity, etc.)
- Other medical or safety issues addressed (e.g. location of nearest emergency services including fire department, hospital, etc.).

Comments:

School Nurse

Signature

Date



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

CHECKLIST FOR FIELD TRIPS

APPLICABLE TO ALL FIELD TRIPS

AT LEAST ONE MONTH BEFORE THE TRIP (ROUTINE FIELD TRIPS)/ AT LEAST 45 DAYS BEFORE THE TRIP (NON-ROUTINE TRIPS)

- Complete for Principal's approval the [Request for Approval of School-Organized Trip for Students](#). For Non-Routine trips, submit the request and required documentation to the Local District Office.

ONE WEEK BEFORE THE TRIP

- Confirm the trip with Transportation, including lift buses if required for a student with a disability, and get a confirmation number.
- Print out a map of the area. (Google Maps, Mapquest, etc.)
- Confirm the closest hospital, police station and LAUSD facility to the destination.
- Collect trip slips with parent/guardian signature.
- Create a roster of participating students.
- Check for participating students and/or staff with special needs.
- Collect emergency contact numbers and information for participating students, and supervising staff and volunteers.
- Contact the site to see if it has an emergency plan and review the emergency roles and responsibilities expected by the site of LAUSD guests.

THE DAY OF THE TRIP

- Create a roster of students present and take roll.
- Confirm that you have, in hand, a signed trip slip for every student. Give a copy of the student roster (including student ID numbers) to the school office with the trip information. Have all adults exchange names and cell phone numbers.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- Meet the bus driver, get the bus driver's name, and sign the Dispatch Report provided by the bus driver . Write down the number of the bus and Bus Dispatch's phone number and share it with everyone.
- Count the students as they get on the bus and have them sit in a logical order. Count the students again once they are seated. Ask the driver to review the bus emergency procedures and bus rules. Confirm with the driver pick up time and location.
- Discuss with everyone where you will reunite in the event of an earthquake or other large emergency.
- Review with everyone when and where they are to go if they get separated from the group.
- Count the students at the destination as they get off the bus.
- Insure that there is proper supervision of the students at the site.
- Be early to the rendezvous point at end of the visit.
- Count all students and staff as they re-board the bus.
- Have students sit in the same order for the return trip.
- Count the people on the bus before it leaves the site.

AFTER THE TRIP

- Keep a file of all paperwork for the trip.
- Complete the School Bus Transportation Field Trip Survey (<http://fieldtrip.lausd.net/survey.aspx>).
- Share any maps or information about the site with other future trip supervisors.



EMERGENCY MEDICAL PLAN
PROCEDURES FOR CALLING 911
ON A FIELD TRIP

1. **REMAIN CALM.** This aids the operator in receiving your information.
2. **DIAL 911.** Remember you may need to access an outside line first.
3. My name is: _____.
4. I need paramedics at: _____.
5. My exact address is: _____.
6. There is a student with a _____ injury.
(Head/neck, fracture, loss of consciousness, heat illness, cardiac arrest, etc.).
7. The student's name is _____.
8. The student is located at _____ which is on the
(Activity Area)
_____ side of the facility.
(North/South/East/West)
9. I am calling from _____.
(Give telephone number)
10. _____ will meet the ambulance.
(Name)
11. Wait until the operator hangs up first, and go meet the Emergency Medical Services unit.

In the event that a student needs to be released during the trip to a parent or guardian, contact the school to verify the name of authorized adult who will pick the student up at the field trip site. When releasing the student, have the authorized adult print his or her name and sign in the spaces provided at the bottom of the field trip permission slip.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

LOS ANGELES UNIFIED SCHOOL DISTRICT OFFICE OF EMERGENCY SERVICES

EMERGENCY PROCEDURES FOR INCIDENTS DURING FIELD TRIPS for Police, Administrators, and Security Supervision Personnel

INCIDENT	PROCEDURES	COMMENTS
Altercation in bleachers, stands or in parking lot of event site	Remain calm. Keep students on bus. Alert security. Attempt to control crowd. Focus on safety of students. Attempt to stop altercation. If injuries, begin first aid procedures.	Remove the offenders from the premises immediately
Gunshots fired in any venue	Remain calm. Remove students from immediate danger. Call 911 Attempt to control crowd. Focus on safety of students. Use judgment in regards to approaching gunman. If injuries, begin first aid procedures.	If egress is not possible, have students drop to the ground or floor. Follow protocols outlined in BUL 5469.2 Lockdown and Rapid Relocation Procedures For All Schools Do not approach gunman if imminent danger.
Unruly or threatening spectator	Remain calm. Focus on safety of students. Alert security. Use judgment in regards to approaching perpetrator. If approachable, attempt to calm the perpetrator.	Remove the offender from the premises immediately.
Objects thrown or fired at school bus	Remain calm. Have passengers duck and cover heads. Driver should flee immediate danger if safe to do so. Once determined safe, pull bus over in a well-lit, secure location. Survey passengers for injuries. Call 911 or event security. Follow law enforcement instructions. If injuries, begin first aid procedures.	At no time should you attempt to pursue the perpetrators. Get the passengers to a safe area as soon as possible



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

INCIDENT	PROCEDURES	COMMENTS
Fire or gas explosion in or near facility	Remain calm. Evacuate the immediate area. Remove bystanders from immediate danger. Call 911 Extinguish fire, if possible. If injuries, begin first aid procedures.	Know locations of nearest fire exits and fire extinguishers.
Light go out in gymnasium, on the field, or in venue.	Remain calm. Instruct students to stay in place. Attempt to calm students. Open exit doors, if possible. Investigate or determine reason. If blackout persists, begin evacuation procedures.	Check light switch or fuse box.
Vehicle strikes bystander.	Remain calm. Evacuate the immediate area. Remove bystanders from immediate danger. Call 911 Begin first-aid procedures. Determine status of driver and approach accordingly.	Focus on crowd control.
Inclement Weather (Outdoor event)	Remain calm. Get students to shelter immediately. Assist students with evacuation. Consult with weather officials, if possible.	Follow weather condition updates via available media. Follow applicable guidelines in REF 5706.1 School Procedures During Inclement Weather Conditions .
Inclement Weather (Indoor event)	Remain calm. Get to interior rooms. Assist students with evacuation or to designated shelter area. Keep students inside. Consult with weather officials, if possible.	Follow weather condition updates via available media. Follow applicable guidelines in REF 5706.1 School Procedures During Inclement Weather Conditions .
Medical Emergency	Remain calm. Alert emergency responders. Begin medical aid procedures (First aid kit and automated external defibrillator (AED) are required equipment for athletic completions). Maintain crowd control, including media. Consult with school and event officials.	Keep students at a distance from medical personnel. Follow applicable guidelines in BUL-3878.2 Assisting Students with Prescribed Medication at School ,



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

INCIDENT	PROCEDURES	COMMENTS
Bomb Threat.	Remain calm. Alert security and administrators Call 911. Follow law enforcement instructions. Evacuate students to a safe and distant location. Focus on crowd control and reduction of panic. Conduct a cursory search if advised by law enforcement.	Follow evacuation procedures of location. Follow protocols in BUL-6460.0 Explosive Device Threats and Suspicious Packages
Earthquake (Outdoors)	Remain calm. When shaking stops, move to area away from buildings, trees, fallen wires and other hazards. Follow directions of security personnel.	Follow venue procedures.
Earthquake (Indoors)	Remain calm. Drop, cover, and hold on. When shaking stops, check for injuries. If injuries, begin first aid procedures. Evacuate when directed. Follow instructions of security personnel.	Follow venue procedures.

STEPS TO MITIGATE EMERGENCIES

- Always remain calm.
- Have emergency cards.
- Know location of nearest medical facility.
- Know who is in charge.
- Know who is responsible for what actions during an incident.
- Pre-plan with security for emergency situations.
- Strategically position security personnel.
- Always be alert, anticipate and prevent.
- Act swiftly, tactfully and professionally.



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

ATTACHMENT A

SAMPLE LETTER TO PARTICIPATING EMPLOYEES
FOR A NON-SPONSORED TRIP

Ms./Mr. School Employee
123 Main Street
Anytown, USA, 12345

Dear Ms./Mr. Employee:

It has come to my attention that you will be a participant in a privately sponsored student trip scheduled for the week of _____.

Please be advised that this tour has not been approved by the District and is not a school-sponsored activity. Your participation is not authorized or approved by the school. You have no authority to act as a representative or agent of _____ School. You may not represent this trip to parents as a school-sponsored activity. If you attend this trip, you will be acting in your individual capacity and not as an employee of LAUSD. Any arrangement you may have made with a tour company is a private matter between you and that company.

This activity is outside the scope of your employment. Therefore, you will not be insured, compensated or indemnified by the school or by LAUSD for any incident, loss of property, illness or injury that may occur during your excursion. Furthermore, your absence from work during regular school hours will be considered unpaid leave time. The use of illness or personal necessity time for instructional time missed will not be approved.

After you have reviewed this letter, sign the acknowledgement below and return a copy to me.

Sincerely,
XXXXXXXX

I have received and reviewed this letter and understand that this Field Trip is not sponsored by the school District. I understand the consequences of and my responsibilities regarding this Non-Sponsored Field Trip.

Employee Name (Print)

Employee Signature

Date



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT B

SAMPLE LETTER TO PARENTS FOR A NON-SPONSORED TRIP

Mr./Ms. J. Smith
123 Main Street
Anytown, USA, 12345

Dear Mr./Ms. Smith:

It has come to my attention that your daughter/son may be participating in a privately sponsored trip scheduled for the week of ____.

Please be advised that this field trip has not been approved by the Los Angeles Unified School District and is not a school-sponsored activity. Your son's/daughter's participation in such a tour is a private matter between your family and the tour company or independent sponsor. Students who are absent from school during the time regular school is in session will have their attendance cards marked with an "unexcused absence" for the day(s) missed. Any chaperones who provide supervision for minors on this tour do so as private citizens, and are in no way authorized to perform such supervision as school district employees.

Neither _____ School nor LAUSD is responsible for the education, supervision, or welfare of your son/daughter during this trip and therefore, neither will compensate, insure or indemnify you or your son/daughter for any incident, loss of property, illness or injury that may occur during the tour.

Sincerely,

XXXXXXXX



ATTACHMENT C – Parent Notification of a Non-Sponsored Field Trip - Spanish

CARTA DE MUESTRA PARA LOS PADRES DE FAMILIA
PARA UN VIAJE NO AUTORIZADO

Sr. /Sra. J. Smith
123 Main Street
Cualquier ciudad (Anytown),
USA, 12345

Estimados señores Smith:

Se me ha hecho saber que su hijo(a) podría participar en un viaje patrocinado por el sector privado, y programado para la semana de _____.

Por favor, tenga(n) por sabido que esta excursión no la ha patrocinado el Distrito Escolar Unificado de Los Ángeles y que no es una actividad patrocinada por la escuela. La participación de su hijo(a) en tal excursión es un asunto privado entre la familia de usted(es) y la compañía de excursiones. A los alumnos que estén ausentes durante las horas en que la escuela regular esté en sesión se les marcarán sus tarjetas de asistencia con una << ausencia no válida >> por el día o los días que hayan faltado.

Cualesquiera ‘acompañantes’ (*chaperones*) que supervisen a los menores de edad durante la excursión lo hacen en calidad de ciudadanos privados y no están facultados en forma alguna para llevar a cabo tal supervisión en calidad de empleados del Distrito escolar.

Ni la escuela _____, ni el LAUSD (*Los Angeles School District* ‘Distrito Escolar Unificado de Los Ángeles’) son responsables de la educación, supervisión o bienestar de su hijo(a) durante este viaje, y, por consiguiente, ninguno de los dos compensará, asegurará o indemnizará a usted(es) y a su hijo(a) por cualquier incidente, pérdida de propiedad, enfermedad o lesión que pudieran ocurrir durante la excursión.

Atentamnte,

XXXXXX



ATTACHMENT D – Parent Notification of a Non-Sponsored Field Trip - Korean

바·후원 트립에 대한
학부모에게 드리는 샘플 서신

Mr./Ms. J. Smith
123 Main Street
Anytown, USA, 12345

친애하는 Mr./Ms. Smith:

본인은 귀하의 딸/아들이 _____ 에 예정된 개인이 후원한 트립에 참여한다는 점을 알게되었습니다.

이번 체험 행사는 로스앤젤레스 통합교육구가 승인하지 않았으며 그리고 학교 후원 행사가 아님을 고지합니다. 이런 투어에 귀하의 자녀가 참여하는 것은 귀하의 가정과 해당 투어 회사 또는 개별 후원자 사이의 사적인 문제입니다. 정규 학교 시간으로 정해진 기간동안 결석한 학생은 자신의 출석표에 해당 결석일(들)에 대해 “이유없는 결석”으로 표시될 것입니다. 이번 투어에 미성년을 감독하는 인솔자(chaperones)는 일반 시민으로서 감독하는 것이며 그리고 어떤 경우에도 교육구 직원으로서 그런 감독 기능을 수행하도록 위임받은 것은 절대 아닙니다.

_____ 학교 또는 LAUSD는 이번 체험 행사 동안 자녀가 받은 교육, 감독이나 복지에 대한 어떠한 책임도 없으며, 그리고 따라서 이번 투어 동안 발생한 사건, 재산 손실, 질병이나 부상에 대해 보상, 보험을 주거나 배상하지 않을 것입니다.

안녕히 계십시오,

XXXXXXXX



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

ATTACHMENT E – Parent Notification of a Non-Sponsored Field Trip - Armenian

ՉՆՈՎԱՆԱՎՈՐՎՈՂ ՈՒՂԵՎՈՐՈՒԹՅՈՒՆՆԵՐԻ ՎԵՐԱԲԵՐՅԱԼ
ԾՆՈՂՆԵՐԻՆ ՈՒՂՂՎԱԾ ՆԱՄԱԿԻ ՆՄՈՒՇ

Mr./Ms. J. Smith
123 Main Street
Anytown, USA, 12345

Հարգելի պարոն/տիկին Սմիթ,

Ես տեղեկացա, որ ձեր դուստրը/որդին կարող է մասնակցել մասնավոր միջոցներով ֆինանսավորվող ուղևորությանը, որը պլանավորված է _____ շաբաթում:

Տեղեկացնում ենք, որ այս ուղևորությունը հաստատված չէ Լոս Անջելեսի միացյալ դպրոցների վարչության կողմից և չի հովանավորվում դպրոցի կողմից: Ձեր որդու/դստեր մասնակցությունը այս ուղևորությանը ձեր ընտանիքի և տուրիստական ընկերության կամ անկախ հովանավորի մասնավոր գործն է: Այն աշակերտները, ովքեր բացակայում են դպրոցից այն ժամանակահատվածում, երբ դպրոցում դասեր են ընթանում, իրենց հաճախման քարտում «անհարգելի բացակայության» նշում կստանան բաց թողած օրվա/օրերի համար: Ուղեկցորդները, ովքեր այս ուղևորության ընթացքում վերահսկելու են երեխաներին, դա անում են որպես անհատ քաղաքացիներ և որևէ կերպ լիազորված չեն այդ վերահսկողությունն իրականացնել որպես դպրոցական վարչության աշխատակիցներ:

Ո՛չ _____ դպրոցը, ո՛չ Լոս Անջելեսի միացյալ դպրոցների վարչությունը (LAUSD) պատասխանատու չեն այս ուղևորության ընթացքում ձեր որդու/դստեր ուսուցման, վերահսկման կամ բարեկեցության համար և այդ իսկ պատճառով չեն կարող փոխհատուցել, ապահովագրել կամ ծախսերի հատուցում երաշխավորել ձեզ կամ ձեր որդուն/դստերը՝ ուղևորության ընթացքում առաջացած որևէ պատահարի, գույքի կորստի, հիվանդության կամ վնասվածքի դեպքում:

Հարգանքով,

XXXXXXX



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT F

**STUDENT QUESTIONNAIRE
FOR PREPARATION OF
CAMPING AND BACKPACKING TRIPS**

Student Name: _____ D.O.B. _____

Trip destination: _____ Date: _____

School of Residence: _____

A. Have students had instruction and developed skills in such areas as: *(for camping and backpacking trips only)*

Question	Yes	No
1. Physical conditioning?		
2. The care and use of camping equipment?		
3. Training in basic first aid?		
4. Recognizing and avoiding poisonous plants and animals?		
5. Building and extinguishing a fire?		
6. Providing a natural shelter and setting up a tent?		
7. Maintaining a safe and clean campsite?		
8. Determining and obtaining pure water?		
9. Improvising and developing a trail-cooking program?		
10. Building a latrine and disposing of trash?		

B. Can students perform the following tasks: *(for backpacking trips only)*

Question	Yes	No
1. Carry a 15 to 20 pound pack for a weekend?		
2. Use a compass and map to find directions?		
3. Develop a self-contained backpack?		
4. Care and use of backpacking equipment?		
5. Prepare dehydrated or freeze-dried foods?		

(August 2015)



ATTACHMENT G

A CHECKLIST FOR BACKPACKING

ITEMS TO WEAR:

ITEM	PACKED	ITEM	PACKED
Hat		Sun Glasses	
Shirt		Boots	
Pants		Belt	
Bandana		Watch	
Sunscreen		Socks (light and heavy)	

ITEMS TO CARRY:

ITEM	PACKED	ITEM	PACKED
Map		Compass	
Toilet Paper		Whistle	
Soap		Lip Balm	
Sunscreen		Insect Repellent	
Comb		Toothbrush	
Pencil and Paper		Rain Gear	
Extra Auto Key		Camera and Film	
Small Change		Extra batteries and bulb	
Tent or Tarp		First Aid Kit	
Sleeping Bag		Ground Cloth	
Canteen		Mess Kit	
Gloves		Warm Jacket	
Medication		Slippers	
Group Cooking Equipment		Food Items	
Candle		Flashlight	
Towel		Set of Extra Clothing	
Electrical Tape		Fire Permit	
Fishing License		Fishing Gear	
Sewing Kit		Nylon Cord	
Rubber Bands		Water purification tablets	



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT G

OPTIONAL ITEMS:

ITEM	PACKED	ITEM	PACKED
Soap Powder		Patching Kit	
Plastic Bags		Quick Energy Food	
Cooking Grate		Plastic Bucket	
Musical Instruments		Insect Net	
Clothespins		Survival Books	
Aluminum Foil		Air Mattress or Foam Pad	
Camera		Binoculars	

(August 2015)



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT H

**PARENT'S OR GUARDIAN'S PERMISSION FOR A FIELD TRIP
AND AUTHORIZATION FOR MEDICAL CARE – TRIP SLIP**

To the Principal of School: _____

_____ has my permission to participate in the
(Student Name: please print)

field trip location: _____ on _____
Date(s)

Departure time: _____ A.M. / P.M. Return time: _____ A.M. / P.M.

Supervising Teacher (please print): _____

LUNCH

- ___ Student will be at school during lunch.
- ___ Student will be off-site during lunch

PARENT MUST CHECK OPTION BELOW:

- ___ My child is requesting a lunch from the Cafeteria,
I will send appropriate payment based on my child's meal
eligibility (free, reduced, full price)
- ___ My child will bring a sack lunch without liquid.

METHOD OF TRANSPORTATION

- ___ Student will ride on School Bus
- ___ Student will ride in Private Vehicle.
- ___ Student is **Walking**.
- ___ Other _____

_____ Date: _____
Parent or Guardian Authorization Signature

(INFORMATION TO BE COMPLETED BY PARENT AND TO BE REMOVED BY SUPERVISING TEACHER)

AUTHORIZATION FOR MEDICAL CARE

I permit the School District to transport/ house/care for my child as necessary if an (non-medical) emergency occurs during the field trip. Should it be necessary for my child to have medical care while participating in this trip, I hereby give the School District personnel permission to use their judgment in obtaining medical care for the child, and I give permission to the health care provider selected by the School District personnel to render medical care deemed necessary and appropriate by the provider. I understand that the District is responsible for the conduct or safety of a student only while the student remains under the constant, direct and immediate supervision of the field trip supervisor(s). I also understand that for field trips where constant, direct and immediate supervision isn't possible, the District requires students to be insured under separate, "Short Term 24-Hour" coverage.

Student Name: _____

Home Address: _____

Home Telephone Number: _____

Business Telephone Number: _____

Emergency Telephone Number: _____

_____ Date: _____
Authorized Signature of Parent or Guardian

_____ Parent or Guardian's Name (please print)

PLEASE CHECK HERE IF INSTRUCTIONS FOR SPECIAL MEDICAL TREATMENT FOR THE STUDENT ARE ON FILE IN THE SCHOOL.

PARENTS, PLEASE NOTE: Section 35330 of the California Education Code states in part: "All persons making the field trip 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". Accident insurance can be purchased for a minimum daily rate by contacting the school.

To be completed only upon emergency release of student to authorized parent or guardian during the trip. Student released to:

Parent or Guardian name (please print) _____ Signature _____



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

ATTACHMENT I - Parent Permission Slip and Medical Authorization- Spanish

PERMISO POR PARTE DEL PADRE, LA MADRE, EL TUTOR O LA TUTORA PARA UNA EXCURSIÓN ESCOLAR
Y AUTORIZACIÓN PARA LA ATENCIÓN MÉDICA - CONSTANCIA DE AUTORIZACIÓN DE VIAJE

Al director o directora de la escuela _____
_____ tiene mi permiso para participar en...

(Nombre y apellido del alumno: con letra de molde por favor)

Lugar de la excursión escolar: _____ el _____

Hora de salida: _____ A.M./P.M. Hora de regreso: _____ A.M./P.M.

Maestro(a) supervisor(a) (por favor, con letra de molde):

ALMUERZO

- El alumno, o la alumna, **estará en la escuela durante el almuerzo.**
- El alumno, o la alumna, **estará fuera del plantel durante el almuerzo.**

MÉTODO DE TRANSPORTE

- El alumno, o la alumna, **camina.**
- El alumno, o la alumna irá en vehículo privado.
- El alumno, o la alumna irá en el autobús escolar.
- Otro medio de transporte _____

EL PADRE O LA MADRE DEBE MARCAR

UNA DE LAS SIGUIENTES OPCIONES:

- Mi hijo(a) solicita un almuerzo de la cafetería.
Enviaré el pago apropiado con base al derecho de comida de mi hijo(a)
(gratuito, precio reducido, precio total).
- Mi hijo **traerá un almuerzo en bolsa sin líquido**

Firma de autorización del padre, la madre, el tutor o la tutora

Fecha

(LA INFORMACIÓN SERÁ LLENADA POR EL PADRE O LA MADRE, Y EL MAESTRO O MAESTRA QUE SUPERVISE LA RECOGERÁ)

AUTORIZACIÓN PARA ATENCIÓN MÉDICA

Doy permiso al Distrito Escolar para transportar /alojar/ cuidar de mi hijo si fuera necesario en caso de una emergencia (no médica) durante la excursión. Si fuera necesario que mi hijo reciba atención médica durante su participación en este viaje, doy permiso al personal del Distrito Escolar para que determine por juicio propio la obtención de atención médica para el niño, y autorizo al médico seleccionado por el personal del Distrito Escolar para que le rinda atención médica si el proveedor lo considerara necesario y apropiado. Entiendo que el Distrito es responsable por la conducta o seguridad de un estudiante sólo mientras el estudiante permanezca bajo la supervisión constante, directa e inmediata del supervisor de la excursión. También, entiendo que en las excursiones donde no fuera posible una supervisión constante, directa e inmediata, el Distrito requiere que los estudiantes estén asegurados bajo una cobertura separada de "Corto Plazo por 24 horas".

Nombre y apellido del alumno: _____

Domicilio del hogar: _____

Número de teléfono en casa: _____

Número de teléfono en el trabajo: _____

Número de teléfono para emergencia: _____

Nombre y apellido del padre, la madre, el tutor o la tutora
(por favor con letra de imprenta)

Fecha:

POR FAVOR MARQUE CON UN X AQUÍ SI LAS INSTRUCCIONES PARA LA ATENCIÓN MÉDICA ESPECIAL DEL ALUMNO O ALUMNA ESTÁN EN EL EXPEDIENTE DE LA ESCUELA.

PADRES DE FAMILIA, POR FAVOR NOTEN: El artículo 35330 del Código de Educación de California declara en parte: "Se considerará que todas las personas que hagan la excursión han renunciado a todos los reclamos en contra del Distrito o el Estado de California por lesión, accidente, enfermedad o muerte que ocurran durante o por razón de la excursión o el viaje escolar." Se puede comprar un seguro de accidente por una cuota diaria mínima a través de la escuela. Esta institución es un entidad que proporciona oportunidades equitativas.

To be completed only upon emergency release of student to authorized parent or guardian during the trip. Student released to:

Parent or Guardian name (please print) _____ Signature _____



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

ATTACHMENT J – Parent Permission Slip and Medical Authorization- Korean

부모 또는 보호자의 필드 트립 허락서 및
의료 조치 위임사 트립 서식서

해당 학교 교장에게 _____

_____은 다음의 체험 행사 참여에 대해 본인의
(학생 성명 정자로 기입하십시오)

허락을 받았습니다. 장소 _____

출발 시간 _____ A.M. / P.M. 돌아오는 시간 _____ 날짜(들) _____ A.M. / P.M.

감독 교사(정자로 기입하십시오): _____

점심

____ 학생은 점심 시간 동안 학교에 있을 것이다
____ 학생은 점심 시간 동안 현장 외부에 있을 것이다

부모는 반드시 다음 중 한 곳에 표시해야 합니다

____ 자녀가 학교 식당에서 점심 급식 받을 것을 요청하며,
본인은 자녀의 급식 자격을 토대로 적절한 비용을
학교로 보낼 것입니다(무료, 할인, 정식 가격)

교통 수단

____ 학생은 학교 버스에 탑승할 것이다
____ 학생은 개인 차량에 탑승할 것이다
____ 학생은 도보로 갈 것이다
____ 기타 _____

____ 자녀는 액체 음료가 없는 도시락을 가지고 갈 것입니다 날짜: _____
부모 또는 보호자 위임 서명

(부모가 작성할 정보 그리고 감독 교사에 의해 제거될 정보)

의료 조치에 대한 허락서

본인은 이번 체험 행사 동안(바 의료) 긴급 상황이 발생한 경우, 자녀를 필요한 경우
교육구가 운송 소재 조치할 수 있도록 허락합니다. 이번 트립을 참여하는 동안, 자녀에게
의료 조치가 필요한 경우, 본인은 이로서 교육구 직원에게 그의 판단력을 토대로 해당
자녀에게 의료 조치를 취득할 수 있도록 허락하며, 그리고 본인은 교육구 직원에 의해
선정된 의료 케어 제공자가 필요하고 적합하다고 간주되는 의료 케어를 수행하도록
허락합니다. 교육구는 해당 학생이 체험 행사 감독관(들)의 지시적이며 직접 그리고
즉각적인 감독 하에 있었을 동안에만 한하여 해당 학생의 행위나 안전에 대해 책임이
있음을 이해합니다. 더불어 이번 체험 행사 동안 지시적이며 직접 그리고 즉각적인 감독이
불가능한 경우, 교육구는 별개의 “24-시간 단기 기간” 보험 하에 학생에게 보험을
요구한다는 점을 본인은 이해합니다.

학생 성명: _____

집 주소: _____

집 전화번호: _____

직장 전화번호: _____

긴급 상황 전화번호: _____

____ 날짜: _____
부모 또는 보호자의 위임 서명

부모 또는 보호자 서명(정자로 기입하십시오)

해당 학생의 특수 의료 조치에 대한 서명서가 학교에 비치되어 있다면 이곳에 표시하십시오

학부모에 다음을 알립니다: 캘리포니아 교육법 제 35330항 일부: “체험 활동(field trip)을 하는 모든 사람은 해당 체험 활동 또는 탐험 기간
동안 또는 관련 사유로 발생한 부상, 사고, 질병 또는 사망에 대해 교육구나 캘리포니아 교육부를 상대로 한 모든 청구를 기권하는 것으로 간주한다”. 사고
보험은 학교에 연락하여 최소 일일 보험비로 구매할 수 있다.

To be completed only upon emergency release of student to authorized parent or guardian during the trip. Student released to:

Parent or Guardian name (please print) _____ Signature _____



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

**ATTACHMENT K- Parent Permission Slip and Medical Authorization- Armenian
ԾՆՈՂԻ ԿԱՍ ԽՆԱՄԱԿԱԼԻ ԿՈՂՄԻՑ ՈՒՂԵՎՈՐՈՒԹՅԱՆ ԹՈՒՅԼԱՏՐՈՒԹՅՈՒՆ ԵՎ
ԲԺՇԿԱԿԱՆ ՕԳՆՈՒԹՅԱՆ ԼԻԱԶՈՐՄԱՆ ԿՏՐՈՆ**

Դպրոցի տնօրենին՝ ես թույլատրություն եմ տրամադրել _____
_____ մասնակցել ուղևորությանը դեպի
(Աշակերտի անունը՝ տպատառերով)

վայրը՝ _____ ամսաթիվ՝ _____

Մեկնման ժամ՝ _____ Վերադարձի ժամ՝ _____

Ուղեկցող ուսուցիչ (տպատառերով)՝ _____

ԼԱՆՉ

ՏԵՂԱՓՈԽՄԱՆ ԵՂԱՆԱԿ

- ___ Աշակերտը լանչի ժամին կգտնվի դպրոցում:
- ___ Աշակերտը լանչի ժամին դպրոցում չի լինի:

- ___ Աշակերտը կփոխադրվի դպրոցի ավտոբուսով
- ___ Աշակերտը կփոխադրվի մասնավոր մեքենայով
- ___ Աշակերտը քայլելու է
- ___ Այլ _____

ԾՆՈՂԸ ՊԵՏՔ Է ԸՆՏՐԻ ՄՏՈՐԵՎ ՏԱՐԲԵՐԱՎՆԵՐԻՑ

___ Իմ երեխան ճաշարանից կվերցնի լանչը, ես կուղարկեմ համապատասխան վճարը՝ ելնելով անդի համար երեխային հատկացված արտոնություններից (անվճար, նվազեցված գին, ամբողջական գին)

___ Իմ երեխան **իր հետ կրերի հեղուկ չպարունակող լանչի փաթեթ**

_____ Ամսաթիվ՝ _____
Ծնողի կամ խնամակալի ստորագրություն

(ԱՅՍ ՏԵՂԵԿԱՏՎՈՒԹՅՈՒՆԸ ՊԵՏՔ Է ԸՆՏՅՎ ԾՆՈՂԻ ԿՈՂՄԻՑ ԵՎ ԱՌԱՋՆԱՑՎԻ ՈՒՂԵՎՑՈՂ ՈՒՍՈՒՑՉԻ ԿՈՂՄԻՑ)

ԲԺՇԿԱԿԱՆ ՕԳՆՈՒԹՅԱՆ ԼԻԱԶՈՐՈՒՄ

Ես թույլատրում եմ դպրոցական վարչությանը ըստ անհրաժեշտության տեղափոխել/տեղավորել/հոգ տանել իմ երեխայի մասին, եթե ուղևորության ընթացքում որևէ արտակարգ (բժշկական միջամտություն չպահանջող) պատահար տեղի ունենա: Եթե ուղևորությանը մասնակցելիս իմ երեխան բուժօգնության կարիք ունենա, ես թույլատրում եմ դպրոցական վարչության աշխատակազմին իրենց հայեցողությամբ բուժօգնություն ապահովել երեխայիս համար, իսկ դպրոցական վարչության աշխատակազմի կողմից ընտրված բուժօգնության ծառայությանը թույլատրում եմ բուժօգնությունն ապահովել այնպես, ինչպես որ ծառայություն մատուցողը անհրաժեշտ և տեղին կգտնի: Ես հասկանում եմ, որ վարչությունը պատասխանատու է աշակերտի վարքի և անվտանգության համար միայն այն ժամանակ, երբ աշակերտը ուղեկցորդի/ներքին մշտական, ուղղակի և անմիջական վերահսկողության տակ է: Ես հասկանում եմ նաև, որ այն ուղևորությունների դեպքում, երբ մշտական, ուղղակի և անմիջական վերահսկողությունն անհնար է, վարչությունը պահանջում է աշակերտներին ապահովագրել առանձին՝ «Կարճաժամկետ 24 ժամ» փաթեթով:

Աշակերտի անուն՝ _____

Տան հասցե՝ _____

Տան հեռախոսահամար՝ _____

Աշխատանքային հեռախոսահամար՝ _____

Արտակարգ իրավիճ. հեռախոսահամար՝ _____

_____ Ամսաթիվ՝ _____

Ծնողի կամ խնամակալի ստորագրություն

_____ Ծնողի կամ խնամակալի անուն (տպատառերով)

ԽՆԴՈՒՄ ԵՆՔ ՆՇՈՒՄ ԿԱՏԱՐԵԼ ԱՅՍՏԵՂ, ԵԹԵ ԴՊՐՈՑԻ ԹՂԹԱՊԱՆԱԿՈՒՄ ԿԱՆ ՑՈՒՑՈՒՄՆԵՐ ԲԺՇԿԱԿԱՆ ՀՍՏՈՒԿ ԽՆԱՄՔԻ ՎԵՐԱԲԵՐՑԱԼ:

ԾՆՈՂՆԵՐ, ՈՒՇԱՂՈՒԹՅՈՒՆ՝ Կալիֆորնիայի Կրթական օրենսգրքի 35330 բաժնում մասնավորապես նշված է. «Բոլոր այն անձինք, ովքեր ուղևորության են մեկնում, պետք է հրաժարվեն Կալիֆորնիա նահանգի կամ շրջանի հանդեպ բոլոր պահանջներից, որոնք վերաբերում են ուղևորության կամ էքսկուրսիայի ժամանակ կամ դրանց հետևանքով առաջացած վնասվածքին, դժբախտ պատահարին, հիվանդությանը կամ մահվանը: Կապվեք դպրոցի հետ՝ դժբախտ պատահարների դեպքերից ապահովագրությունը նվազագույն օրավարձով գնելու համար:

To be completed only upon emergency release of student to authorized parent or guardian during the trip. Student released to:
Parent or Guardian name (please print) _____ Signature _____



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT L

WAIVER FOR OUT-OF-STATE FIELD TRIPS OR EXCURSIONS

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

_____	_____	_____
Print Name of School		Description of Activity
_____	_____	_____
Print Name of Student or Adult Participant	Student Birthdate	Print/List Out-of-State Destination(s)

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

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

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

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

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

_____	_____
Signature of Parent or Guardian OR Signature of Adult Participant	Date

Print name of Parent or Guardian

To school principal: Retain this signed waiver in school files. Destroy after seven (7) years.



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

ATTACHMENT M – Adult Waiver for Out-of-State Field Trips - Spanish

EXENCIÓN PARA VIAJES O EXCURSIONES FUERA DEL ESTADO
 (Requerido para todos los adultos, y todos los padres o tutores de estudiantes que anticipen en viajes o excursiones fuera del estado)

Escribir el nombre de la escuela en letra de molde		Descripción de la actividad
Escribir el nombre del estudiante o adulto participante en letra de molde	Fecha de nacimiento del alumno	Enumerar/Escribir en letra de molde el destino (o los destinos) fuera del estado

Para que el niño o adulto mencionado arriba pueda participar en la actividad descrita anteriormente, y en consideración de ello, por la presente voluntariamente eximo y descargo de responsabilidad, hago indemne, y renuncio a cualquiera y todas las acciones o causas de acción por lesiones personales, lesiones corporales, daños a la propiedad, o muerte por negligencia que le ocurriera al niño o adulto arriba mencionado que de cualquier manera surjan como consecuencia de su participación en dicha actividad o en cualquier actividad incidental, cuando y como sea que ocurriera la misma y por cualquier período en que dichas actividades puedan continuar. Yo, en mi nombre y en el de mis herederos, albaceas, administradores y cesionarios, y el niño arriba mencionado y sus herederos, albaceas, administradores y cesionarios, liberamos, renunciemos, eximimos y hacemos indemne al Distrito Escolar Unificado de Los Ángeles ("Distrito"), sus oficiales, agentes, funcionarios o empleados (en adelante colectivamente "el Distrito" y "el personal del distrito") de cualquier acción o causas de acción que surjan a partir de ahora y en el futuro para mí y mi patrimonio y para el niño o adulto arriba mencionado y su patrimonio. Y estoy de acuerdo que bajo ninguna circunstancia yo, mis albaceas, administradores y cesionarios o el niño nombrado arriba, o sus herederos, albaceas, administradores y cesionarios, procesaremos o presentaremos ningún reclamo por lesiones personales, lesiones corporales, daños a la propiedad o muerte injusta contra el Distrito y/o personal del Distrito de cualquiera de dichas causas de acción, si la misma se levantara por negligencia de cualquiera de dichas personas o por otras causas. Además, indemnizaré y defenderé al Distrito y al personal del Distrito en contra de cualquier tipo de reclamos por daños personales, lesiones corporales, daños a la propiedad o muerte injusta que surgieran en forma alguna como consecuencia de que el niño arriba mencionado haya participado en la actividad voluntaria antes descrita o cualquier actividad incidental a la misma.

El Artículo 35330(d) del Código de Educación de California dispone lo siguiente:

Se considerará que todas las personas que viajen o vayan de excursión han renunciado a todo reclamo contra el distrito o el Estado de California por lesiones, accidente, enfermedad o muerte que ocurrieran durante o por razón del viaje o la excursión. Todos los adultos que viajen o vayan de excursión fuera del estado y todos los padres o tutores de los alumnos que viajen o vayan de excursión fuera del estado deberán firmar una declaración renunciando a toda reclamación.

He leído y entendido el Artículo 35330 (d) del Código de Educación. Además, entiendo que eximo al Distrito y al personal del distrito de toda responsabilidad o reclamos que puedan surgir o estar en conexión con mi participación o la participación de mi hijo en esta actividad.

Además reconozco que el Distrito no proporciona ningún tipo de seguro, incluyendo seguro de responsabilidad, colisión, cobertura integral o médica para los estudiantes o adultos que usen su propio transporte o que transporten a otras personas en relación con una actividad de viaje/excursión.

Firma del padre, la madre o el tutor o Firma del adulto participante	Fecha
---	-------

Escribir el nombre del padre, la madre, o el tutor en letra de molde

To school principal: Retain this signed waiver in school files. Destroy after seven (7) years.



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

ATTACHMENT N – Adult Waiver for Out-of-State Field Trips – Korean

타주 필드 트립 또는 탐험 행사를 위한 가권서
 (타주 필드 트립 또는 탐험 행사에 학생을 보내는 성인 또는 부모 및 보호자에게 요구되는 서식서)

학교 명을 기입하십시오	활동에 대한 설명	
학생 또는 성인 참여자의 성명을 정자로 기입하십시오	학생의 생년월일	타주 도착지(들) 기재명시하십시오

위에 명시한 활동에 위에 명명된 아동 또는 성인이 참여를 허락하는 시안을 고려함에 있어서, 본인은 이로서 위에 언급된 아동 또는 성인이 이미 언급된 활동 또는 어떤 부수적 활동에 개입한 결과로서 어떤 방식으로든, 동일하게 발생할 수 있는 그리고 언급된 활동이 어떤 기간동안 발생이 지속되더라도 어떠한 경우에도 발생한 개인의 부상, 신체 부상, 재산 손해 또는 부당한 사망에 대한 모든 소송 또는 소송의 원인을 이로서 자발적으로 해제, 기각, 기권 및 포기한다. 본인, 본인 자신, 본인의 상속인, 유언집행자, 상속재산관리인 및 배정인 그리고 위에 언급된 아동과 그의 상속인, 유언집행자, 상속재산관리인 및 배정인은 로스앤젤레스 통합교육구(“교육구”), 그의 직원들, 대리인, 용역인 또는 고용인을(이후는 종합적으로 “교육구 및 교육구 직원”으로 지칭함) 본인 자신과 본인의 상속 재산과 위에 언급된 아동 또는 성인 그리고 그의 상속 재산으로 인해 발생할 수 있는 모든 소송 또는 소송 원인으로 부터 이로서 해제, 기권, 기각 및 무해하며, 그리고 어떤 상황에서도, 본인, 본인의 상속인, 상속재산관리인 및 배정인 또는 위에 언급된 아동, 또는 그의 상속인, 유언집행자, 상속재산관리인 및 배정인은 교육구 그리고/또는 교육구 직원을 상대로 개인 부상, 신체 부상, 재산 손해 또는 부당한 사망으로 기소 또는 어떠한 청구도 제시하지 않을 것임을 이해하며, 이는 언급된 소송 원인, 동시에 언급된 개인 또는 기타 인물의 태만으로 인해 발생한 여부와 관계없다. 더불어, 본인은 개인 부상, 신체적 부상, 재산 손해 또는 부당한 사망에 대한 어떠한 청구로부터 교육구와 교육구 직원을 면책하고 방어하며, 이는 위에 명명된 아동이 위에 서술한 자발적 활동 또는 이에 부수한 활동에 개입한 결과로 어떤 방식으로라도 발생한 경우이다.

캘리포니아 교육법 제 35330(d) 항은 다음과 같이 명시되어 있다:

필드 트립 또는 탐험 행사를 하는 모든 사람은 교육구 또는 캘리포니아 주를 상대로 해당 필드 트립이나 탐험 행사 동안 또는 이를 이유로 발행한 부상, 사고, 질병 또는 사망에 대한 모든 청구를 기권하는 것으로 간주한다. 타주 필드 트립이나 탐험 행사에 참여하는 성인 그리고 타주 필드 트립이나 탐험 행사에 참여하는 학생의 부모 또는 보호자는 모든 청구를 기권하는 진술서에 서명한다.

본인은 교육법 제 35330(d) 항을 읽었고 이해했습니다. 더불어 본인은 본인 또는 본인 자녀의 이런 활동 참여로 인해 발생할 수 있는 또는 이와 관련된 모든 배상 책임 또는 청구로부터 교육구와 교육구 직원을 무해함을 이해합니다.

본인은 더불어 교육구는 어떤 종류의 보험도 제공하지 않으며, 이에 탐험 행사/필드 트립 활동과 관련하여 자신이 교통편을 제공하거나 타인에게 교통편을 제공한 학생 또는 성인에 대한 어떠한 종류의 보험도 제공하지 않으며, 이에 배상 책임, 충돌, 종합 또는 의료 보험도 포함하여 제공하지 않는다.

부모 또는 보호자의 서명 명 또는 성인 참여자의 서	날짜
부모 또는 보호자의 성명을 정자로 기입하십시오	

To school principal: Retain this signed waiver in school files. Destroy after seven (7) years.



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

ATTACHMENT O – Adult Waiver for Out-of-State Field Trips - Armenian

ՆԱՀԱՆԳԻՑ ԴՈՒՐՄ ԻՐԱԿԱՆԱՑՎՈՂ ՈՒՂԵՎՈՐՈՒԹՅՈՒՆՆԵՐԻ ԿԱՍ ԷՔՍԿՈՒՐՄԻԱՆԵՐԻ ԴԵՊՔՈՒՄ ՊԱՏԱՄԻԱՆԱՏՎՈՒԹՅԱՆ ՊԱՀԱՆՁԻՑ ՀՐԱՄԱՐՄԱՆ ՀԱՅՏԱՐԱՐԱԳԻՐ

(Պահանջվում է նահանգից դուրս ուղևորության կամ էքսկուրսիայի մասնակցող բոլոր աշակերտների ծնողներից կամ խնամակալներից և բոլոր չափահասներից)

Դպրոցի անվանումը տպատառերով		Միջոցառման նկարագիրը
Աշակերտի կամ չափահաս մասնակցի անունը տպատառերով	Աշակերտի ծննդյան ամսաթիվը	Նահանգից դուրս ուղևորության վայրի/վայրերի անվանումները տպատառերով

Հաշվի առնելով վերոնշյալ երեխայի կամ չափահասի՝ վերը նկարագրված միջոցառմանը մասնակցելու իմ թույլատրությունը, սույնով ես ինքնակամ հրաժարվում եմ պատասխանատվություն պահանջել ցանկացած գործողության կամ գործողության պատճառների համար՝ վերոնշյալ երեխայի կամ չափահասի անձնական վնասվածքի, մարմնական վնասվածքի, գույքային վնասի կամ մահվան պատահարի դեպքում, որը կարող է առաջանալ նշված միջոցառման մասնակցության կամ որևէ պատահարի հետևանքով, անկախ նրանից, թե որտեղ և ինչպես դա տեղի կունենա, և կամ որքան կտևի վերոնշյալ միջոցառումը: Սույնով ես անձամբ, իմ ժառանգները, կամակատարները, վարչարարները և իրավահաջորդները և վերոնշյալ երեխան, նրա ժառանգները, կամակատարները, վարչարարները և իրավահաջորդները ևս Անջելեսի միացյալ դպրոցական վարչությանը (այսուհետ՝ «Վարչություն»), նրա ղեկավարներին, գործակալներին, ծառայողներին և աշխատակիցներին (այսուհետ՝ բոլորը միասին՝ «Վարչություն և Վարչության աշխատակազմ») ազատում ենք պատասխանատվությունից՝ ցանկացած գործողության կամ գործողության պատճառների համար, որոնք կարող են այսուհետ ի հայտ գալ իմ և իմ գույքի և վերոնշյալ երեխայի կամ չափահասի և նրա գույքի հետ կապված, և ես հաստատում եմ, որ ես, իմ կամակատարները, վարչարարները և իրավահաջորդները կամ վերոնշյալ երեխան, կամ նրա ժառանգները, կամակատարները, վարչարարները և իրավահաջորդները ոչ մի պարագայում չենք կարող հետապնդել կամ որևէ պահանջ ներկայացնել Վարչությանը և/կամ Վարչության աշխատակազմին՝ անձնական վնասվածքի, մարմնական վնասվածքի, գույքային վնասի, կամ մահվան պատահարի դեպքում՝ վերոնշյալ գործողությունների որևէ պատճառի համար, անկախ նրանից, թե դա տեղի կունենա նշված անձանցից որևէ մեկի անփութության պատճառով, թե այլ կերպ: Բացի այդ, ես պետք է ապահովագրեմ և պաշտպանեմ Վարչությունը և Վարչության աշխատակազմին նրանց հանդեպ նմանատիպ պահանջներից, եթե վերոնշյալ երեխայի նկարագրված գործունեությանը կամավոր մասնակցության կամ այլ պատահարների արդյունքում անձնական վնասվածքի, մարմնական վնասվածքի, գույքային վնասի կամ մահվան պատահարի դեպքեր կլինեն:

Կալիֆորնիայի Կրթական օրենսգրքի 35330(d) բաժնում ասված է.

Բոլոր այն անձինք, ովքեր ուղևորության կամ էքսկուրսիայի են մեկնում, պետք է հրաժարվեն Կալիֆորնիա նահանգի կամ շրջանի հանդեպ բոլոր պահանջներից՝ կապված ուղևորության կամ էքսկուրսիայի ժամանակ կամ դրանց հետևանքով առաջացած վնասվածքի, դժբախտ պատահարի, հիվանդության կամ մահվան հետ: Բոլոր այն չափահասները, որոնք ուղևորության կամ էքսկուրսիայի են մեկնում նահանգից դուրս, ինչպես նաև նահանգից դուրս ուղևորության կամ էքսկուրսիայի մեկնող բոլոր աշակերտների ծնողները կամ խնամակալները պետք է հայտարարություն ստորագրեն բոլոր պահանջներից հրաժարվելու վերաբերյալ:

Ես կարդացել և հասկացել եմ Կրթական օրենսգրքի 35330(d) բաժինը: Ես հասկանում եմ նաև, որ պետք է ազատեմ Վարչությանը և Վարչության աշխատակազմին ցանկացած պատասխանատվությունից ու պահանջից, որը կարող է առաջանալ այս միջոցառմանը իմ երեխայի մասնակցության առնչությամբ կամ դրանից դուրս:

Ես ընդունում եմ նաև, որ Վարչությունը որևէ ապահովագրություն, ներառյալ ավտոտրանսպորտային միջոցների օգտագործումից բխող պատասխանատվության, վրաբերի կամ ամբողջական ապահովագրություն, ինչպես նաև բուժօգնության ծախսերի փոխհատուցում չի տրամադրում այն աշակերտների և չափահասների համար, ովքեր իրենց սեփական փոխադրամիջոցն են օգտագործում կամ փոխադրամիջոց են տրամադրում այլ անհատներին՝ էքսկուրսիայի/ուղևորության համար:

Օտողի կամ խնամակալի ստորագրություն կամ չափահաս մասնակցի ստորագրություն

Ամսաթիվ

Օտողի կամ խնամակալի անունը տպատառերով