



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Field Trips Handbook and Revised Procedures

NUMBER: REF – 2111.0

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Office of Instruction

DATE: July 24, 2006

ROUTING

All Schools and Offices
Local District
Superintendents
Local District Directors
of Instruction
Local District School
Support Directors
Principals
Administrators
Counselors
School Administrative
Assistants

POLICY: 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. M-54, dated October 7, 2002. Field Trip Handbook has been completely revised.

GUIDELINES: The following guidelines apply.

I. Purpose

This reference guide provides information regarding revised procedures for the approval of field trips and information regarding an updated School Journey/Field Trips Handbook.

II. Revised Procedures

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. However, the school-site principal is responsible for maintaining records, ensuring the safety of students and certifying the educational value of each field trip. Appendix A may be used for this purpose as well as parents or guardian's permission forms.

Authorization for overnight, out-of-state, and other sites not previously approved by the Board of Education requires the prior approval of the Local District Superintendent. Out-of-country destinations require the approval of the Local District Superintendent and the Chief Instructional Officer.



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III. Ordering Information for Handbooks

The School Journey/Field Trip Handbook is attached to this document. A hard copy will no longer be available through the District Warehouse for order. You will need to print a copy for your site. An electronic version is attached to this Reference Guide as Attachment A. Each form is attached separately as a word document in INSIDE LAUSD along with this Reference Guide for easy printing and completion.

AUTHORITY: This is a policy of Los Angeles Unified School District Board of Education.

RELATED RESOURCES: Attachment A: Sample Letter for Field Trip to Participating Employees on Unauthorized Trip
Attachment B: Sample Letter for Field Trip to Parents on Unauthorized Trip - English
Attachment C: Sample Letter for Field Trip to Parents on Unauthorized Trip - Spanish
Attachment D: Student Questionnaire for Preparation of Camping and Backpacking Trips - English
Attachment E: Checklist for Backpacking - English
Attachment F: Parent's or Guardian's Permission for a Field Trip and Authorization for Medical Care (34-EH-17) - English
Attachment G: Parent's or Guardian's Permission for a Field Trip and Authorization for Medical Care (34-EH-17) - Spanish
Attachment H: Tournament Field Trip Approval Form (0001 IAC) (This number needs to be added to the bottom of the form please)
Attachment I: Request to Add a New Site to Approved Site List (0004 ORMIS)

ASSISTANCE: For assistance or further information please contact one of the following:

High School: Bud Jacobs, Director, at (213) 241-6895
Middle School: Jeanie Leighton, Director, at (213) 241-6040
Elementary School: Beth Ojena, Director, at (213) 241-6444

I. Reference Guide

II. Title Page

III. Types of Trips

A. Categories for Processing a Trip

1. Routine
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Sample letter for Field Trip to Participating Employees on Unauthorized Trip
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- IV. Processing A Trip
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 - G. Office of Risk Management & Insurance Services (ORMIS)
 - 1. Accident Insurance & Self Insurance Program
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- V. List of Authorized Sites/Add Site to List
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TYPES OF FIELD TRIPS – III.A

Definition

A curricular field trip, [excursion or school journey] is conducted for students enrolled in elementary or secondary schools 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. Overnight and out-of-state trips are non-routine trips.

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.

III.A.1. Routine Field Trips/Journeys

Routine field trip or Journey is to a District pre-approved site for a part of a day or a full day and is deemed appropriate by the school site principal.

The school-site principal is authorized to approve all routine field trips to pre-approved sites. The activity must meet the safety standards of the District as indicated by OEHS and Risk Management Offices. 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 of students and the educational value for each field trip. Schools may use “Request for Approval of School Organized Trip for Students” – Form 34-EH-57 Rev. 9/05 c.c. 9661224802 for this purpose, as well as parent or guardian permission forms.

For routine field trips 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, excursion, or school journey because of a lack of sufficient funds (California Education Code - Section 35330).

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.

III.A.2. Non-routine Field Trips

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. 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 as well as the Office of Risk Management. Overnight



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field trips to District owned property do not require the pre-approval of the Local District Superintendent and the Office of Risk Management. Out-of-country trips require Board Approval requested through the Office of Chief Instructional Officer, Beaudry Building, 24th Floor.

If the destination is overnight or not listed on the School Journey Site, attach 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 copy of approval to participate in tournament from Athletics Office to the request form submitted to the Local District Office.

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 Education (818-904-2160).

For all trips, routine or non-routine, 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, excursion, or school journey because of lack of sufficient funds (California Education Code - Section 35330).

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.

All field trips to a foreign country must have Board approval at least 45 days prior to scheduling the trip.

III.A.3. Unauthorized Field Trips/Excursions

An unauthorized field trip is a trip to destinations not inspected by the District's OEHS and Risk Management Offices, not conducted during school hours, not sponsored or funded by the school, and not authorized by the District. The District assumes no responsibility whatsoever in connection with extracurricular trips unrelated to the instructional program or purely voluntary school club trips, such as ski trips or other non-school activities. Parents of students planning to participate in such extracurricular trips or school club trips must be informed in writing that the District assumes no liability in connection with the trip. The teacher who undertakes such an activity must be informed in writing that he/she does so strictly in his/her individual capacity and not in his/her capacity as a District employee.



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PROGRAM DEFINITIONS – III.B.1.

For purposes of this handbook, the following definitions apply:

1. *Field Trip*: 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. If a field trip is District-authorized, the District is responsible for ensuring supervision and that all eligible pupils may participate.
2. *School Journey*: field trips that are arranged through the School Journey Unit, Transportation Branch (see bulletins for more details)
3. *Curricular Field Trip*: A field trip where participating pupils are enrolled in a particular course to which the trip is aligned; the teacher created a lesson plan including the field trip and aligned it to the curriculum as well as an alternative lesson for students who opt not to attend the field trip; the principal approved the lesson plan and trip in advance; the trip takes place during class time; and the trip counts toward the student's grade/credit in the class.
4. *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.
5. *Educational Field Trip*: A field trip where the content of the trip is educational in nature but does not necessarily align to one particular course or class;
6. *Interscholastic Field Trip*: CIF-sanctioned events arranged through the Athletics Office.
7. *Athletic Field Trip*: Non-CIF activities sponsored and supervised by the District.
8. *Cultural Field Trip*: A field trip where the content of the trip is cultural in nature (e.g., Lotus Festival at the Japanese American Center).
9. *Social Field Trip*: A field trip where the content of the trip is social in nature (e.g., Human Relations Club picnic); the trip may not occur during class time.
10. *Recreational Field Trip*: A field trip where the content of the trip is purely recreational (e.g., skating trip for fitness group); the trip may not occur during class time.
11. *Routine Field Trip*: Field trips including any type of trip described in definitions 3 through 10 that are listed on the pre-approved site list.



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12. *Nonroutine Field Trip*: Field trips including any type of trip described in definitions 2 through 10 that are not listed on the pre-approved site list, or include overnight, out of state, or out of country destinations.

13. *Unauthorized Trip*: Any trip that is not District-sponsored, -authorized, or -approved. Unauthorized trips may include trips where District employees participate as private citizens; where District vendors sponsor trips separate from the District; and where outside organizations such as booster clubs and community groups sponsor activities. The District assumes no responsibility or liability for any unauthorized trips.



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PROGRAM CRITERIA – III.B.2

III.B.2. a) Criteria for Routine Field Trip

A routine field trip is a trip to a District pre-approved site for a part of a day or a full day and has been deemed appropriate by the school site Principal (see Section III.A.1.).

- The trip is to a pre-approved site
- The trip has educational, social, or cultural value
- The trip has been approved by the Principal
- The trip will not cost the student any money
- The trip is **not** overnight, out-of-state, or out-of-country
- The trip can be arranged by the Transportation Department
- Sufficient funding is available
- Sufficient supervision is available

III.B.2. b) Criteria for Non-Routine Field Trip

A non-routine field trip is to a destination not on the District's pre-approved site list, yet deemed appropriate by the school site Principal, Local District Superintendent, and identified as safe by the Office of Health and Safety and the Office of Risk Management (see Section 111.a.2.).

- The trip has educational, social or cultural value
- The trip has been approved by the Principal
- The trip has been approved by the Local District Superintendent
- The trip site has been approved by the District Office of Health and Safety as well as the District Office of Risk Management
- The trip is for part of a school day, an entire school day, overnight, or out-of-state
- If the trip is out-of-country, Board approval is necessary
- If the trip is for an athletic trip or conference, approval from the Athletics Office and the Local District Superintendent is necessary (specific criteria for athletics trips and tournaments can be found in the Athletics section of this handbook)
- The trip is free of cost to the student
- The trip is accessible to all students



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III.B.2. c) Criteria for Unauthorized Field Trips

An unauthorized field trip is not approved by the District. The District assumes no responsibility or liability whatsoever for the trip. All liability and responsibility for the trip are shared by the outside organization and the parent who allowed the child to attend (see Sections III.A.3. and IV.A.3.).

- The trip is to a destination that has not been approved by the District nor inspected by the District Office of Environmental Health & Safety or the Office of Risk Management
- The trip is not funded by the school nor authorized by the District
- The trip is not related to the instructional program and is extra-curricular in nature
- The trip is not supervised by school personnel who have been assigned the task from LAUSD
- The trip is not promoted through the school network of communication to parents and fellow students
- Any parents whose children participate in an unauthorized field trip should receive in writing a disclaimer that the District assumes no liability in connection with the trip
- Any teacher who undertakes participation in an unauthorized field trip must be informed in writing that he/she does so strictly in his/her personal capacity and not as a District employee



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EDUCATION CODE SECTIONS – III.D.

35330. The governing board of any school district or the county superintendent of schools of any county may:

(a) Conduct field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, any other state, the District of Columbia, or a foreign country for pupils enrolled in elementary or secondary schools. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for such pupils.

(b) Engage such instructors, supervisors, and other personnel as so desired to contribute their services over and above the normal period for which they are employed by the district, if necessary, and provide equipment and supplies for such field trip or excursion.

(c) Transport by use of district equipment, contract to provide transportation, or arrange transportation by the use of other equipment, of pupils, instructors, supervisors or other personnel to and from places in the state, any other state, the District of Columbia, or a foreign country where such excursions and field trips are being conducted; provided that, when district equipment is used, the governing board shall secure liability insurance, and if travel is to and from a foreign country, such liability insurance shall be secured from a carrier licensed to transact insurance business in such foreign country.

(d) Provide supervision of pupils involved in field trips or excursions by certificated employees of the district. No pupil shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the governing board shall coordinate efforts of community service groups to supply funds for pupils in need of them.

No group shall be authorized to take a field trip or excursion authorized by this section if any pupil who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.

No expenses of pupils participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this section shall be paid with school district funds. Expenses of instructors, chaperones, and other personnel participating in a field trip or excursion authorized by this section may be paid from school district funds, and the school district may pay from school district funds all incidental expenses for the use of school district equipment during a field trip or excursion authorized by this section.

The attendance or participation of a pupil in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments from the State School Fund in the fiscal year. Credited attendance resulting from such field trip or excursion shall be limited to the amount of attendance which would have accrued had the students not been engaged in the field trip or excursion.

Credited attendance shall not exceed 10 school days except in the case of pupils participating in a field trip or excursion in connection with courses of instruction, or school-related educational activities, and which are not social, cultural, athletic or school band activities.

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 such claims.



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No transportation allowances shall be made by the Superintendent of Public Instruction for expenses incurred with respect to field trips or excursions which have an out-of-state destination. Any school district, which transports pupils, teachers or other employees of the district in school buses within the state and to destinations within the state, pursuant to the provisions of this section, shall report to the Superintendent of Public Instruction on forms prescribed by him, the total mileage of school buses used in connection with such educational excursions. In computing the allowance to such school district for regular transportation there shall be deducted there from an amount equal to the depreciation of school buses used for such transportation in accordance with rules and regulations adopted by the Superintendent of Public Instruction.

35331. (a) The governing board of any school district conducting excursions and field trips pursuant to this article shall provide, or make available, medical or hospital service, or both, for pupils of the district injured while participating in any excursion or field trip under the jurisdiction of, or sponsored or controlled by, the district or the authorities of any school of the district.

(b) (1) The medical or hospital service, or both, described in subdivision (a) shall be provided, or made available, through any of the following:

(A) One or more nonprofit membership corporations defraying the cost of medical or hospital service, or both.

(B) One or more group, blanket, or individual policies of accident insurance from an authorized insurer.

(C) A self-insurance program of the school district.

(2) The cost incurred by the school district pursuant to this subdivision may be paid from the funds of the district, or by the insured pupil or his or her parent or guardian.

(3) The membership may be taken in, or the insurance may be purchased from, only those corporations or insurers that are authorized to do business in this state. If the coverage described in this subdivision is to be provided through a self-insurance program of the school district, claims may be paid from a fund established for that purpose pursuant to Section 39602.

35332. No transportation by air may be provided under this article unless the transportation by air is provided by any of the following:

(a) Aircraft owned and operated by the state or federal government;

(b) Chartered or regularly scheduled aircraft operated exclusively by an air carrier or foreign air carrier as defined in subdivisions (3) and (19) of Section 101 of Title 1 of the "Federal Aviation Act of 1958" (Public Law 85-726; 72 Stat. 731) engaged in air transportation as defined in subdivision (10) of the same section while there is in force a certificate or permit issued by the Civil Aeronautics Board of the United States, or its successor, authorizing such air carrier to engage in such transportation; or (c) chartered or regularly scheduled aircraft of a passenger air carrier as defined pursuant to Section 2741 of the Public Utilities **Code** that is authorized to engage in transportation by air in the State of California by the Public Utilities Commission pursuant to Chapter 4 (commencing with Section 2739) of Part 2 of Division 1 of the Public Utilities **Code**.



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QUICK CHECKLIST FOR PROCESSING – IV.A.

IV.A.1. ROUTINE FIELD TRIPS

- a) The school site Principal is authorized to approve all routine field trips to pre-approved sites. However, the Principal also has the responsibility to maintain the records, to ensure the safety of students, and to certify the educational value for each field trip.
- b) Use *Request for Approval of School-Organized Trip for Students* (Form 34-EH-57) to process trips for administrative approval.
- c) The Principal reviews the *Request for Approval of School-Organized Trip for Students* (Form 34-EH-57) to ensure educational value and correlation to the instructional program. The Principal must:
 - Check List of Approved School Journey Sites.
 - Verify form with signature and notify requesting teacher.
 - Retain original request at school site.
 - Submit paperwork if trip is to be scheduled by the School Journey Unit: Submit completed *Application for Auxiliary Transportation/Trip(s) Form* (Form 78/20T) without the date of trip and destination to the School Journey Unit, Transportation Branch.
 - Submit paperwork if the School schedules trip: Submit completed *Application for Auxiliary Transportation/Trip(s)* (Form 78.20T) to the School Journey Unit, Transportation Branch, including the date of trip and destination.
 - Verify that a *Parent's or Guardian's Permission for a Field Trip and Authorization for Medical Care* (Form 34-EH-17, Rev. 4/88) is completed by each pupil's parent or guardian. The upper portion 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.

IV.A.2. NON-ROUTINE FIELD TRIPS

Requires approval of Local District Superintendent

- a) Trips out-of-the country first require approval by the Local District Superintendent and final approval from the Board.
- b) Authorization for trips to overnight and/or out of state, and other sites not previously approved, requires the approval of the Principal and the Local District Superintendent as well as processing through the Office of Risk Management. Overnight field trips to District owned property do not require the pre-approval of the Local District Superintendent and the Office of Risk Management.
- c) Schools are expected to submit their request to the Local District office at least 30 school days before the trip is scheduled.
- d) If the destination is overnight or not listed on the List of Approved School Journey Sites, attach a complete itinerary, brochure and/or literature of the site. Trips for student groups participating in a tournament/game must be approved by the Director of Athletics (Tournament Form) prior to submission to the Local District Office as well as processing through the Office of Risk Management.



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- e) 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 processed through the Office of Risk Management, using the *Request for Approval of School Organized Trips for Students* (Form 34-EH-57).
- f) Use *Request for Approval of School-Organized Trip for Students* (Form 34-EH-57) to process trips for approval. Classroom teachers requesting a field trip should fill out the form accompanied by documentation about the site and include literature on the site such as a brochure. If the trip is overnight or out-of-country, include an itinerary and submit these documents to the principal for approval.
- g) The Principal:
 - Reviews the *Request for Approval of School-Organized Trip for Students* (Form 34-EH-57) to certify educational value, correlation to the instructional program, or value to the school community.
 - Signs his/her approval.
 - Forwards the *Request for Approval of School-Organized Trip for Students* (Form 34-EH-57) and *Application for Auxiliary Transportation/Trips* (Form 78.20T or 78.20I) to the Local District Superintendent for approval at least 20 school days before the departure date.
- h) The Local District Superintendent:
 - Verifies that all information is complete and all appropriate documentation is attached.
 - Ensures that the field trip is appropriate to the instructional program.
 - Ensures that all guidelines are in conjunction with the California Education Code and District guidelines.
 - Notifies the school directly by phone or fax after approval and returns the forms to the school contact person.
 - Receives input as needed, from:
 - Office of Risk Management (lead time is 30 days prior to event).
 - Office of Health and Safety (Lead time varies between 15 school days and 45 calendar days prior to the event).
 - Office of General Counsel (regarding release forms).

IV.A.3. UNAUTHORIZED/UNAPPROVED TRIPS

Neither the School site nor the District authorizes or approves the trip. All liability and responsibility for the trip are shared by the outside organization(s) and/or the parent or guardian who allow the child to attend.

- a) The site Principal or Local District Superintendent determine that the school cannot assume responsibility or liability for the activity.
- b) The site Principal ensures that no school resources are used to promote the trip.
- c) The site Principal ensures that no school personnel are paid for the trip.
- d) The site Principal provides, in writing, a disclaimer to parents and school personnel (if involved) regarding the activity.
- e) The site Principal notifies parents that the student participating in an unauthorized trip during school hours will receive an unexcused absence.



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APPROVAL OF TRIPS – IV.B

IV.B.1. PLANNING AND APPROVAL OF TRIPS

- a) Arrangements to visit various locations for curricular trips on Approved List of Sites, Part A, are made only by the School Journeys Unit, Transportation Branch at (323) 227-4415.
- b) Arrangements for trips on Approved List of Sites, Parts B & C, are made by the school directly with the location to be visited.
- c) Trips to locations shown on Approved List of Sites need to be approved only by the site Principal unless overnight, out-of-State, or out-of-the-country.
- d) All trip requests must be processed as follows:
 - Certificated staff at the school site makes the request for a trip and forward the request to the Principal for review.
 - Principal approves or denies the request and returns to the requestor.
 - Requester sends the paperwork to Local District Office for review and possible approval.
 - 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 Education). This office then returns the paperwork to the Local District Office.
 - Local District Office notifies the school site if the trip is approved or denied.
- e) Trips by airplane, or boat trips, must be approved by the Local District Superintendent.
- f) All trips that take students/teams outside Los Angeles County or the State of California for interscholastic athletic contests are to first be approved by the Athletics Office, then must be processed through the Office of Risk Management, with final approval through the Local District Superintendent.

IV.B.2. TRIPS OUT OF THE STATE/COUNTRY

The administrator in charge at the local school must review section 35330 of the California Education Code whenever any trip out of the State is contemplated. The request must be approved by the Board 45 days prior to scheduling the trip. The Local District Superintendent and the Board must approve out-of-country trips.

The following are excerpts from California Education Code - section 35330. (Excursions and School Journeys are terms used in this provision and therefore are referred to below; for purposes of this Handbook, the term “field trip” include excursions and school journeys.)

- a) The District must provide supervision of pupils involved in field trips, excursions, or school journeys by certificated employees of the District.
- b) No pupil shall be prevented from taking a field trip, excursion, or school journey because of lack of sufficient funds.
- c) No group shall be authorized to take a curricular trip, excursion, or school journey if any pupil who is a member of such an identifiable group will be excluded from participation in the field trip, excursion, or school journey because of lack of sufficient funds.



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- d) No expenses of pupils participating in a field trip, excursion, or school journey to any other state, the District of Columbia, or a foreign country shall be paid with School District funds. (School District funds include all funds over which the District has control, such as ECIA Title I funds and Vocational Education Act Funds.)
- e) See Budget Section IV.C. for further clarification on funding.

IV.B.3. SUBMISSION OF BOARD APPROVAL AND BOOKING TRANSPORTATION

- a) *A Request for Approval of a School-Organized Trip for Students* for one day or overnight to locations not listed on the Approved List of Sites, or 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 20 school days prior to departure date. The Office of Risk Management must process the request and the Local District Superintendent will approve the request.
- b) Trips for which District transportation is to be provided must be booked with the Transportation Branch at least 15 school days in advance of the trip.
- c) A Request for Approval of School-Organized Trip for Students should be submitted for approval in the following order:
 - Principal of the school should approve and sign-off.
 - Local District Superintendent should approve and sign-off.
 - Risk Management will process the request once all approvals have been obtained.

IV.B.4. APPROVAL REQUIREMENTS FOR CAMPING/HIKING TRIP

- a) Approval form (Form 34-EH-57) for hiking, backpacking, and camping trips not listed in the Approved List of Sites must be signed by principal and sent to the Office of Outdoor Education for approval. The Office of Outdoor Education will forward the request to the Local District Superintendent for final approval.
- b) 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.
- c) Forms required for the Office of Outdoor 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):



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Forms	School	Local Dist.	Outdoor
<u>Request for Approval of School-Organized Trip for Students (Form 34-EH-57)</u>	X	X	X
<u>Questionnaire for Approval of Hiking, Camping, Backpacking</u>	X		X
<u>Red Cross First Aid Certificate – 1 copy</u>	X		X
<u>Supervisor Roster</u>	X		X
<u>Itinerary – 2 copies</u>	X		X
<u>Map of hiking and/or camping area(s)</u>	X		X
<u>Copy of letter to parents</u>	X		X
<u>Parent’s or Guardian’s Permission for a Field Trip and Authorization for Medical Care (Form 34-EH-57)</u>	X		

- d) 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.
- e) For additional assistance, please call the Office of Outdoor Education at (818) 904-2160.

IV.B.5. APPROVAL OF REQUIREMENTS FOR A CAMPING, HIKING, OR BACKPACKING TRIP

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” 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”.

The following items are included for school use only:

- a) Student Roster (provided by school site);
- b) A Checklist for Backpacking (attachment E);
- c) Health Information and Authorization for Medical Care (attachment F).

Please return the required materials, via school mail, to the Office of Outdoor education, Hughes Middle School site. For further assistance, please call (818) 904-2160.



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BUDGET / FUNDING – IV.C.

Use of Student Body Funds for Field Trips and Excursions

The question is whether student body funds can be used to pay for pupils to participate in field trips or excursions. Based on Education Code §48934 (pertaining to student body funds) and §35330 (pertaining to field trips), if the field trip takes place during normal school hours such that pupil participants are counted in the District's average daily attendance, then such a trip is part of the instructional program. Accordingly, as explained below, student body funds are not specifically authorized for such use as they are limited to "non-instructional periods or to augment or to enrich the programs provided by the district."

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."

Education Code §35330 pertains to excursions and field trips. It provides that the governing board of a school district may conduct field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, any other state, the District of Columbia, or a foreign country. Concerning the issue of paying for field trips, this section states that no pupil shall be prevented from making the field trip or excursion because of lack of sufficient funds and that the governing board shall coordinate efforts of community service groups to supply funds for pupils in need of them. In addition, no group shall be authorized to take a field trip or excursion if a member of that group is unable to participate due to lack of funds.

Section 35330 also provides that school district funds shall not be used for the expenses of any pupil participating in a field trip to any other state, the District of Columbia, or a foreign country. This section does not specifically prohibit the use of school district funds to pay for pupil participation for field trips within California and, by implication; such funds may be used for that purpose. The attendance or participation of pupils in field trips shall be considered attendance for the purpose of crediting attendance for apportionments from the State School Fund – in other words, average daily attendance (ADA).

So if a field trip is made in lieu of classes and the participating pupils are counted in the District's ADA, such a trip would be considered to be part of the instructional program of the District and student body funds could not be used. A school does have the option of using school district funds. For transportation expenses, Publication No. 464 (Policies and Accounting Procedures for Elementary School Student Body Funds) does authorize the use of student body funds for "transportation for field trips" (Page 8).

Use of student body funds for admission fees for field trips is considered the equivalent of charging the student, which is prohibited by Education Code §35330. If donations are sought for admissions, such donations should be sent to the 3938 donations account directly. Similarly, as student body funds cannot



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be used to fund any trips outside of California, any donations solicited for such trips should be sent to the 3938 donations account directly.

Moreover, one of the basic tenets concerning student body funds is that such funds should be used to the benefit of the entire student body. It should be the goal of every Principal that each student receives a roughly proportionate benefit of student body funds in a manner appropriate to the student's age and grade level.

This section supersedes any prior, inconsistent guidance or opinion, legal or otherwise, pertaining to the issues discussed herein. Specifically, the opinions expressed in a document entitled "Bulletin No. 13," subject matter "Sixth-Grade Trips during School Day" and dated July 1, 1974 should no longer be considered as stating current District policy on this issue and should not be used as guidance concerning use of student body funds to pay for field trips.

In secondary schools, student body funds cannot be used for the instructional program. Student Body Funds cannot be used to fund out-of-state or out-of-the-country trips. Donations received for these trips should be sent directly to the 3938 donation account.

Student groups such as clubs, senior class, junior class, groups set up as trusts such as athletic teams, etc. may pay for transportation out of their trust accounts if it is within the state. The above groups should not use student body (**funds?**) as a clearing house for their trips out-of-the-state or country. General student body funds cannot be used to pay for the above club/class/trust activities.

In secondary schools, the student council budgets student body funds for groups such as the drill team, cheerleaders, and band. If these groups are interested in entering competitions, they may use their allocated student body funds as long as the competitions are within the state.

Groups such as band and cheerleading raise funds for camps (within the state) and related transportation and expenses by conducting off-campus fundraisers.



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PROCEDURES FOR ARRANGING TRANSPORTATION – IV.D.

IV.D.1. INTRODUCTION

- a) The School Journeys Unit in the Transportation Branch must arrange trips to the sites listed in Part A (see Attachment S for Part A List).
- b) Either the teacher or school-level administrator must arrange trips to the sites listed in Parts B and C (see Attachment O for Part B & C list).
- c) Overnight trips in Part C require approval by the school-site principal and the local district superintendent.

IV.D.2. REQUIRED FORMS

- a) Ordering forms
 1. Request for Approval of School Organized Trip for Students, Form 34-EH-57, may be ordered through the *District Supplies & Equipment Catalog*, (in “Printed Forms and Publications” Section, under “Field Trip-Request for Approval of a Field Trip or Excursion, Commodity Code 966-12-24802). Copies may be made from Appendix A of this *Handbook*. This form is also available on-line (location).
 2. Use Request for Application for Auxiliary Transportation/Trip(s), Form 78.300 to order Forms, 78.20T, 78.20R, 78.20A, and the Waiver Request for Transportation With or Without Admission Cost for Gifted Program funded trips (Attachment A of Bulletin BP-3, dated March 30, 2001. (Forms 78.20T, 78.20R and 78.20A area available on line).
 3. Form 78.20I may be obtained from the Office of Student Integration Services at (213) 241-6532. Form 78.20T will be sent automatically to schools by Transportation Accounting Section if trips are funded by Categorical Programs (School Improvement-SIP, Economic Impact Aid-EIA, and Title I). The number of applications sent is based on the allocated number of trips on the school’s budget worksheet. Any additional forms, due to additional budget or allocation, may be obtained by completing Form 78.30 or by calling Transportation Accounting Section at (323) 342-1320.
- b) The following documents are required for the reasons specified:
 1. Form 78.20I, Application for Auxiliary Transportation/Trip(s), Office of Student Integration Services is used only for trips specified in Reference Guide No. REF-1442, August 1, 2005, Student Integration Services.
 2. Form 78.20T, Application for Auxiliary Transportation/Trip(s), Transportation Branch is used for all curricular trips except athletic trips.
 3. 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.



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For trip applications stamped with “Reimbursable” or “Student body” on the upper right hand corner, an additional form is required. Form 78.20R, “Authorization for payment of Student Body and/or Reimbursable trips,” is submitted along with Form 78.20T. For “Reimbursable trips”, 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.

If Form 78.20R is submitted for “Reimbursable” trips, the section for “Reimbursable” trips 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.

4. Form 78.20A, Request for Athletic Contest Bus is to be completed for those athletic trips approved by Athletic Office.
5. Form 34-EH-57, Request for Approval of a Field Trip or Excursion for Students must be completed and kept on file at school site.

IV.D.3. FUNDING

Schools may fund buses 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. Some trip applications, Form 78.20T, are pre-stamped with the District program on the upper right hand corner. Schools may call the Transportation Accounting Section at (323) 342-1320 to request the trip application forms.

The Transportation Accounting Section verifies that funding is available before forwarding the trip application to bus Dispatch. 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 Specialist’s Branch. Any uncompleted forms will be returned to schools along with an explanation.



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There are no funds for curricular trips in the Transportation Branch budget.

a) Estimated Bus Costs

1. For budgeting purposes, the estimated cost of a bus trip on a regular school day is \$300. This amount of \$300. is only an **estimate** and 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 (323) 342-1400 or toll free at 1-800-522-8737.
2. The Transportation Branch will guarantee a maximum charge of \$242 (includes salary, employee benefits, and mileage) for trips that fall within the following parameters:
 - Trip is booked no later than 15 working days prior to the date of the field trip.
 - Trip takes place Monday through Friday, between the hours of 9 a.m. and 2 p.m. (excluding holidays),
 - Round-trip miles (includes miles from garage and/or the school and return) do not exceed 50 miles.
 - Total duration of each trip is five hours or less.
3. If the trip exceeds the parameters due to changes requested by the school staff during the trip, the time and miles over and above the limits will be billed at \$41 an hour and \$1.45 per mile. See Memorandum No. MEM-605.1, Flat Rate for Midday Curricular Trips, dated March 24, 2005.

b) 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 the proceeding monthly statement.

For budgeting purposes, funds are placed in object code 5804. When actual costs are incurred, other object codes may be affected. If a District bus is assigned, expenses will be charged to object codes: 2607, 3907, and 4607. If a contract bus is assigned, expenses are charged to object code: 5804.

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 (323) 342-1320 to obtain a job number. Schools may be referred to the Accounts Receivable Unit to verify if an invoice has been mailed.



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c) Number of Buses

To determine the number of buses required for a trip, use the following information. A bus accommodates 78 passengers sitting three per seat or 52 passengers sitting two per seat. Smaller buses accommodate 41 passengers sitting three per seat or 26 passengers sitting two per seat. Secondary students and/or adults are more comfortable sitting two per seat.

d) 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.

IV.D.4. PROCEDURES FOR ARRANGING TRIPS

- a) The school site principal approves Request for Approval of School Organized Trip for Students, Form 34-EH-57.
- b) The School Journeys Unit, Transportation Branch makes all appointments for sites in Part A (Approved Sites).
 1. Teacher completes Form 78.20T
 2. Leave "Date of Trip" and Day of Trip" BLANK.
 3. Leave "Destination" BLANK
 4. CALENDAR AND TRACK: This information will avoid trips being scheduled during off-track periods.
 5. TEACHER: List teacher for each class involved.
 6. GRADE: Mark the appropriate grade-level boxes. Classes will be turned way if the site is not appropriate to the grade level.
 7. REQUESTED DESTINATION: List three (3) choices from Part A, in order of preference and list in Comment Section of 78.20T. If more than one exhibit or hall is available at a site, state specifically which exhibit or hall is preferred.
 8. PREFERRED DATES: List dates in order of preferences.
 9. DATES TO AVOID: Indicate any dates class cannot go on trips due to testing, school programs, minimum days, etc.
 10. COMMENTS: List any special instructions needed, e.g., "Lunch at nearby park," etc. Use this section to include additional information if another school(s) is involved in the trip.
 11. NUMBER OF PUPILS-MUST stay within the number of students designated in Part A. If more than one exhibit is available at a site, an additional exhibit may be requested in order to accommodate all students.



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- c) Trips arranged at the **school level site** are in Appendix D, Part B, and C (Approved Sites).
 - 1. Teacher completes Form 78.20T, fills in DATE, DAY OF TRIP, DESTINATION, TIME, AND PER TRIP INFORMATION.
 - 2. Form 78.20T must be in Transportation Branch at least 15 days prior to the scheduled date of the trip.

IV.D.5. APPROVAL

- a) Non-routine trips, (not pre-approved, overnight, or out-of-state), require Local District and/or Office of Risk Management approval. The Board of Education approves out-of-country trips. For the approval of locations not pre-approved, send the original copy of Form 0004 ORMIS (Request to Add New Site to Approved Site List) to the Office of Risk Management for approval. The approved form will be returned to the school.
- b) The school sends Form 78.20T to the School Journeys Unit.
- c) For trips funded by the Office of Student Integration (Reference Guide No REF-1442, August 1, 2005), see section “Bulletins and Reference Guides”.

IV.D.6 CONFIRMATIONS

- a) Trips to sites in Appendix D, Part A – 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 (323) 342-1340 to clarify any discrepancy.
- b) 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 (323) 342-1460.
- c) If the bus does not arrive five minutes before the scheduled pickup time, call Bus Dispatch Section at (323) 342-1460.

IV.D.7. CANCELLATIONS

- a) To cancel a reservation to a site in Part A ONLY, notify the School Journeys Unit 24 hours in advance at (323) 342-1340. The School Journeys Unit will inform the Bus Dispatch Section, the Transportation Branch Accounting Unit, and the site.
- b) It is usually not necessary to cancel appointments to indoor locations on rainy days. However, to be certain, check the information provided in Part A. (_____page)



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NOTE: Schools requesting the cancellation of a trip due to rain must call the Bus Dispatch Section at (323) 342-1460 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.

- c) To cancel visits to sites in Part B and C, (_____page) the school must notify the Transportation Accounting Section at (323) 342-1320 and the site directly.

IV.D.8. REQUEST FOR A LIFT BUS

- a) 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 regular school, or enrolled part-or full-time in the regular program.
- b) **IF SPECIAL EDUCATION IS FUNDING THE BUS**, submit an additional application, Form 78.20T to Special Education, Administrative Offices, Beaudry Site, 17th Floor, (213) 241-6708 at least 30 days prior to the date of the trip.

Call the School Journeys Unit for assistance at (323) 342-1340 or the Bus Dispatch Trip Confirmation Unit at (323) 342-1460.



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INTERSCHOLASTIC ATHLETIC FIELD TRIPS – IV.E.

IV.E.1. 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 “authorized” or “unauthorized.”

IV.E.2. Types of Authorized Interscholastic Field Trips

- a) A trip that is made for the purpose of utilizing an off-campus facility for athletic practice;
- b) A trip that is made for the purpose of participating in an athletic contest scheduled through the LAUSD Athletics Office;
- c) A trip that is made for the purpose of participating in a tournament sanctioned by the LAUSD Athletics Office. The following may be considered sanctioned tournaments:
 1. Local (leave and return within the same day)
 2. Non-local with overnight stay
 3. Out-of-country
 4. Out-of-state

IV.E.3. Types of Unauthorized Interscholastic Field Trips Include *but are not limited to* the following Out-of-Season Activities:

- a) All-Star Contests
- b) Football Passing Leagues
- c) Winter Baseball Leagues
- d) Spring or Fall Basketball Leagues
- e) Any other contest or league played outside of the CIF season of sport

IV.E.4. Approval

- a) Approval of School Principal Only
 1. a trip for athletic practice
 2. a local trip to an interscholastic contest scheduled through the Athletics Office
 3. a trip to a local tournament
- b) Approval of School Principal and Local District Superintendent
 1. a trip to an interscholastic contest with overnight stay
 2. a trip to a tournament with overnight stay



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- c) Approval of School Principal, Local District Superintendent and Board of Education
 - 1. a trip to an interscholastic contest held out of the country
 - 2. a trip to a tournament held out of the country

- d) Approval Process
 - 1. Principal's signature needed on applicable forms (34-EH-57) and/or Athletics Office paperwork
 - 2. Form is submitted to LAUSD Athletics Office for signature
 - 3. For overnight stay, forms submitted to Local District
 - 4. For out-of-country trips, forms submitted to Board of Education
 - 5. Submit approvals, sign-offs, supporting documentation and Form 0002 ORMIS Request for Certificate of Insurance to Risk Management if requesting a Certificate of Insurance for the event/trip

IV.E.5. Paperwork Submission Time Lines

- a) Paperwork for scheduling of practice games and league contests are due on dates determined by the Athletics Office through the scheduling process.

- b) Paperwork for a requested practice bus (as per LAUSD Transportation Branch guidelines) is due no later than 15 school days prior to the first date requested.

- c) *"Application to Participate in a Sanctioned Tournament"* must be submitted to the Athletics Office at least 15 school days in advance of the tournament start date for a "local" tournament for which no approval is needed from the Local District.

- d) Paperwork for an out-of-state tournament or those that require an overnight stay must be submitted to the Local District at least 30 school days in advance of the tournament start date, and must include approval form from the Athletics Office.

- e) Paperwork for which Board of Education approval is required must be submitted to the Local District at least 40 school days in advance of the tournament start date, and must include approval form from the Athletics Office.

- f) Submit Form 0002 ORMIS Request for Certificate of Insurance to Risk Management 20 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 Certificate of Insurance.



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IV.E.6. Considerations for Approval of Trips Involving Overnight and/or Out-of-Country Stay

- a) The students' absence from school has been kept to a minimum
- b) The educational/curricular value for the trip has been identified and approved by the principal
- c) The tournament has been sanctioned and approved by the Athletics Office
- d) All timelines for approval have been met
- e) Appropriate supervision has been arranged
- f) Campus coverage for traveling school personnel has been arranged
- g) Opportunity for make-up work has been provided

IV.E.7. Transportation

- a) LAUSD bus transportation is provided for all local trips scheduled through the Athletics Office, except golf and any other sport with a small number of participants. If the trip destination is more than 50 miles from the home school site, the school must assist with funding.
- b) LAUSD bus transportation is provided for all Athletics Office approved trips to practice sites, which meet criteria determined by the LAUSD Transportation Branch.
- c) No LAUSD funded transportation is provided for tournaments.

Submitted by Barbara Fiege 8.22.05



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PROCESSING A TRIP SUPERVISION/ATTENDANCE CREDIT - IV.F

IV.F.1 SUPERVISION

- a) 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 certificated staff member in charge of a trip is responsible for:
 1. Providing one certificated staff member per class as well as one adult for every 10 students.
 2. Providing male/female supervision for male/female events. Co-Ed events must have Co-Ed supervision.
 3. Establishing the objectives of the trip.
 4. Establishing the standards of behavior during the trip.
 5. Evaluating with students the degree of curricular and behavioral success after the trip.
 6. Having a first aid kit available.
- b) Parents or paraprofessionals may **not** be used for supervision in lieu of certificated employees.
- c) Parents, paraprofessionals, student teachers, student observers, agency personnel working in the community, and volunteers approved by the teacher and the administrator are encouraged to assist in supervision during trips. High school students may be used to assist in supervision of an elementary or middle school trip if the trip is related to their own course of study (for example, a zoo hospital field trip or a geology field trip would be related to science courses) and if the activity does not interfere with the high school student's instructional program. A high school student can only provide supervision as an adult if the student is 18 years of age.
- d) Preschool-age children or other youngsters not in the class group may not accompany district staff, parents, or volunteers.
- e) 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.
- f) 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.
- g) Certificated employees and/or other individuals employed by the Youth Services Office will provide supervision for Youth Services trips.

IV.F.2. 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, except in Outdoor Education.



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RISK MANAGEMENT AND INSURANCE – IV.G.1.

IV.G.1. a) ACCIDENT INSURANCE

Voluntary Medical Coverage for Accident Insurance (the insurance application is available on-line at [myers-stevens.com](http://www.myers-stevens.com) (<http://www.myers-stevens.com>) which is seven pages and also available at the schools sites)

The LAUSD makes available to our students and their parents affordable, group-rated student accident/health insurance through the Myers-Steven & Toohey organization. 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.

Various plan options can be purchased at these group savings directly through Myers-Stevens and Toohey. 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:

Myers-Stevens Toohey at 800-827-4695 or www.myers-stevens.com
Nidavone Niravanh, Insurance Manager at (213) 241-3984 or nidavone.niravanh@lausd.net

Division of Risk Management and Insurance Services
Risk Finance and Insurance
333 S. Beaudry Avenue, 28th Floor,
Los Angeles CA 90017
FAX: (213) 241-3065 or (213) 241-8956



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IV.G.1. b) 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 Certificate of Insurance, please be aware of the following:

1. You may obtain a Certificate of Insurance by completing a Request for Certificate of Insurance (FORM 0002 ORMIS).
2. You must provide a copy of any agreement, contract or proof of documentation to support your request.
 - a. Please note that before you enter into an agreement or contract, submit the contract to Risk Management for review of the indemnification, hold harmless, release of liability 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 you receive a Certificate of Insurance.
 - b. For non-routine field trips, you will be required to obtain authorization from the Local District as well as Risk Management prior to obtaining a Certificate of Insurance.
 - c. The field trip site may require a safety inspection.
 - d. The activity must meet the safety standards of the District as established by OEH&S and Risk Management. Also, some activities are not allowed due to safety, please contact OEH&S or Risk Management for more information.
4. Please submit 30 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 provide additional insured status but cannot provide a named additional insured endorsement.

Forward the completed Request Form and supporting documentation to:

Margoth Alfaro, Insurance Manager at (213) 241-3987 or margoth.alfaro@lausd.net

Division of Risk Management and Insurance Services, Risk Finance and Insurance, 333 S. Beaudry Avenue, 28th Floor, Los Angeles CA 90017, FAX: (213) 241-3065 or (213) 241-8956.



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INSTRUCTIONS

REQUEST CERTIFICATE OF INSURANCE – IV.G.2.

If you need a certificate of self-insurance, you must fill out the attached form. We will not take information over the phone. The following outlines the process for filling out the form correctly. Please print or type.

- a) Enter the date of request along with the date the certificate is needed.
- b) Enter your full name and a phone number where you can be reached. If you would like a copy of the certificate, please indicate so and provide an address where you would like it mailed or faxed.
- c) Please provide the reason for the request, Field Trip, Athletic Tournament, Lease/Rental, or Other. For Field Trips, you must indicate whether it is a routine or non-routine field trip. If a non-routine field trip, you will be required to obtain authorization from the Local District as well as Risk Management prior to obtaining a certificate of insurance. In order to obtain authorization and allow time for processing of the certificate, you must submit your request at least 30 days prior to the event.
- d) For coverage needed, check General Liability. If additional insured requires anything else, check that also.
- e) If this request is for a specific event, write the name of the event, contract or lease. Write the name of the event, date(s), and the site or location of the event. If you entered into a contract or lease agreement, you are required to provide a copy of the document.
- f) Provide the certificate holder name, address and telephone number where they can be reached. If you would like the certificate mailed or faxed to that entity, provide their mailing address or fax number and a contact person.
- g) Check YES, if the entity (i.e. person, place, organization) is requiring additional insured status, if they are not, check NO. If YES, and the entity requires additional insured wording (i.e. officers, employees, agents, other), write this information in the section provided.
- h) Provide the relationship between LAUSD and the additional insured (i.e. field owner, facility owner, sponsor, other).
- i) If you have entered into any agreement, contract or permit that contains Assumption of Liability, Indemnification, or Hold Harmless language check YES, and forward a copy of the document with this request for our review.



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- j) Requests must be submitted 30 days prior to the event to allow sufficient time for processing. Last minute requests or rush requests will not get processed.
- k) Forward requests to Division of Risk Management and Insurance Services, located at 333 S. Beaudry Avenue, 28th Floor, Los Angeles CA 90017. Contact information and fax (213) 241-8956 or (213) 241-8993:



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

REQUEST FOR CERTIFICATE OF INSURANCE FORM – IV.G.2.

(This form is only utilized when a facility/organization requires a proof of insurance from LAUSD)

Requestor: _____

Date of Request: _____ Date certificate needed by: _____

Reason for Request: Field Trip Athletic Tournament Lease/Rental Other: _____

Field Trip Only: Routine Field Trip Non-Routine Field Trip Pre-Approved Site/Activity Other: _____

Approval, if required: Local District Approval YES NO Office of Environmental Health and Safety YES NO
Asset Management and Leasing YES NO

Name of Person/Title: _____

School/Department/ Facility Address: _____

Phone: (____) _____ Fax: (____) _____ E-MAIL: _____
(Please print clearly)

Coverage needed: General Liability Excess
 Property \$ _____ (Limits required)
 Other

Name of Event/Contract/Lease: _____
(Please forward a copy of the document with this request)

Date(s) of Event/Contract/Lease: _____

Site of location of Event/Lease: _____

Description of Event/Lease/Rental: _____
(PLEASE PROVIDE A COMPLETE AND FULL DESCRIPTION OF THE FIELD TRIP, EVENT, LEASE, GRANT FOR PROCESSING. THE ACTIVITY MUST MEET THE SAFETY STANDARDS OF THE DISTRICT AS ESTABLISHED BY OEH&S AND RISK MANAGEMENT)

Certificate Holder: _____

Certificate Holder Address: _____

Certificate Holder Phone: (____) _____ Fax: (____) _____

Contact Person: _____

Does the Certificate Holder require Additional Insured status? YES NO
If yes, please specify Additional Insured wording:

**Additional insured should only be checked if it is a requirement of the Certificate Holder.*

If checked yes above, please outline the role the Additional Insured is playing in the activity (i.e. field owner, sponsor, other): _____

Have you entered into any agreement, contract or permit that contains Assumption of Liability, Indemnification or Hold Harmless language? YES NO (If yes, please forward a copy of the document with this request.)

Original certificate will be sent to the organization requesting the certificate from Los Angeles Unified School District. Please advise if you would like a copy.

Please forward completed request to: Division of Risk Management & Insurance Services - Fax (213) 241-8956
Telephone (213) 241-3065, 333 South Beaudry Avenue, 28th Floor, Los Angeles CA 90017



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INSTRUCTIONS - ADDING A NEW SITE TO APPROVED LIST – IV.G.3.

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

a) Request to add new site to approved list

1. A certificated employee may submit a request to add a new site to the approved list that is not currently on the approved master list. The form is located behind these instructions as well as in Section V of this Handbook.
2. A request may be made at any time during the school year. However, timely submission 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.
3. A site is not authorized until it is approved and added to the list of authorized sites.

b) Procedure

1. Complete the Request to Add New Site (Form 0004 ORMIS) (attachment H) and return to Risk Management.
2. Risk Management and the Office of Environmental Health and Safety (OEH&S) will evaluate the site for safety and risk.
3. You must provide 45 days for evaluation.
 - a. 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. If the site is not approved, the District assumes no liability in connection with the trip. The teacher who undertakes such an activity shall do so strictly in his/her individual capacity and not in his/her capacity as a District employee.
 - b. Overnight sites or sites located 75 miles outside of the County of Los Angeles may require additional time for evaluation.
4. Upon approval, the individual who submitted the request will be informed and the site will be added to the list of authorized sites

c) Criteria for Approval

1. The site and activity must meet the safety standards of the District as established by OEH&S and Risk Management.
2. The site must meet the applicable City, County and State laws and codes.
3. The site must have the applicable permits and license as required by the appropriate licensing agency.
4. 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.
5. The site must meet the required criteria for types of trips.



Office of Environmental Health & Safety – IV.H.1.

CHECKLIST FOR FIELD TRIPS

“BE PREPARED FOR ANY EMERGENCY”

APPLICABLE TO ALL FIELD TRIPS ¹

AT LEAST ONE MONTH BEFORE THE TRIP

PROGRAMMATIC CONSIDERATIONS

- P1 Is the educational trip 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 (a), Board Rule 2379)
- P2 Is the educational trip for students enrolled in early education centers or in elementary, secondary or adult schools of the District?
(Board Rule 2379)
- P3 Does LAUSD ensure that students will not be denied participation in the educational trip because of race, color national origin, sex, or handicap?
(Board Rule 2379)
- P4 Is this educational trip educationally worthwhile and does it lead directly to the educational growth of the students?
(Board Rule 2379)

ADMINISTRATIVE CONSIDERATIONS

- A1 Does the educational trip engage LAUSD personnel, as they desire, to contribute their services beyond the normal period of employment, if necessary?
(Education Code §35330 (b))
- A2 Will adequate supervision be provided by certificated LAUSD personnel?
(Education Code §35330 (d), Board Rule 2379)
- A3 Has the appropriate approval process been followed for this educational trip?
(Board Rule 2106)

¹ Answers to all checklist items should be “yes” unless they are not applicable to the particular educational trip (e.g., F5, T1, T2, T3 or R3). NOTE: This checklist is not a substitute or replacement for the authorities cited or Local District guidelines. Please consult the appropriate materials for details.



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FUNDING CONSIDERATIONS

- F1 Does LAUSD ensure 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)
- F2 Does LAUSD ensure 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)
- F3 Does LAUSD acknowledge that the Superintendent of Public Instruction will not make transportation allowances for out-of-state destinations? (Education Code §35330)
- F4 Will the educational trip be paid for out of currently budgeted, appropriate funds? (Board Rule 2379)
- F5 Is the educational trip free of cost to students if Average Daily Attendance credit is to be granted, except for trips conducted by the Youth Services Section and some conducted under policies governing student body activities? (Education Code §35332)
- F6 If the educational trip involves expenses other than transportation (such as admission fees, overnight trips, and trips outside of Los Angeles County), was Board of Education approval obtained? (Board Rule 2106)

TRANSPORTATION CONSIDERATIONS

- T1 If LAUSD provides transportation by use of district equipment, has LAUSD secured appropriate liability to cover this usage? (Education Code §35330 (c), Bulletin Nos. C-28, No. BP-3²)
- T2 If LAUSD provides transportation through the use of an outside vendor, is there an appropriate agreement in place? (Education Code §35330 (c), Board Rule 2380, Bulletin Nos. C-28, BP-3)
- T3 If air travel is involved in the educational trip, has LAUSD ensured the legal requirements are met? (Education Code §35332)

² This Bulletin specifies transportation procedures for curricular trips, gifted/talented programs.



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MEDICAL CONSIDERATIONS

- M1 Did the parent/guardian provide written medical authorization for the participating student?
(Board Rule 2106)
- M2 Has the Board of Education provided or made available medical or hospital services for students participating in the school-sponsored educational trip, in accordance with legal requirements?
(Education Code §35331)
- M3 Has LAUSD ensured 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, Bulletin No. Z37 Note: Willful violation of this statute by a board member, superintendent, or specified employees or agents constitutes a misdemeanor.)

RISK/RESPONSIBILITY

- R1 Was the consent of the parent/guardian obtained for the educational trip?
(Board Rule 2106)
- R2 Have all adult participants and parents/guardians of all student participants signed 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)
- R3 If LAUSD will provide equipment and supplies for the educational trip, is there appropriate insurance coverage for use of the equipment and supplies? (Education Code §35330 (c))
- R4 Has LAUSD obtained or ensured sufficient insurance coverage for the 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)

ONE WEEK BEFORE THE TRIP

- Confirm the trip with Transportation and get a confirmation number.
- Print out a map of the area. (Thomas Brothers, Google, etc.)
- Confirm the closest hospital, police station and LAUSD facility.



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- Collect signed (by the parents) trip slips.
- Create a roster of the students that are going.
- Check for special needs students and/or staff who will attend.
- Collect emergency contact numbers and information.
- Contact the site to see if they have an emergency plan and how it would affect your visit.

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 roster to the school office with the trip information.
- Have all adults exchange names and cell phone numbers.
- Meet the bus driver, sign the form and get his name and cell phone number.
- Write down the number of the bus and share it with everyone.
- Count the students getting on the bus and have them sit in a logical order.
- Ask the driver to review the bus emergency procedures and bus rules.
- Confirm with the driver when and where they will return.
- 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 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.



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- 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.
- Return the evaluation form from bus dispatch.
- Share any maps or information about the site with other future trip supervisors.



OFFICE OF ENVIRONMENTAL HEALTH & SAFETY – IV.H.1.

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 EMS unit.



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LOS ANGELES UNIFIED SCHOOL DISTRICT OFFICE OF ENVIRONMENTAL HEALTH & SAFETY – IV.H.3.

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 emergency procedures.	Remove the offenders from the premises immediately.
Gunshots fired in any venue.	Remain calm. Remove students from immediate danger. Alert security. Attempt to control crowd. Focus on safety of students. Use judgment in regards to approaching gunman. If injuries, begin emergency procedures.	If egress is not possible. Have students drop to the ground or floor. Do not approach if imminent danger.
Unruly or threatening spectator.	Remain calm. Focus on safety of other 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 it can be done safely. Once determined safe, pull bus over In a well-lit and secure location. Survey passengers for injuries. Use cell phone to alert security. Follow law enforcement officials instructions from this point. If injuries, begin emergency procedures.	At no time should you attempt to pursue the perpetrators. Get the passengers to a safe area as soon as possible.



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Fire or gas explosion in or near facility	Remain calm. Evacuate the immediate area. Remove bystanders from immediate danger. Alert safety officials (fire /911). Extinguish fire, if possible. In injuries, begin emergency procedures.	Always know where the fire extinguisher is, when near a flammable area or materials
Lights go out in gymnasium or on the field.	Remain calm. Do not move. 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. Alert Safety Officials (Fire/911). Begin emergency 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. Assist with car traffic egress. Consult with weather officials, if possible.	Listen to radio or weather warning system if available.
Inclement Weather (Indoor event)	Remain calm Get to interior rooms . Assist students with evacuation or to designated shelter area. Encourage students to remain inside. Consult with weather officials, if possible.	Listen to radio or weather warning system if available.
Medical Emergency	Remain calm. Alert emergency responders. Begin first responder emergency procedures. Maintain crowd control, including media Consult with school and game officials.	Keep students at a distance from medical personnel.



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Bomb Threat.	Remain calm. Alert security and administrators. Conduct a cursory search. Call 911. Evacuate students to a safe and distant location. Focus on crowd control and reduction of panic. Follow law enforcement instructions.	Use local school procedures for evacuation.
Earthquake (Outdoors)	Remain calm. Move to area away from buildings, trees, fallen wires. Follow directions of security personnel.	Use local school procedures.
Earthquake (Indoors)	Remain calm. Take cover, drop and hold. When shaking stops, check for injuries. If injuries, begin emergency procedures. Evacuate when directed. Follow instructions of security personnel.	Use local school procedures.

STEPS FOR PREVENTION

- Always remain calm.
- Have Emergency Cards.
- Know location of nearest medical facility.
- Know who is in charge.
- Know who is responsible for what 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.



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V. LIST OF AUTHORIZED SITES

The sites listed below will be evaluated for safety and risk, which may cause them to be removed from this list. An updated list will be published quarterly. If you have any questions, you may contact Risk Management.

Updated list will be available on-line only, no paper distribution.

Attachment O reflects detailed information on these sites.

Part A - Transportation Branch Makes Appointment

Site Location	Purpose/ Subject Area
Arboretum	Ecology
Autry Museum	History
Banning, Phineas Residence/Museum	History
Beverly Hills, Municipal Court	Court
Cabrillo Marine Aquarium San Pedro	Marine Life
Cabrillo Beach	Marine Life
California Science Center Los Angeles	Science
Century City Shopping Mall Century City	Social Science
Chinatown Los Angeles	Asian Heritage
City Hall - Mayor's Office - City Council of Los Angeles	Government
Civic Center Tour - Los Angeles	City
Descanso Gardens La Canada	Nature
WM O. Douglas - Outdoor Classroom - Upper Franklin	Nature
Eaton Canyon Nature	Nature
El Pueblo De Los Angeles Historic Park	History
Fire Department LA City & County	Fire Safety
Forest Lawn Court of Liberty Hollywood Hills	US History
Griffith Park Nature Walk	Nature History
Harbor No. 2 San Pedro Fire Station No. 112, Fireboat No. 2	Harbor Fireboat
Hart, William Residence/Museum/Park Newhall	Barnyard Animals/History
International Airport - LAX	Airport
Korean Cultural Center Los Angeles	Korean Culture
Leonis Adobe Calabasas	History
Los Angeles Central Library	
Malibu Forestry Unit Calabasas	Forestry
Maritime Museum San Pedro	Harbor History
Museum of Natural History Los Angeles	History Science
Performing Arts Center of LA County	Theatre
Nixon, Richard Library & Birthplace Yorba Linda	History
Olvera Street Los Angeles	Mexican American Heritage
Pacific Asia Museum Pasadena	Asian Culture
Page Museum Los Angeles	Science
Peterson Automotive Museum Los Angeles	Automation
Placerita Canyon	Nature
Ronald Reagan Presidential Library Simi Valley	History
Rogers, Will State Historic Park Pacific Palisades	Nature



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South Coast Botanic Gardens Palos Verde Peninsula	Nature
Times, Los Angeles	News
Topanga State Park Topanga	Nature
Tripper Ranch Topanga	Ecology
Van Nuys Airport	Airport
Wells Fargo History Museum Los Angeles	History
Whittier Narrows Nature Center El Monte	Nature
Zoo Los Angeles	Animals

Part B - School Makes Appointment (*To be used on non-instructional time only)

Site Location
Adobe de Palomares
Adopt - A - School Organization
AFL-CIO Headquarters
African-American Cultural Center
Africa 2-U
Air Force Base, United States
Airport (Burbank/Glendale/Pasadena)
Airport (Various Locations)
American Red Cross Blood Service Center
American Heart Association - Greater LA Affiliate
Amtrak Train Ride - Union Station
Amtrak Train Ride - Fullerton
Amtrak - San Diego
Anaheim Stadium
Anaheim Convention Center
Andres Pico Adobe House
Angelino Heights
Animal Regulations Dept - City
Animal Care & Control - County, Admin. Office & Animal Center #1
ARCO Plaza
ASWAD International Gallery
Aquarian Bookshop
BAK-TO-JUA (gift shop)
Balboa Island & Peninsula
Bank of America - El Pueblo de Los Angeles Branch
Banks (various locations)
Barnsdall Park Junior Art Center
Barnyard Zoo
Beauty of Africa
Big Rock Beach (Marine Service)
Billbrew AC Library & Black Resource Center
Bilingual Foundation of Arts - Teatro Para Los Ninos
Black Entertainment Television
Black Gallery
Board of Supervisors



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Bob Baker Marionette Theatre
Bonaventure Hotel
Bowling Centers* (various locations - contact organizational offices)
Bradbury Building - downtown LA
Cabrillo National Monument
Calamigos Ranch - Santa Monica Mountains
Calico Ghost Town - Barstow
CA State Senators & Members of State Assembly
CA State Universities
CA Youth Authority (Southern Reception Ctr., Youth Authority Parole Office, Son of Watts - CYA Drug & Rehab Program)
Castaic Lake Park & Reservoir (DW&P)
Center For Marine Studies at Fort MacArthur
Children's Hospital
Church of Jesus Christ of Latter Day Saints
Citizens Commercial Trust & Savings Bank
City Attorney's Office - Civil Division
Cleer Creek Outdoor Education Center - LAUSD
CMI Tall Ship Expeditions - Pilgrim of Newport
Community Colleges (various locations - contact organizational offices)
Criminal Courts Building LA - County Superior Court
DAWAH Bookshop
De Blanc, De Blanc & Associates (Lawyer Association)
Dennis the Menace Park
Desi Wear
Devil's Punchbowl
Devonshire Downs - CA State University
Disneyland*
Dodger Stadium*
East LA Science Center
Ebony Showcase Center
Edwards Air Force Base
El Mercado (Mexican Shopping Center)
Eso Won Book Store
Fairfax District (Fairfax/Beverly/3rd St./Melrose)
Farmers Market (Administrative Office)
Federal Govt. Agencies, Buildings & Courts (contact specific court)
Fillmore Fish Hatchery - Ventura County
Firestone Scout Reservation - Tonner Canyon Rd, between Brea and Diamond Bar
Ford, John Anson Theatre (outdoor theatre)
Forum, Great Western (Manchester & Prairie)
Frances William Corner Theater
Gallery Plus
Gallery Tanner
Gamble House



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Garden City Hall
Gateways Community Treatment Center
Glendale News Press
Globe Playhouse, Shakespeare Museum
Goez Art Center
Golden State Mutual Life Ins.
Goodwill Industries
Grand Central Public Market
Greater Watts Justice Center
Greek Theatre
Green Meadows Farm
Griffith Park Observatory
Hanks Gallery
Harambee Family Center
Hawthorne On Earth Ranch
Heaven on Earth Ranch
Highway Patrol (Branch Office)
Hollenbeck Youth Athletic Center
Hospitals (Various Locations)
Hostess Cake Co.
House of Blues
Ice Skating Rinks* (various locations - contact specific locations directly)
I Have a Dream Foundation
IMAX Theatre
Inglewood Court House
Inner City Cultural Center - Ivar Theater
Japanese-American Cultural & Community Center
Jet Propulsion Laboratory - Guard Hall
Jewish Community Building - Martyrs Memorial
John Tracy Clinic
Julius Klein Conference Center
Juvenile Justice Center
Edmund Edelman Children's Court
Juvenile Traffic Court
Kater Crafts Bookbinders - Teacher/Librarians ONLY
Kellog Arabian Horse Farm
Kilimanjaro International Boutique
Knott's Berry Farm - Adventures in Education
Knott's Berry Farm - Theme Park
Korea Town (various locations)
La Jolla Cave & Shell Shop
La Opinion
La Purisima Mission State Historical Park
Laemmle Grand Theatres
Laguna Arts Festival
Laguna Marine Safety - Tidepools/Life Guard Station



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Lake Arrowhead*
Las Virgenes Municipal Water
Leo Baeck Temple
Libraries (various locations)
Long Beach Aquarium
Lopez Ranch
Los Angeles Amateur Athletic Foundation
Los Angeles Black Street USA Puppet Theater
Los Angeles Challengers Boys & Girls Club
Los Angeles Chamber of Commerce
Los Angeles City Archives
Los Angeles City County/Council Members
Los Angeles Conservancy
Los Angeles Convention Center
Los Angeles County Fair Grounds (Pomona)
Los Angeles County Sheriff Department
Los Angeles County - USC Medical Center
Los Angeles Flower Mart
Los Angeles Harbor
Los Angeles Memorial Coliseum
Los Angeles Olympic Auditorium
Los Angeles Police Department
Los Angeles Produce Market - Alameda/Central
Los Angeles Sentinel Newspaper
Los Angeles Sheriff Department
Los Angeles Maritime Institute
Los Angeles Southwest College
Los Angeles Sports Arena
Los Angeles Theater Center
Los Angeles Times Valley Edition
Los Angeles Work Trade Center
Lummis State Park
Magnolia Navy Landing
Malibu Lagoon State Beach
Manhattan Beach
Marcus Garvey School
Marine Corps Recruit Depot
Marine Science on Shore Lab & Floating Lab
Marine Studies Center, Fort McArthur
Mark Taper Forum (Part of Music Center Tour)
Markets
Mary McLeod Bethune Institute
Metropolitan Water District-Jensen Filtration Plant
Military Installations
MISSIONS
Mission San Buena Ventura



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Mission San Fernando
Mission San Juan Capistrano
Mission San Luis Rey De Francia
Mission Santa Barbara
Monlux Science Center
Monrovia Nursery
*Movie Theaters
Mount Olive Baptist Church
Mount Restoration Trust
Muckenthaler Cultural Center
MUSEUMS/ GALLERIES
*African Marketplace
Afro-American Museum
Air Museum
Antelope Valley Indian Museum
Bowers Museum Of Cultural Art/Bowers Kidseum
California Oil Museum
Cal State University-Northridge Anthropology Museum
Eco Station-Environmental Science Museum
Farmdale School House Museum (El Sereno Middle School)
Getty House-The official Residence of the Mayor of LA
Getty, J. Paul Museum
Gilbert Sproul Museum
Heritage Square Museum
Hollywood Bowl Museum
Huntington Library & Art Gallery
Japanese-American Museum
Kidspace Museum
LA Habra Children's Museum
Lomita Railroad Museum
Long Beach Museum of Art
Los Angeles County Museum of Art
Movieland Wax Museum
Museum In Black
Museum of African-American Art
Museum of Contemporary Art (MOCA)
Museum of Man, Balboa Park
Museum of Natural History
Museum of Television & Radio
Museum of Tolerance
National Monuments
Norton Simon Museum of Art
Orange Empire Railway Museum
Sheabee Museum
Sierra Historical Museum



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Skirball Museum, Hebrew Union College
Southwest Museum
St. Elmo's Village
UCLA Museum of Cultural History (Fowler)
UCLA -The Mildred E. Mathias Botanical Garden
National Council of Black Studies Cal State Dominguez Hills
NBC Studio Tour
Occidental Transamerica Life Ins.
Optimist Boy's Home & Ranch
Orange County Fair
Otis Art Institute
Outdoor Discovery School
Pacific Stock Exchange
Palm Springs Aerial Tramway
Palms Science Center-LAUSD
Paramount Studios
PARKS
Averill Park
Barnes Park
Camarillo Grove County Park
Campanella Park
Carpenteria State Park
Centinela Park
Chantry Flats Park
Chaparral Park
Chatsworth Nature Walk
Chilao Flats
Claremont Memorial Park
Coldwater Canyon Park
Colonel Allensworth State Historical
Corona Del Mar
Covina Park
Crestline
Del Rey Lagoon/Park
Doheny State Park
Eaton Blanche Park
El Dorado East Regional Park & Nature Center
Elder Park
Elysian Park
Exposition Park
Fort Tejon State Historical Park
Frazier Park
Grandview Park
Hamilton Park
Harbor Lake Park



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Hawthorne Memorial Park
Irvine Regional Park
*Jenk's Lake
Lake Elsinore State Park
Lambert Park
Legg Lake
Lincoln Park
Little Lake Park
Live Oak Park
Long Beach-Bixby Knolls Parks
Los Encinos State Historical Park
McCambridge Park
Morgan Park
Municipal Park
Norwalk Park/Nature Center 1
Oakbrook Regional Parks Chumash Interpretive Center
Orcas Park
Orcutt Ranch Park
Shadow Ranch Park
Sibrie Park
South Pasadena- Arroyo Seco Park
Squaw Flats/Sespe Creek
Sycamore Canyon Park
Tapo Canyon Park
Vasquez Rocks County Park
Victoria Park
Vincent Lugo Park
Probation Department
Public Defenders Office
Puddingstone Reservoir
Queen Mary Ship Tour
Radio Stations
Ranch Santa Ana Botanic Garden
Renaissance Pleasure Faire
Riverside International Raceway
*Roller Skating Rinks
Rose Hills Memorial Park
Royal Palms Tidepools
Rustic Canyon Recreation Park
San Gabriel Mountains
San Juan Capistrano Beach
SAN ONOFRE NUCLEAR INFO. CENTER
San Pedro Science Center
Santa Anita Canyon
Santa Monica Civic Auditorium
SANTA MONICA MOUNTAINS NATIONAL RECREATIONAL AREA



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Charmlee County Park
Carrillo, Leo State Beach
Fossil Beds
Malibu Creek State Park
Paramount Ranch
Rancho Sierra Vista/Satwiwa
Rocky Oaks
Scholl Canyon
Temescal Canyon
Santa's Village
SCHOOLS
Scripps Institution of Oceanography (USCD)
Sea Lab Afloat
Sea World
Sears & Roebuck
Schubert Theater
Shrine Auditorium
*Six Flags Magic Mountain
Soledad Sands Recreational Area
Solemint Canyon
Sophia's Cathedral
Solvang
Southern California Regional Occupational Center
Southern California Symphony Hollywood Bowl Association
Sportsman's Lodge
State Beaches
State of California Agencies
Sunny Hills High School
SYLMAR CULTURAL ARTS CENTER
TELEVISION STUDIOS
Terminal Island
Third World Ethnic Book Center
TORRANCE MUNICIPAL COURT
Traffic Court
TRW Space & Electronics Group
Tucker Bird Sanctuary
UCLA CAMPUS
Japanese Gardens
Medical Center
Wright Art Gallery & Sculpture
UCLA Ocean Discovery Center
UCLA'S SHIP
"Sea World UCLA"
UNITED INDIAN DEVELOPMENT ASSOCIATION
United States District Court
United States Federal Building



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

UNITED STATES FORESTRY
Bear Divide
Ranger Station
Universal Studios
Universal Studios Theme Park
UNIVERSITIES
California State University
UNIVERSITY OF SOUTHERN CALIFORNIA
Harbor Facility
Law Center
Medical Center
University Village-Village Fair
U.S. COAST GUARD AIR STATION
11th District Headquarters
Point Vicente Light House
Marina Del Rey
Harbor Patrol
U.S. Marine Corps Air Station
Urban Ethnic Center
Variety Arts Center
Vietnamese Buddhist Temple
Vons Grocery Company
Water & Power Department of
Watts Towers Art Center
Wayfarer's Chapel
Western Electric Company
WHALE WATCHING - Sea Education Afloat Program Los Angeles County Office of Ed. Marine Science Program
Other vendor:
John "Mac" McClintack
White Rock Lake
Wild Animal Park
Will Geer Theatericum Botanicum
William Grant Still Community Arts
Woodsy Owl Recycling Center
Zoo, San Diego

Part C - Overnight School Journey Sites (School Makes Appointment)
Site Location
Arrowhead Camp (Formerly Camp O'Ong)
Astrocamp/Desert Sun Science
Bass Lake
Buckhorn Flats Angeles Crest Area
Cabrillo Beach Waterfront Youth Sports Center
California State Universities - Contact specific university sites
Camp Bloomfield (Malibu CA) - Foundation for the Junior Blind



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Camp Bluff Lake, Big Bear
Camp Edwards
Camp Hess Kramer
Camp La Jolla Camp of Vermont
Camp Lakota - San Fernando Valley Girl Scout Council
Camp Max Straus - Big Brother Association
Camp Oakes - Big Bear
Camp O'ongo (See Arrowhead Camp)
Camp Pendleton - Marine Corps Base
Camp San Luis Obispo - National Guard Program
Camp Ta Ta Pochon - See Riverside Camp Ta Ta Pochon
Catalina Island Camps - Marine Science Center
Clear Creek (LAUSD) - San Gabriel Mountains
Colby Ranch - Los Angeles County Office of Education
Cottontail Ranch Club - Malibu
El Camino Pines Camp
El Toro Marine Air Station - 3rd Marine Aircraft Air Shows
Epcot Center/Disney World
Firestone Boy Scouts Camp
Frazier Canyon
Grand Canyon National Park
Inyo National Forest (Lee Vining Campground, Silverlake, Big Bend Campground)
Josepho Boy Scouts Camp
Joshua Tree National Monument
Kings Canyon (see Sequoia National Park)
Lake Arrowhead
Lake Silverwood
Lake Skinner
Lazy W. Ranch - San Juan Capistrano's
Leo Carillo State Park
Los Alamitos Armed Forces Reserve Center
March Air Force Base 722 ARW/PA
National Forest (various locations)
National Monuments (various locations)
National Parks & Recreation Areas (various locations)
Ocean Science Camp Catalina Island Marine Institute
Point Fermin Outdoor Education Center - LAUSD
Point Mugu State Park/Sycamore Canyon
Riverside Camp Ta Ta Pochon
Sacramento Visitor's Bureau
San Diego Convention & Visitor's Bureau
San Francisco
Sequoia National Park - Sequoia/Kings Canyon National Parks
Sierra National Forest
Soda Springs Mojave Desert
State Beaches (various)



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State/National, Tournament/Conference Sites (specific sites)
State Parks & Recreation Areas (various locations)
United States Space Camp (Part of US Space & Rocket Center - Operated by NASA)
University of California (Contact individual universities)
Universities & Colleges (Historically Black)
Valley Forge National Historical Park
Washington DC
Water Sports Boy Scout Camp
Wrightwood Outdoor Education Center - LA County Office of Education
Yosemite National Park



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT A

SAMPLE LETTER TO PARTICIPATING EMPLOYEES FOR AN UNAUTHORIZED TRIP– III.A.

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 _____.

Pleased 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. 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.

Sincerely,

XXXXXXXX



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT B

SAMPLE LETTER TO PARENTS FOR AN UNAUTHORIZED TRIP – III.A.

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 ____.

Pleased be advised that this tour 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. 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,

XXXXXX



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT C

CARTA DE MUESTRA PARA LOS PADRES DE FAMILIA PARA UN VIAJE NO AUTORIZADO – III.A.

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.

Atentamente,

XXXXXX



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ATTACHMENT D

**STUDENT QUESTIONNAIRE
FOR PREPARATION OF CAMPING
AND BACKPACKING TRIPS – IV.B.**

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 2005)



**LOS ANGELES UNIFIED SCHOOL DISTRICT
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ATTACHMENT E

A CHECKLIST FOR BACKPACKING – IV.B.

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



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ATTACHMENT E

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 2005)



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ATTACHMENT F

PARENT'S OR GUARDIAN'S PERMISSION FOR A FIELD TRIP AND AUTHORIZATION FOR MEDICAL CARE – IV.D. 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 is **Walking.**

___ Student will ride in Private Vehicle.

___ Student will ride on School Bus.

___ Other _____

Parent or Guardian's authorization signature

Date

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

AUTHORIZATION FOR MEDICAL CARE

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 physician selected by the School District personnel to render medical care deemed necessary and appropriate by the physician. I understand that the District carries **minimal** (\$1,500) excess student accident insurance for one day field trips which are conducted under the constant, direct and immediate supervision of designated school authorities and that injuries sustained while not under direct and immediate school supervision is not covered. 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 No: _____

Business Telephone No: _____

Emergency Telephone No: _____

Authorized Signature of Parent or Guardian

Parent or Guardian's Name (please print)

Date: _____

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

FORM 34-EH-17 REV. 8/05 STK No. 818901 125-89159-5 (ENGLISH/SPANISH)

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.

This institution is an equal opportunity provider.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT G

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 _____
(Fecha)

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 LA ATENCIÓN MÉDICA

Si fuera necesario que mi hijo(a) tuviera atención médica al participar en este viaje, por la presente doy permiso al personal del Distrito escolar para que use su discernimiento al obtener atención médica para mi hijo(a) y doy permiso para que el médico seleccionado por el personal del Distrito escolar brinde la atención médica que considere necesaria y apropiada. Entiendo que el Distrito escolar tiene un seguro complementario de accidentes para los alumnos por un **mínimo** de (\$1,500), para excursiones de sólo un día, las cuales son llevadas a cabo bajo la supervisión constante, directa e inmediata de las autoridades escolares designadas; y que las lesiones sufridas sin la supervisión escolar directa e inmediata no quedan incluidas. Entiendo, además, que para las excursiones donde la supervisión constante, directa e inmediata no sea posible, el Distrito requiere que los alumnos queden asegurados bajo una cobertura separada por <<un corto plazo de 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: _____

Firma autorizada del padre, la madre, el tutor o la tutora

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

Date: _____

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.

FORMULARIO 34-EH-17 REV. 8/05 STK No. 818901 125-89159-5 (INGLÉS/ESPAÑOL)

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.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
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ATTACHMENT H

TOURNAMENT FIELD TRIP APPROVAL FORM – IV.E.

SCHOOL _____ **LOCAL DISTRICT** _____ **DATE** _____

Name of Tournament _____	Sport _____
Location _____	City/State _____
Number of Students _____	Number of Staff _____
Tournament Dates: Beginning Date _____	Ending Date _____
Start Time _____	Ending Time _____
Date and Time Leaving School: _____	
Date and Time Returning to School: _____	
Educational/Curricular Rationale: (attach additional pages if necessary)	

Person Requesting Approval: _____	
Name	Title
Enter a date in the appropriate spaces below to indicate secured approval (if applicable).	
_____ Approved by Principal (Submit 15 school days in advance.)	
_____ Approved by LD Superintendent, if applicable (Submit 30 school days in advance.)	
_____ Approved by Board of Education, if applicable (Submit 40 school days in advance.)	
This form must be submitted to the Interscholastic Athletics Office, 14th Street Annex, via	



**LOS ANGELES UNIFIED SCHOOL DISTRICT
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ATTACHMENT I

REQUEST TO ADD NEW SITE TO APPROVED SITE LIST FORM – IV.G.3.

A. REQUESTOR INFORMATION

Requestor Name & Employee Number: _____

Date of Request: _____

Reason for Request: Field Trip Athletic Tournament Lease/Rental Other: _____

Name of Person/Title: _____

School/Department/ Facility Address: _____ Local District: _____

Contact Person: _____

Phone: (_____) _____ Fax: (_____) _____

B. NEW SITE INFORMATION

Name of Recommended Site: _____

Address: _____ Telephone number: _____

Contact person: _____

Type of site: _____

(PLEASE PROVIDE A COMPLETE AND FULL DESCRIPTION OF THE SITE, PURPOSE FOR VISITING THE SITE AND BROCHURES)

Activities offered at the site: _____

Please check if available at site:

Aquatic Inflatable Equipment Overnight Accommodations Other: _____

C. REVIEW PROCESS

1. Does the site and activity meet the safety standards of the District as established by OEH&S and Risk Management?
 Yes No
2. Does the site meet the applicable City, County and State laws and codes? Yes No
3. Does the site have the applicable permits and license as required by the appropriate licensing agency? Yes No
4. Did the site 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? Yes No
5. Does the site meet the required criteria for types of trips? Yes No

D. APPROVAL

RISK MANAGEMENT Approved Declined

OFFICE OF ENVIRONMENTAL HEALTH & SAFETY Site Visit Date: _____ Approved Declined

Please forward completed request to: Division of Risk Management & Insurance Services
333 South Beaudry Avenue, 28th Floor, Los Angeles CA 90017
Fax (213) 241-8956 Telephone (213) 241-3987