

# Field Trip Guidelines

*Although field trips or excursion participants have waived all claims, Districts may be liable for non-supervision of students because there is no discretion not to supervise them.*



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# FIELD TRIP GUIDELINES

## BACKGROUND

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***All persons on field trips or excursions have waived all claims against Districts.***

California Education Code § 35330(d) states that “All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims.”

***Districts may be liable for non-supervision of students because there is no discretion not to supervise them.***

California Government Code § 815.6 states that “Where a public entity is under a mandatory duty imposed by an enactment that is designed to protect against the risk of a particular kind of injury, the public entity is liable for an injury of that kind proximately caused by its failure to discharge the duty unless the public entity establishes that it exercised reasonable diligence to discharge the duty.”

Note that **[bracketed bold red]** comments in these Guidelines may be addressed by each District individually for inclusion or modification within its Board policies.

## GOAL

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District Field Trip Guidelines provide standardized procedures for planning and conducting school field trips to maximize educational opportunities and to minimize harm to the District, its employees, students, and volunteers.

## DEFINITION OF A FIELD TRIP

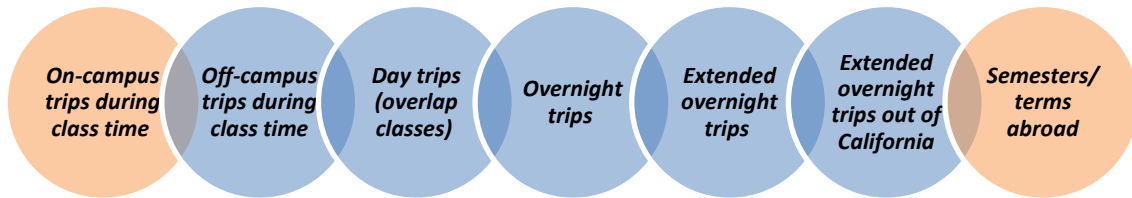
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Field trips are essential outside-of-the-classroom learning experiences which get students away from traditional classroom settings and into new environments. Field trips should be correlated with the goals of the educational program requesting the trip.

Field trips can take many forms. The simplest form is an on-campus trip during class time. For example, walking one’s students to hear an on-campus speaker talk about a classroom topic in the school auditorium requires minimal planning and little or no paperwork. Off campus and/or longer duration experiences require progressively more planning, paperwork, and permissions as their complexity increases. (See Exhibit 1—Continuum of Outside-of-the-Classroom Learning Experiences.)

## EXHIBIT 1

### Continuum of Outside-of-the-Classroom Learning Experiences The Blue-shaded Experiences are the Forms of “Field Trips”



### ASCIP GUIDELINES FOR FIELD TRIPS

While field trips have educational benefit and value, they also can result in injuries, illnesses, deaths, and/or property damages and impose liabilities upon Districts. Therefore, Districts should carefully review and approve all field trips. The extent of the approval process should be based on the type, location, and duration of the field trip. For example, overnight and out-of-state field trips must be Board approved. ASCIP recommends that, in the field trip review and approval process, Districts consider the following:

- Determining educational purpose
- Appropriate documentation/ permissions
- Student supervision
- Travel methods
- Tracking Attendance of students, chaperones, and staff
- Emergency procedures

#### **Educational Purpose**

The educational purpose of the activity should be a direct result of the course curriculum or a required co-curricular competition. Events should never be selected based on the attractive nature of the venue. Trips should never be used as an incentive for students to participate in a program. Students should never be recruited for a class or activity using the lure of non-local travel. Parents and students should be informed in writing of the behavioral expectations of students.

ASCIP recommends that District approval not be given to proposed field trips that incorporate extensive tourism that is not directly related to the intent of the trip or that

causes students to miss extensive classroom instructional time. Advisors, coaches, teachers, and chaperones should always be aware that their students are their primary responsibilities from the time of departure until the final student is released to his or her parent or guardian.

As per California Education Code § 35330(d), ASCIP recommends that no student be denied participation in a school-sponsored field trip based upon her or his inability to pay for the field trip. The cost of a field trip should reflect fiscal responsibility on the part of the District, advisor, coach, and/or teacher. Participation in non-school-related events or activities requiring additional expense should not be required during the course of a field trip.

### **Documentation/ Permissions**

ASCIP recommends that persons authorized to make field trip requests should be limited to District-approved teachers, advisors, or coaches related to the organization, team, or class for which the field trip is being requested. Parents, students, or volunteers should **not** be authorized to submit field trip requests.

The field trip request should clearly state the name of the event, its date, location, specific activities by date and estimated times, duration, estimated numbers of participants (students, personnel, and chaperones), method of transport, necessary supplies and equipment, hazard assessment, and educational purpose (see **Sample—Field Trip Itinerary** for an example at the end of these Guidelines)<sup>1</sup>. Daily schedules should be prepared for field trips, and they should reflect each major activity undertaken and cover the complete days and nights. Schedules should not be deviated from without District administrative authorization.

Payments for lodging never should be made until a field trip is approved by the District. Lodging arrangements should demonstrate fiscal responsibility and sensitivity to supervision needs. Due to District liability considerations, ASCIP recommends that housing at private residences be prohibited without expressed written permission of the District.

In order to have adequate planning/preparation time, a request for proposed out-of-state (or country) field trips should be received by the site principal at least **[four]** months prior to the trip. Requests for proposed, overnight trips or events within California should be

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<sup>1</sup> Note that, in the continuum of outside-of- the-classroom learning experiences, the first three comprise most field trip opportunities for (approximately) grades K-3; the first four, for grades 4-6; the first five, for grades 7-8; and the entire continuum, for grades 9-12.

received by the site principal at least **[three]** months prior to the trip. Requests for all other proposed trips should be received by the site principal at least **[two]** months prior to the trip.

Finally, field trips should not be scheduled for additional days beyond those needed to appropriately complete the educational purpose of the trip. Any trip requiring multiple days of missed classroom instruction should be evaluated based upon its educational merits. Maximization of productive classroom instructional time should be a core element of an effective school experience.

### **Student Supervision**

ASCIP recommends that Districts establish minimums for field trip student and chaperone participation. **[There must be a minimum of [ten] participating students in order for a field trip to be authorized.]** There must be a minimum of one chaperone for every **[five/ten]** students. When there are both male and female students on a trip, there should always be male and female chaperones.

ASCIP recommends that each field trip have a District employee present as a chaperone. The Superintendent or his/her designee should reserve the right to approve the selection of all chaperones. If a substitute is needed by an employee, the site principal can be informed of the need, and the employee should make arrangements for the substitute a minimum of one week prior to the trip. Classified employees should not to be utilized as chaperones during the course of their regular work schedules. All volunteer chaperones should successfully complete **Category 2 volunteer screening** as outlined in ASCIP's **Child Abuse Prevention Guidelines**.

Finally, students should always be under the immediate supervision of a chaperone during field trips. Advisors, coaches, and teachers should not allow students to go off on their own and should require them to report back at prescribed times. Room checks should be a common component of appropriate supervision. Students should not be given an option of being allowed to stay up at night, even when they are within the confines of the lodging facility. Parents and students should be informed in writing of the expectations of the trip chaperones.

## Participation by Students with Disabilities<sup>2</sup>

ASCIP recommends that Districts' explicitly plan for participation by students with disabilities in their field trips. Title 34, Subtitle B, Chapter I, Part 104 of the Code of Federal Regulation enacts Part 504 of the Rehabilitation Act of 1973. Subpart D of Section 504 prohibits discrimination against students with disabilities. This requires Districts to provide services that meet the individual needs of students with disabilities as *adequately* as they meet the needs of students without disabilities.<sup>3</sup>

ASCIP recommends that Districts should always provide for the inclusion of students with disabilities in field trips. Although there may be individual cases wherein it is acceptable to exclude a student with a disability from participating in a field trip, such cases must be documented. No student should be automatically excluded from participating due to his or her disability.

Section 504 requires that a District presume that a student with a disability will participate in a field trip alongside children without disabilities. In general, if a student with a disability needs an accommodation or related aids and services to participate in a field trip, those services must be provided. If there are concerns that a student's participation may be unsafe or a risk to the student or others, the District should consider providing accommodations and related services to support the student's participation. If the District still believes the student's participation would be unsafe regardless, the District's decision to exclude the student must be made on an individual basis, and the District has the burden of demonstrating that the student should not participate.

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<sup>2</sup> A decision as to whether or not a student with disabilities can be denied the opportunity to participate in field trips must be made on an individual basis. (see *34 CFR 104.34; Montebello Unified School District, 20 IDELR 388 (OCR 1993)*). The District has the burden of demonstrating that the student should not participate. **A student may be denied to opportunity to participate in a field trip, on a case by case basis, for safety-related concerns only** (see *Quaker Valley (PA) Sch. Dist., 39 IDELR 235 (OCR 1986)* and *North Hunterdon/Voorhees Regional (NJ) High School District, 25 IDELR 165 (OCR 1996)*) **if (1) the student's parents/guardians have been notified in advance** (see *Mt. Gilead (OH) Exempted Village School District, 20 IDELR 765 (OCR 1993)*) **and (2) provision of accommodations has been considered as an alternative to mitigate safety-related concerns.** Note also that parents/guardians of students with disabilities cannot be required to accompany their children on such field trips as a condition of participation by their children (see *Rim of the World Unified Sch. Dist., 38 IDELR 101 (OCR 2002)*). Also note that the Family Educational Rights Privacy Act (FERPA) allows nonconsensual disclosures of information about a student to appropriately designated school officials with a legitimate educational interest in the records maintained by the district. Field trip volunteers meet this criterion, and they may be informed of any medical/health situations related to students for whom they are responsible during the field trip. (See *Letter to Anonymous, 107 LRP 28330 (FERPA Compliance Office 2007)*)

<sup>3</sup> 34 CFR 104.34 defines equal access to include settings, academic and nonacademic, that are offered to students without disabilities. As such, equal access includes equal access to field trips.

## Travel Methods

ASCIP recommends that field trips should depart from and return to either a school site or a transportation hub pre-approved by the District. Trips may not use public or private parking lots as a departure or return location. **[Advisors, coaches, and teachers should consider motor vehicle driving restrictions (e.g., times of the day juveniles can drive, if licensed student drivers are allowed to drive on field trips) when establishing departure and re-turn times.]**

ASCIP recommends that Districts carefully consider transportation modes used in their field trips and the implications of using these modes. California Education Code § 35330(a)(3) provides that Districts may “[t]ransport 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, another state, the District of Columbia, or a foreign country where those 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<sup>4</sup>, liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.” For field trips wherein District-owned or -leased buses are used, the coverage provided by the **ASCIP General and Automobile Liability Memorandum of Coverage (MOC)** should apply (Districts can verify coverage with their ASCIP risk services consultants).

For field trips wherein the District contracts with the proposed bus provider, ASCIP recommends that the District’s standard contract insurance requirements apply **with one exception**—the commercial automobile liability insurance limits should be an amount not less than \$25 million combined single limits (if you’re unsure about your bus contractor’s insurance provisions with respect to your District, please ask your ASCIP risk services consultant). For field trips wherein volunteer drivers are used to transport students, the volunteered vehicles’ owners should present evidence of current **[California financial responsibility requirements/auto liability insurance with limits of a least \$100,000 for injury/death to one person/ \$300,000 for injury/death to more than one person. Alternatively, District may choose limits of at least \$500,000 for injury/death to one person and \$1,000,000 for injury/death for more than one**

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<sup>4</sup> U.S. Air Carriers directly provide evidence of liability insurance to the FAA on [OST Form 6410](#). Foreign Air Carriers directly provide evidence of liability insurance to the FAA on [OST Form 6411](#). Insurance for ground carriers should be arranged through your District’s travel agent (if you have questions, please contact your District’s risk services consultant).



**person]**<sup>5</sup> to the District at least **[one week]** prior to the field trip.<sup>6</sup>

ASCIP recommends that, for trips requiring air travel, non-refundable tickets should never be purchased for airline transportation. ASCIP also recommends that tickets not to be purchased prior to receiving Board approval for a trip. Advisors, coaches, and teachers should be financially liable for the expense incurred by the purchase of travel tickets *prior to Board approval of a trip*. The purchase of tickets should be made through school and/or District financial offices. Individuals should **not** make bulk purchases on private credit cards when District reimbursement will be necessary. If private vehicles are being used to transport students, the advisor, coach, or teacher is responsible to make sure all insurance and license documentation is on file (obtain photos or photocopies of these documents) with the District at least one week prior to the field trip.

### **Tracking Attendance for Students, Chaperones, and Staff**

Anytime a large group of youth are in a public forum there is a potential for problems. Experience has shown that:

- Students can get separated from the group and lost;
- Medical emergencies occur;
- Bus accidents happen;
- Teachers/leaders and/or adult chaperones can be injured and unable to assist emergency personnel to identify students who are injured;
- Students may go with a stranger because the adult said they were with the field trip; or
- Students may go with an unauthorized, adult friend or noncustodial parent because the adult said they were authorized to pick up the students.

To assist Districts in their efforts to prevent problems, the New York State Police has developed a School Field Trip Attendance System which is available as supplemental material at [this link](#).<sup>7</sup> In general, this system recommends that students and other attendees wear color-coded, uniquely-numbered identification tags or sticky labels that correspond with a Field Trip Attendance Form which can be crafted for each field trip.

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<sup>5</sup> Note that financial responsibility limits are \$15,000/\$30,000/\$5,000. The red, bold bracketed wording presents options for each District to consider.

<sup>6</sup> Some Districts requires prospective drivers to attest to the following: **“I certify that I have not had a DUI (driving under the influence) violation nor had my license suspended during the last three years.”** as part of their Guidelines for Chaperones/Volunteers in addition to the driver’s license and insurance certifications.

<sup>7</sup> See [https://www.troopers.ny.gov/Schools\\_and\\_Communities/Field\\_Trip/System\\_Description/](https://www.troopers.ny.gov/Schools_and_Communities/Field_Trip/System_Description/).

This form can be used to count down and mark off attendees as they ingress and egress from the buses as it leaves and returns to the school site and as it enters and leaves the field trip site(s). Also, for trips involving minors, it is useful to have a unique code word associated with each field trip that attendees can use it as a cross-check to verify the validity of unrecognized adults who might claim to be associated with the field trip (for example, if an adult stranger approaches a student at the field trip site and states that he is a chaperone, a student could quickly cross-check the adult's validity by asking for the code word.)

ASCIP recommends that designated advisors, coaches, or teachers use a Field Trip Attendance Form to track attendance, emergency contact information, and identify authorized adult to pick-up students afterhours. This information should be available on a clip board or in a binder during the field trip.

### **Emergency Procedures**

ASCIP recommends that each advisor, coach, or teacher carry copies of Field Trip Permission & Consent Forms for each student (see **Sample District Policy—Field Trip 3A and 3B**). Advisors, coaches, and teachers participating in field trips should always have an emergency contact phone number for a school or District administrator. If a serious discipline incident occurs during a field trip, a school or District administrator must be notified immediately. No student should ever be sent home or separated from a group or team without prior approval from a District administrator.

### **Specific Field Trip Procedures**

ASCIP's Field Trip Guidelines intend to provide detailed guidance for many aspects of planning and executing field trips. They intend to serve as both a reference for field trip sponsors and as a training tool for staff new to conducting school field trips.

Following this section, there are forms that may be modified and used by field trip sponsors. These forms summarize many aspects of the procedures outlined herein. ASCIP intends that these forms be amended for use, as appropriate, by your District.

Following is a list, with brief descriptions, of the forms that are part of these procedures:

- **Field Trip Checklist.** This form guides the sponsor through the steps of arranging a field trip to help ensure that everything is completed in a timely manner. (See **Sample District Form—Field Trip 1.**)
- **Field Trip Request Form.** This form must be completed by the field trip sponsor after prior-approval by Principal. (See **Sample District Form—Field Trip 2.**)

- **Field Trip Permission and Consent Form.** This form combines the basic field trip information, medical/emergency information, and informed consent, so there is only one two-page form that parents/guardians need sign for to give permission for their children to participate in the field trip. (See **Sample District Form—Field Trip 3.**)
- **Guidelines for Chaperones** These two pages provide some general guidelines for chaperones, and a place for the chaperone to provide emergency contact information. (See **Sample District Form—Field Trip 4.**)
- **Volunteer/Chaperone Responsibilities on the Field Trip.** This form provides some specific responsibilities for chaperones. (See **Sample District Form—Field Trip 5.**)
- **Permission, Assumption of Risk, and Medical Treatment Authorization Form.** These forms, for students (See **Sample District Form—Field Trip 6**), adult students (See **Sample District Form—Field Trip 7**), and volunteers (See **Sample District Form—Field Trip 8**), should be completed for all students participating on field trips.

**SAMPLE DISTRICT POLICY – FIELD TRIP 1**  
**District Field Trip Checklist**

Please check and date the following Field Trip Checklist in sequence:

- 1. Field Trip compliant with District Field Trip Policies:  Yes  No
- 2. Pre-Approval by Principal in Writing: Date of Pre-Approval: \_\_\_ / \_\_\_ / \_\_\_
- 3. Funding Source Confirmed:  
 District  PTO  Student Council  Other External  Student Source
- 4. Board Approval (Over Night Field Trips Only): Date of Approval: \_\_\_ / \_\_\_ / \_\_\_
- 5. Field Trip Request Form Completed
- 6. Transportation Director Notified of Field Trip
- 7. Food Service Director Notified of Field Trip
- 8. School Nurse Notified of Field Trip
- 9. Purchase order secured if the field trip is funded by District Controlled Funds
- 10. Parent Permission Slip **[and Fees, if applicable,]** collected for all students.
- 11. Chaperone Form Completed by each participating chaperone.
- 12. Final Approval by Principal

A signed checklist should be provided by all participating teachers attending the field trip. Each checklist, along with an entire field trip packet should be turned into your principal at least TWO weeks prior to the field trip.

Date of Field Trip: \_\_\_ / \_\_\_ / \_\_\_

Date Submitted to Principal for Final Approval: \_\_\_ / \_\_\_ / \_\_\_  
Date \_\_\_ / \_\_\_ / \_\_\_

\_\_\_\_\_  
Name and Signature of Faculty in charge of field trip

\_\_\_\_\_  APPROVED  NOT APPROVED

Date: \_\_\_ / \_\_\_ / \_\_\_

\_\_\_\_\_  
Name and Signature of Business Manager/PTO/ External Funding Source

\_\_\_\_\_  APPROVED  NOT APPROVED

Date: \_\_\_ / \_\_\_ / \_\_\_

\_\_\_\_\_  
Name and Signature of Principal approving field trip

\_\_\_\_\_  APPROVED  NOT APPROVED

Date: \_\_\_ / \_\_\_ / \_\_\_

\_\_\_\_\_  
Name and Signature of Superintendent

**SAMPLE DISTRICT POLICY – FIELD TRIP 2**  
**District Field Trip Request Form**

Faculty Sponsor/Cell Phone #<sup>8</sup>: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Today's Date: \_\_\_/\_\_\_/\_\_\_

School Participating: \_\_\_\_\_ Field Trip Date: \_\_\_/\_\_\_/\_\_\_

Location of the Field Trip: \_\_\_\_\_

\_\_\_\_\_  
Address City Zip Code

Total number of Students Participating: \_\_\_\_\_

Total Cost for Field Trip: \$\_\_\_\_\_ (include entrance fees, transportation, bus driver, meals, etc.)

Funding Sources:

District  PTO  Student Council  Other External  Fund Raising<sup>9</sup>  Cost Free

Educational Justification: Please attach instructional lesson plan(s) that supports and justifies this field trip.

Over Night Field Trips:  YES (Board Approval Required)  NO

Transportation:  District Transportation Needed and Separately Requested  External

Charter Bus (If checked, Cell Phone # \_\_\_\_\_)  Other External (Chaperones/Volunteers)

School Departure: \_\_\_:\_\_\_ AM/PM. Event Departure: \_\_\_:\_\_\_ PM School Arrival: \_\_\_:\_\_\_ PM

Food Service Notified:  Yes  No

Number of Lunches Needed \_\_\_\_\_

Health Services Notified:  Yes  No

Number of students with medical needs participating \_\_\_\_\_

Chaperones/Volunteers/Faculty Co-Sponsors/Cell Phone #s:

1. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ 2. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
3. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ 4. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
5. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ 6. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**CLASSROOM COVERAGE:**

Substitute Required  Internal Coverage Confirmed  No Coverage Required

Submit Completed Field Trip Check List and Field Trip Request Form for approval. This Field Trip Request is approved with the understanding that proper safe precautions will be observed and that all Board Policies will be followed. When all signatures have been obtained, this form becomes the sponsor authorization to conduct the described field trip.  
See Reverse Side for Education Code

**\*\*\* Endeavor to submit TWO weeks prior to trip \*\*\***

<sup>8</sup> Cell Phone Numbers are provided to Facilitate Text Communication between Teachers and Chaperones during Field Trip.

<sup>9</sup> If Fundraising is checked, please provide how the Field Trip will be financed by attaching a Fundraising Plan.

**SAMPLE DISTRICT POLICY – FIELD TRIP 3A**  
**Field Trip Permission & Consent Form (front side)**

Please return this permission slip by: \_\_\_ / \_\_\_ / \_\_\_

I received and understand the field trip itinerary:  YES  NO

My son/daughter \_\_\_\_\_ has permission to participate in \_\_\_\_\_  
(Name of Field Trip and/or Name of Location)

On the date of: \_\_\_ / \_\_\_ / \_\_\_. He/She is allergic to \_\_\_\_\_, and I have noted his/her physical limitations on the back of this form. Has the school nurse been made aware

of the allergy?  YES  NO<sup>10</sup>  YES  NO If applicable, I would like to order a sack lunch from the school cafeteria:

Enclosed is money for my child's lunch in the amount of: \$ \_\_\_\_\_

My child has money on his/her lunch account, or, if no, my child is bringing a sack lunch.

YES  NO I would like to Chaperone.

In case of an Emergency, I may be reached at:

Name of Parent or Guardian: \_\_\_\_\_  
(Print Name)

Address \_\_\_\_\_

Home Phone : \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I pledge that my conduct will, at all times, reflect credit upon myself, my parents, and my school. I understand that the school rules of conduct apply while on the trip.

\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Student's Signature) (Date)

By signing this form, I/We declare that I/we am/are the legal parent(s)/guardian(s) of the minor child listed above and authorized to grant such permission. I have read the field trip itinerary and understand that there are risks of physical injury associated with participation in these activities. I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above named student. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the school district staff-in-charge to obtain emergency care for my student, neither he/she nor the school district assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances. These activities are an extension of the school education program, and student conduct is to be in accordance with the school's published rules and regulations.

I/WE AGREE BY MY/OUR SIGNATURE(S) BELOW TO HOLD THE STATE OF CALIFORNIA, THE \_\_\_\_\_ DISTRICT, ITS GOVERNING BOARD AND THE INDIVIDUAL MEMBERS THEREOF AND ALL DISTRICT OFFICERS, AGENTS, AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS, DAMAGE, LIABILITY, OR EXPENSE THAT MAY ARISE OUT OF, OR IN ANY WAY BE CONNECTED WITH, OCCURRING DURING, OR BY REASON OF THIS FIELD TRIP OR EXCURSION. HOWEVER, THIS AGREEMENT DOES NOT PERTAIN TO LOSSES OR INJURIES THAT ARE THE RESULT OF THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE DISTRICT.

\_\_\_\_\_  
(Parent's Signature) (Date)

\_\_\_\_\_  
(Parent's Signature) (Date)

If I cannot be reached in the event of an emergency, the following is authorized to act in my behalf:  
Emergency contact: Name: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)  
Home Phone : \_\_\_\_\_ Work Phone : \_\_\_\_\_ Cell Phone : \_\_\_\_\_

<sup>10</sup> If no, school nurse and field trip sponsor must be notified immediately.

**SAMPLE DISTRICT POLICY – FIELD TRIP 3B**  
**Field Trip Permission & Consent Form (back side)**

**EDUCATION CODE SECTION 35330-35332**

**35330.**

(a) The governing board of a school district or the county superintendent of schools of a county may:

- (1) 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 pupils.
  - (2) Engage instructors, supervisors, and other personnel 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 the field trip or excursion.
  - (3) 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, another state, the District of Columbia, or a foreign country where those 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, liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.
  - (4) Provide supervision of pupils involved in field trips or excursions by certificated employees of the district.
- (b) (1) 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.
- (2) No group shall be authorized to take a field trip or excursion authorized by this section if a pupil who is a member of an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.
  - (3) No expenses of pupils participating in a field trip or excursion to 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.
- (c) (1) 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 a field trip or excursion shall be limited to the amount of attendance that would have accrued had the pupils not been engaged in the field trip or excursion.
- (2) Credited attendance shall not exceed 10 schooldays 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.
- (d) All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims.

**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.

**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.

**SAMPLE DISTRICT POLICY – FIELD TRIP 4A**  
**Guidelines for Volunteers/Chaperones on Field Trips<sup>11</sup> (front side)**

**Thank you for offering to serve as a field trip volunteer!** Without the assistance of adults such as you, the District would be unable to offer as many quality field trip excursions as we now offer as enrichment to our students. Please read and acknowledge the following guidelines for the field trip,

\_\_\_\_\_, on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .  
(Field Trip and/or Location) (Date)

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, the following general guidelines will help you perform your duties as a chaperone (volunteer). If you have any questions regarding these guidelines, please contact the supervising staff member or the principal.

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District’s supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with District policy, during District sponsored events, chaperones:
  - may not use, sell, provide, possess, or be under the influence of drugs or alcohol may not use tobacco in the presence of, or within the sight of, students
  - may not possess any weapon
  - may not administer any medications, prescription or nonprescription, to students
3. Students must be supervised at all times while at District-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students’ needs.
4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in no extra activities not preapproved by administrators and parents.
5. Eating, drinking and gum chewing are not permitted outside of designated areas and at predetermined times.
6. Siblings and/or relatives are not allowed on school sponsored field trips
7. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
8. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
9. Chaperones (parents). You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
10. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

In the event that I (Chaperone/Volunteer) have a personal emergency, please contact:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ - (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Printed Name Relationship to Student Daytime Phone

I acknowledge that I have received the copy of the “Guidelines for Volunteer/Chaperone on Field Trips,” have read these guidelines, and agree to comply with the guidelines as a school volunteer/chaperone.

I AGREE BY MY SIGNATURE BELOW TO HOLD THE STATE OF CALIFORNIA, THE \_\_\_\_\_ DISTRICT, ITS GOVERNING BOARD AND THE INDIVIDUAL MEMBERS THEREOF AND ALL DISTRICT OFFICERS, AGENTS, AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS, DAMAGE, LIABILITY, OR EXPENSE THAT MAY ARISE OUT OF, OR IN ANY WAY BE CONNECTED WITH, OCCURRING DURING, OR BY REASON OF THIS FIELD TRIP OR EXCURSION. HOWEVER, THIS AGREEMENT DOES NOT PERTAIN TO LOSSES OR INJURIES THAT ARE THE RESULT OF THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE DISTRICT.

Name \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Printed Name

Name \_\_\_\_\_  
Signature

<sup>11</sup> In order to be eligible to serve as a District chaperone/volunteer on a field trip, the prospective chaperone/volunteer shall have successfully completed **Category 2 volunteer screening** as outlined in ASCIP’s **Child Abuse Prevention Guidelines**.



**SAMPLE DISTRICT POLICY – FIELD TRIP 4B**  
**Guidelines for Volunteers/Chaperones on Field Trips (back side)**

**EDUCATION CODE SECTION 35330-35332**  
**35330.**

- (a) The governing board of a school district or the county superintendent of schools of a county may:
- (1) 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 pupils.
  - (2) Engage instructors, supervisors, and other personnel 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 the field trip or excursion.
  - (3) 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, another state, the District of Columbia, or a foreign country where those 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, liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.
  - (4) Provide supervision of pupils involved in field trips or excursions by certificated employees of the district.
- (b) (1) 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.
- (2) No group shall be authorized to take a field trip or excursion authorized by this section if a pupil who is a member of an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.
  - (3) No expenses of pupils participating in a field trip or excursion to 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.
- (c) (1) 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 a field trip or excursion shall be limited to the amount of attendance that would have accrued had the pupils not been engaged in the field trip or excursion.
- (2) Credited attendance shall not exceed 10 schooldays 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.
- (d) All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims.
- No transportation allowances shall be made by the Superintendent for expenses incurred with respect to field trips or excursions that have an out-of-state destination. A school district that transports pupils, teachers, or other employees of the district in schoolbuses within the state and to destinations within the state, pursuant to the provisions of this section, shall report to the Superintendent on forms prescribed by him or her the total mileage of schoolbuses used in connection with educational excursions. In computing the allowance to a school district for regular transportation there shall be deducted from that allowance an amount equal to the depreciation of schoolbuses used for the transportation in accordance with rules and regulations adopted by the Superintendent.
- 35331.**
- (c) 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.
- d)
- (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.
- 35332.** No transportation by air may be provided under this article unless the transportation by air is provided by any of the following:
- (d) aircraft owned and operated by the state or federal government;
  - (e) 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
  - (f) 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.

**SAMPLE DISTRICT POLICY – FIELD TRIP 5**  
**Volunteer/Chaperone Responsibilities on Field Trip**

The following list identifies your responsibilities as a chaperone when accompanying students on the field trip: \_\_\_\_\_, on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .  
(Field Trip and/or Location) (Date)

Please review the list, sign and return Faculty Sponsor: \_\_\_\_\_ by \_\_\_\_ / \_\_\_\_ / \_\_\_\_ if you are interested in being a chaperone.

**Chaperone Requirements and Expectations:**

- Chaperones must be 21 years of age or older or a parent of a student going on this field trip.
- No children except for those in the participating class or group may attend this field trip.
- Accompany students on the bus, and assist as needed.
- Provide close supervision of small groups (no more than **[10]** students).
- A list of names in your group will be provided to you.
- A list of cell numbers of your faculty sponsor and fellow chaperones will be provided to you for text or cell communications during the field trip.
- Medications will only be administered to students by school personnel.
- Follow assigned agenda of activities.
- No tobacco or alcoholic beverages are permitted on field trips.
- NO SWIMMING IS ALLOWED on any field trip.
- IMMEDIATELY report ANY PROBLEMS directly to the teacher.
- Arrive 30 minutes prior to departure time of the trip.

I (CHAPERONE OR PARENT) AGREE BY MY SIGNATURE BELOW TO HOLD THE STATE OF CALIFORNIA, THE \_\_\_\_\_ DISTRICT, ITS GOVERNING BOARD AND THE INDIVIDUAL MEMBERS THEREOF AND ALL DISTRICT OFFICERS, AGENTS, AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS, DAMAGE, LIABILITY, OR EXPENSE THAT MAY ARISE OUT OF, OR IN ANY WAY BE CONNECTED WITH, OCCURRING DURING, OR BY REASON OF THIS FIELD TRIP OR EXCURSION. HOWEVER, THIS AGREEMENT DOES NOT PERTAIN TO LOSSES OR INJURIES THAT ARE THE RESULT OF THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE DISTRICT.

\_\_\_\_\_  
Student's Name if Parent Only (Please Print)

\_\_\_\_\_  
Teacher's Name (Please Print)

\_\_\_\_\_  
Chaperone or Parent's Name (Please Print)

\_\_\_\_\_  
Chaperone/Parent Signature

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SAMPLE DISTRICT FORM—FIELD TRIP 6**

\_\_\_\_\_ SCHOOL DISTRICT

**STUDENT PARTICIPATION IN DISTRICT-SPONSORED VOLUNTARY FIELD TRIP  
PARENTAL PERMISSION, ASSUMPTION OF RISK, AND  
MEDICAL TREATMENT AUTHORIZATION**

Date \_\_\_\_\_

Student's Name: \_\_\_\_\_ has permission to participate in the following field trip:

Destination/Nature of Activity \_\_\_\_\_

(Please be specific, e.g., Concert at UCLA.)

Special Instructions: \_\_\_\_\_ (e.g., Bring sack lunch.)

Depart Date: \_\_\_\_\_ Time: \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Position: \_\_\_\_\_ School: \_\_\_\_\_

Type of Transportation:  District Bus/Vehicle  Walking

Other: \_\_\_\_\_

Health or special needs: **Check as appropriate.**

- My student has **no** special health needs the staff should be aware of,
- My student has **no** medications that are required to be administered during the trip..
- My student has a special need and/or requires medications to be administered during the trip, and instructions are attached. Number of attached pages: \_\_\_\_\_.

In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care and emergency transportation considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services. **[If such medical or dental treatment is required, I agree to pay all medical, dental, and hospital bills relating thereto.]**

I fully understand that participants are to abide by all rules and regulations governing conduct during the trip.

As provided for in California Education Code Section 35330, I agree to waive all claims against the \_\_\_\_\_ District (District) and hold the State of California, the District, its officers, agents and employees, harmless from any and all liability or claims, which may arise out of or in connection with my child's participation in this activity. This waiver shall not apply to any occurrences which may arise solely out of the negligence or willful misconduct of the District, its employees or agents.

**[I covenant not to sue or present any claim for personal injury, property damage, or wrongful death against the District, its officers, employees, volunteers, and agents for damages attributable to my child's participation in this activity.]**

**I release, waive, discharge, and relinquish the District, its officers, employees, volunteers, and agents from any liability, loss, damage, claim, demand, or cause of action against them arising from or attributable to my child's participation in activity, unless its arises out of its sole negligence or willful misconduct.]**

**[I agree that photographs, pictures, slides, movies, or videos of my child may be taken in connection with my child's participation in this activity without compensation from the District and consent to the use of these photographs, pictures, slides, movies, or videos for any legal purpose.]**

BOTH PARENTS MUST SIGN UNLESS ONLY ONE PARENT IS LIVING OR UNLESS ONLY ONE HAS LEGAL CUSTODY. LEGALLY APPOINTED GUARDIANS MUST SIGN AND FURNISH A CERTIFIED COPY OF LETTERS OF GUARDIANSHIP.

I HAVE READ THIS DOCUMENT, UNDERSTAND THAT I GIVE UP SUBSTANTIAL RIGHTS AND ASSUME RISKS BY SIGNING IT, AND SIGN VOLUNTARILY.

_____		Work Phone ( ) _____
Signature (Parent/Guardian)	(Please Print Name)	Home Phone ( ) _____
_____		Work Phone ( ) _____
Signature (Parent/Guardian)	(Please Print Name)	Home Phone ( ) _____

I HAVE READ THIS DOCUMENT SIGNED BY MY PARENT(S) OR GUARDIAN(S) AND JOIN THE WAIVER, RELEASE AND ASSUMPTION OF RISK. I AM AWARE OF THE RISKS INVOLVED IN MY PARTICIPATION IN THE ACTIVITY.

PRINT MINOR'S NAME SIGNATURE DATE

_____	_____
Student's Signature	Student's Date of Birth

Family Medical Insurance Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
**[Trip accident and illness medical insurance is available through \_\_\_\_\_, Its cost and terms are available through \_\_\_\_\_.]**

EMERGENCY CONTACT INFORMATION (IN ADDITION TO PARENT/GUARDIAN)

In the event of an emergency, please contact:

_____	_____	Work ( ) _____
(Name)	(Relationship)	Home ( ) _____

**SAMPLE DISTRICT FORM—FIELD TRIP 7**  
**\_\_\_\_\_ COLLEGE DISTRICT**  
**ADULT STUDENT PARTICIPATION IN VOLUNTARY FIELD TRIP**  
**ASSUMPTION OF RISK, AND**  
**MEDICAL TREATMENT AUTHORIZATION**

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ hereby requests participation in the following field trip:

Destination and Description of Activity: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Sponsor in Charge: \_\_\_\_\_ Position: \_\_\_\_\_ Telephone: \_\_\_\_\_

Type of Transportation: \_\_\_ I will use transportation provided by \_\_\_\_\_ College District

\_\_\_ I will accept responsibility for arranging my own transportation.

Health or special needs: Check as appropriate.

I have no special health needs the staff should be aware of, and no medication is required on the trip.

I have a special need, and instructions are attached. Number of attached pages: \_\_\_\_\_.

I agree that, prior to participating, I will inspect the facilities, equipment, and areas to be used, and, if I believe that any of them are unsafe, I will immediately advise the person supervising field trip, facility, activity, or area.

I acknowledge that I fully understand that my participation may involve risk of serious injury or death, including economic losses, which may result not only from my own actions, in-actions, or negligence, but also from the actions, in-actions, or negligence of others, the condition of the facilities, equipment, or areas where field trip or activity is being conducted, the rules of play, or this type of field trip or activity.

I assume any and all risk of bodily injuries to myself, including medical, dental, or hospital bills, permanent or partial disability, death, and damages to my property, caused by or arising from my participation in field trip or activity.

In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care and emergency transportation considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

I covenant not to sue or present any claim for personal injury, property damage, or wrongful death against the District, its officers, employees, volunteers, and agents for damages attributable to my participation in field trip or activity.

I release, waive, discharge, and relinquish the District, its officers, employees, volunteers, and agents from any liability, loss, damage, claim, demand, or cause of action against them arising from or attributable to my participation in field trip or activity, unless its arises out of its sole negligence or willful misconduct.

**[I agree that photographs, pictures, slides, movies, or videos of me may be taken in connection with my participation in field trip or activity without compensation from the District and consent to the use of these photographs, pictures, slides, movies, or videos for any legal purpose.]**

I warrant that I am in good health and have no physical condition that would prevent me from participating in this event or activity.



**SAMPLE DISTRICT FORM—FIELD TRIP 8**  
**\_\_\_\_\_ DISTRICT**  
**PARTICIPATION OF DISTRICT VOLUNTEER IN FIELD TRIP ACTIVITY**  
**ASSUMPTION OF RISK AND**  
**MEDICAL TREATMENT AUTHORIZATION**

Name: \_\_\_\_\_

Destination/Nature of Activity: \_\_\_\_\_

(Please be specific, e.g., Attend concert at UCLA.)

Purpose of Your Attendance: \_\_\_\_\_

(Chaperone, etc.)

Departure:

Return:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Method of Transportation:     School Bus/Vehicle     Walking     Other: \_\_\_\_\_

I agree that, prior to participating, I will inspect the facilities, equipment, and areas to be used, and, if I believe that any of them are unsafe, I will immediately advise the person supervising field trip, facility, activity, or area.

I acknowledge that I fully understand that my participation may involve risk of serious injury or death, including economic losses, which may result not only from my own actions, in-actions, or negligence, but also from the actions, in-actions, or negligence of others, the condition of the facilities, equipment, or areas where field trip or activity is being conducted, the rules of play, or this type of field trip or activity.

I assume any and all risk of bodily injuries to myself, including medical, dental, or hospital bills, permanent or partial disability, death, and damages to my property, caused by or arising from my participation in field trip or activity.

In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care and emergency transportation considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

I covenant not to sue or present any claim for personal injury, property damage, or wrongful death against the District, its officers, employees, volunteers, and agents for damages attributable to my participation in field trip or activity.

I release, waive, discharge, and relinquish the District, its officers, employees, volunteers, and agents from any liability, loss, damage, claim, demand, or cause of action against them arising from or attributable to my participation in field trip or activity, whether same shall arise by their negligence or otherwise;

**[I agree that photographs, pictures, slides, movies, or videos of me may be taken in connection with my participation in field trip or activity without compensation from the District and consent to the use of these photographs, pictures, slides, movies, or videos for any legal purpose.]**

**[I warrant that I am in good health and have no physical condition that would prevent me from participating in this event or activity.]**

As provided for in California Education Code Section 35330, I agree to hold the \_\_\_\_\_ District ("District"), its officers, employees and agents harmless from any and all liability and claims arising out of or in connection with my participation in this activity. This waiver, however, shall not apply to any injuries or damages that arise solely out of the negligence or willful misconduct of employees or agents of the District.

THIS DOCUMENT RELIEVES THE DISTRICT FROM LIABILITY FOR BODILY INJURY, WRONGFUL DEATH, AND PROPERTY DAMAGE BY NEGLIGENCE. I HAVE READ THIS DOCUMENT, UNDERSTAND THAT I GIVE UP SUBSTANTIAL RIGHTS AND ASSUME ALL RISKS BY SIGNING IT, AND SIGN VOLUNTARILY.

\_\_\_\_\_  
Signature Date  
Address: \_\_\_\_\_ Work ( ) \_\_\_\_\_  
Number Street Home ( ) \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Health Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
(e.g., Kaiser)

**[Trip accident and illness medical insurance is available through \_\_\_\_\_, Its cost and terms are available through \_\_\_\_\_.]**

In the event of illness or accident, please notify:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Work ( ) \_\_\_\_\_  
Number Street Home ( ) \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

If there are any special medical instructions, kindly attach an explanation to this sheet.



**SAMPLE– FIELD TRIP ITINERARY**  
**Proposed Field Trip with Itinerary**

Itinerary:

Date: Monday, June 10, 2015

Times: Leave school at 8:00 a.m.; Return to school by 2:00 p.m.

Estimated Times	Activities
8:00 a.m.	Meet at school, review of rules, double check: <i>chaperones, supplies, permission slips, lunches, water, sun screen, and clothing</i>
8:15 a.m.	Board school buses (2), stow lunches, Take roll call
8:30 a.m.	Leave for Redondo and Torrance (RAT) Beach
9:30 a.m.	Arrive at beach parking area, rest stop at beach entrance (leave lunches on bus)
9:45 a.m.	Take roll call, split into six teams of not more than 10 students each with two chaperones per team, and walk to designated area on the beach (not more than 1/2 mile from the parking area)
10:15 a.m.	Search the beach in shallow (not more than knee high) water looking for beach sea life; when found, identify sea life and take photographs and measurements with cameras and supplies provided by the chaperones
11:15 a.m.	Return to parking area, take roll call, wash hands at rest stop, get lunches from bus
11:30 a.m.	Spread blankets and eat lunch on beach; when lunch completed, supervised free time on beach for students (in limited area)
12:30 p.m.	Return to bus parking area, wash hands in restrooms, board buses, Take roll call
12:45 p.m.	Leave RAT Beach for school
2:00 p.m.	Arrive at school
2:15 p.m.	Return to classroom
2:30 p.m.	Go home via normal transportation

Number of students and adult supervisors: Maximum of 60 students, with a minimum 12 chaperones and 1 certificated staff member. Note: One chaperone needs to be first aid trained, and one needs to have certified water rescue skills

Transportation: By school bus

Food: Students to bring their own bag lunches

Student “what to bring” list: Non-refrigerated lunch and drink, Clothes for beach walking, including footwear for wading, Towel, Sun screen.

Appropriate dress:

Clothing appropriate for weather

Supplies and equipment for staff/chaperones to bring, as assigned:

- Cell phones
- First aid kit
- Plastic bags to collect wastes and recyclables
- Blankets for the beach
- Water rescue equipment
- Non-water hand cleaner
- Beach toys (balls, Frisbee, etc.)
- Drinking water (small, recyclable containers)

Hazard assessment: Potential hazards: slips, trip and falls, disease, bites or poisoning from animals or fish, sand in the eye, shells, wood or other debris causing cuts or splinters, sunburns, hypothermia, drowning, getting lost or separated from the group, getting caught in rip tide, sudden inclement weather, bus crash.

Emergency contact person at school during these activities: **Ms. Smith, 3rd Grade Teacher** Field Trip Sponsor, \_\_\_\_\_ School. Cell Phone #: \_\_\_\_\_