

**Los Alamitos Unified School District
Chaperone Information:
School-Sponsored Field Trip Notice and Medical Authorization
For Adult Participant**

School: Los Alamitos High School Destination: _____
 Departure Date & Time _____ Return Date & Time _____
 Group: LAHS Band, Drumline & Color Guard Advisor: John Rush, Music Director
 Transportation, if needed, provided by District bus/van Chartered Bus/van Private vehicle

Chaperone Information

Print Name _____
 Address _____ City _____ Zip _____
 Home Phone () _____ Cell phone () _____ Work () _____
 LAUSD Employment: LAUSD Certificated LAUSD Classified Not LAUSD Employee

Chaperone Responsibilities

The principal/designee has thoroughly explained the purpose of the specific field trip or competitive event for which I am the designated chaperone. The principal/designee has clearly informed me about my duties and responsibilities as a designated chaperone. The principal/designee has given me a copy of the Guidelines for Excursion/Field Trip Supervision Administrative Regulation (2018) which I have read and understand. As a designated chaperone, I agree to fulfill my duties as outlined by the principal/designee and to fulfill all supervision requirements as listed in Regulation 2018. I understand that I may not consume alcoholic beverages or use controlled substances while on this trip.

Chaperone Emergency Contact

Print Name _____ Relationship _____
 Address _____ City _____ Zip _____
 Home Phone () _____ Cell phone () _____ Work () _____

Medication Authorization:

Medical Insurance Carrier _____
 Address _____ Policy No. _____
 Physician's Name _____ Phone No. _____

In the event of illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment, and hospital care from a licensed physician and/or surgeon as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be the responsibility of the participant. Please list below any special problems for which the staff should be aware and to list any medication you are currently taking.

Liability Release

As stated in California Education Code section 35330, "All persons making the field trip or excursion shall be deemed to have waived all claims against the Los Alamitos Unified School District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip excursion."

My signature below indicates that I have been informed of my responsibilities as a chaperone, and agree to the Liability Release and Medical Authorization.

Signature _____ Date _____

Chaperone Guidelines/Requirements

Many times, parents are asked to assist as chaperones on overnight field trips and contests that take place away from school. Chaperones are needed to ensure a safe and rewarding trip for all concerned. This is a very important role and the school has developed the following chaperone guidelines:

All volunteers who work with students for an extended length of time are required to present a certificate of being free of active tuberculosis as well as fingerprint clearance. Chaperones that will 1) be near students more than one hour a month, 2) ride in a vehicle with students, and/or 3) accompany students on a field trip/activity must be free of active tuberculosis. This must be determined by a specific skin test called the Mantoux, which is injected under the skin. No other skin tests, such as the tine (multi-puncture skin test) or chest x-ray are acceptable. TB skin testing is required every four years. These chaperones also need to be fingerprinted.

As a volunteer you fit into one of five categories:

1. You are a continuing volunteer and have a current TB skin test certificate (performed within the past four years) which is on file at the school.
 2. You are a new volunteer and have a current TB test certificate. You will need to send a copy to the Los Alamitos High School Main Office as soon as possible.
 3. You have a certificate, but it was issued more than four years ago or expires sometime during the current school year, which means that a new test will need to be performed.
 4. You have never had a Mantoux TB test. You must have a new one. You may go either to a clinic or doctor of your choice.
 5. You are a person with a history of a documented positive skin test. You do not have to be skin tested. A copy of either a current chest x-ray report (within four years) or a certificate from a medical provider, proving absence of active tuberculosis must be submitted to the school health office.
- Know all of the relevant information regarding the trip, including destinations, timelines, itineraries, etc. The advisor/coach will review all of the information with the chaperones prior to the trip.
 - Understand all emergency rules. Know evacuation routes; keep all emergency and authorization to treat a minor cards, and emergency phone numbers handy.
 - Make sure students follow instructions and remain in designated areas for supervision.
 - On overnight field trips, chaperones may need to take turns staying up to patrol hotel hallways.
 - Get to know all of the students on the trip. This helps with the trust factor, but more importantly, it enables a chaperone to identify who belongs to the group. Sometimes teams take trips where other schools are present and these schools may be students who wish to “join” the LAHS group. It is more important for chaperones to know which students belong to Los Alamitos.
 - Make sure students do not leave the group. They should always travel in groups or with a designated adult chaperone.
 - Parents who plan to chaperone events may want to become emergency first aid and CPR certified.