

**PARENT/GUARDIAN OFF CAMPUS TRIP
PERMISSION/EMERGENCY INFORMATION/INFORMED CONSENT FORM**

Off-campus trip information

I hereby give my permission for _____
(Name of student)

to participate in a field trip to _____
(Destination)

on _____ from _____ to _____
(Date) (Time departs) (Time returns)

for the purpose of _____

Class/Club/Team: _____

Staff contact: _____ Phone #: _____

Transportation for this activity will be provided by:

____ District bus/vehicle

____ Other (specify) _____

Accommodations will be as follows: _____

Food will be provided at/by: _____

Medical/emergency information

Student home phone #: _____ Date of birth: _____

Student's Address _____

Family Physician: _____ Phone #: _____

Describe any medical or physical condition, medication information, or allergies which could interfere with the student's safety in these activities:

In the event of an emergency (injury, illness, unforeseen incident), I wish the following person to be notified in case I cannot be contacted:

Name: _____

Relationship: _____

Phone #: _____

Alternate phone #: _____

Informed consent

As the parent/guardian of the above named student, I have read the field trip information and I understand that there are risks of physical injury associated with participation in these activities.

I agree to the following:

1. I represent that my child is fully capable of participating in the field trip and associated activities and agree to disclose all known limitations to the District, including, but not limited to, medical conditions, physical limitations, and any other limitation known to me or my child.
2. I understand and acknowledge that my child may not be skilled in one or more of the field trip's associated activities;
3. I understand and acknowledge that the District has informed my child and I that certain risks are inherent in the field trip and some or all of the associated activities and cannot be eliminated without destroying the unique character of the field trip and associated activities. These risks may include, but are not limited to, the inherent dangers related to recreation, athletic events, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature (including, but not limited to, avalanches, lightning, fire, inclement weather, exposure, flooding), dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, dangers due to traveling in another country, and others;
4. I understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death;
5. I understand and acknowledge that engaging in an associated field trip activity may require a degree of skill and knowledge which my child may not possess;
6. I understand and acknowledge that my child has responsibilities as a participant to listen to any instructions, warnings, or risk assessments of the District's chaperones and other supervisors, to ask for instruction or clarification whenever needed, and to follow instructions;
7. I understand and acknowledge that the District may remove my child from any associated field trip activities for any breach of safety policies, or any conduct that the District deems unsafe; and

My child and I hereby consent to he/she participating in the field trip in spite of, and with full knowledge of, risks which may be associated with that field trip.

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.

Signature of parent/guardian

Date

Printed name of parent/guardian

Parent/guardian work phone

Home 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.

Signature of student

Date

Guidelines for Extended Field Trips

1. All school rules will be in effect from school through return to school and those rules that apply to the specific overnight field trip will be distributed to students prior to the trip and will be followed throughout the entire trip. Parents will be provided with a written permission slip that must be signed and returned to the appropriate person at the school pursuant to these procedures.
2. The building principal will designate chaperones with the responsibility to supervise students and carry out the necessary details to provide a safe trip from the time of departure to the time of return to school. The building principal will designate a trip supervisor who will be responsible for coordination of the trip.
3. In the interest of maintaining the integrity of the District, it is expected that all members of the organization conduct themselves appropriately at all times.
4. Prior to the trip, all students will be given an itinerary listing all events and times; students are expected to be prompt for all events listed.
5. All luggage is subject to a check by the chaperones and should be tagged with appropriate tags before departure.
6. Any student taking medication of any kind must follow school handbook guidelines. The medication must also be reported to the teacher/advisor before leaving by means of a written approval from a parent/guardian. The medication must be transmitted to the trip supervisor, along with the written approval, at the time the extended trip commences.
7. All participants will travel together and must remain together except upon specific instructions from the trip supervisor.
8. Before leaving busses and hotel rooms, students must check to see that the bus and/or room are left in good order and that no personal belongings have been left behind.
9. Students are to report any accidents or illness immediately to the chaperones.
10. Students are responsible for their own personal property and assume the risk of any losses or damage to their personal property.
11. In case of illness or family emergency which would require a student to be sent home by the best available means of transportation, it will be the responsibility of the parent or guardian to make the financial and physical arrangements for transportation home and notify the trip supervisor of these arrangements.
12. A student guilty of a serious violation of school policy will be dealt with according to the student handbook.
13. **NO ALCOHOLIC BEVERAGES, TOBACCO, OR CONTROLLED SUBSTANCES OF ANY KIND WILL BE TOLERATED. POSSESSION, PURCHASE AND/OR DRINKING OF ALCOHOLIC BEVERAGES OF ANY KIND, PURCHASE OR POSSESSION OF TOBACCO IN ANY FORM, AS WELL AS POSSESSION AND/OR USE OF DRUGS OTHER THAN THOSE PREVIOUSLY REPORTED BEFORE LEAVING THE SCHOOL FOR MEDICAL PURPOSES, WILL REQUIRE DISCIPLINARY ACTION AS DESCRIBED IN THE STUDENT HANDBOOK. THIS PERTAINS TO ALL STUDENTS, REGARDLESS OF AGE, GOING ON THE TRIP. CHAPERONES ARE NOT PERMITTED TO BE IN POSSESSION OF OR PURCHASE OR CONSUME ALCOHOLIC BEVERAGES OR DRUGS WHILE ON DUTY.**
14. In the case of an accident, the parent/guardian will be notified as soon as practicable. Should it be necessary that a student require hospitalization, it will be the responsibility of the parent/guardian to go to the hospital and/or make arrangements for transportation home and notify the trip supervisor of these arrangements. Financial responsibility for any transportation (student and chaperone) required, will rest with the parent of the student involved.

15. Prior to leaving the hotel the last day, each room will be inspected by the chaperones. All students sharing a room will be held responsible for missing items or any damage to the room or furnishings. Cost will be shared equally by those who occupy the room unless the responsible person or persons assume the responsibility.

16. Curfew will be strictly enforced. Each student must be in his or her room at the time designated by the trip supervisor. No one will be permitted to leave his or her room after that time. Specifically, boys are not to be in the girls' rooms or girls in the boys' rooms at any time. Also, OUTSIDERS (those not directly involved with the field trip) ARE NOT PERMITTED IN ANY STUDENT'S ROOM AT ANY TIME.

17. The building principals reserve the right to deny the participation of any student on any overnight field trip. Denial will be based upon a record of inappropriate behavior, and/or poor attendance pattern, and/or any prior threats of risk or harm.

18. All overnight trip sites, when possible, will be inspected prior to final trip arrangements. Hotels should be chosen considering ease of supervision. A chaperone must be on the same floor as and in close proximity to student rooms. No accommodations should have doors directly from student rooms to the exterior. The trip supervisor shall be responsible for make the room assignments.

19. An itinerary will be provided to all parents and the school. All rooming lists will be prepared in advance of the trip and will include written hotel confirmation. Trip supervisors are responsible for assigning supervision during the night, unless a written security agreement is in place (such as an agreement with a reliable security agency that has personnel present on the floor). If a travel agent arranges the trip, it will be expected that a travel agent representative will be on the trip.

20. If traveling by bus, all students will be assigned to a specific bus. A bus list will be prepared with a copy remaining with the school.

21. All students must have submitted a medical release/history prior to departure.

22. Trip supervisors are not permitted to make on-site alterations to a trip itinerary, except where the health, safety or welfare of students is imperiled or where changes or substitutions beyond the control of the trip supervisor have frustrated the purpose of the trip. Parent requests cannot supersede trip itineraries.

It is the District's intent that the safety and well-being of students shall be protected at all times; that each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities is monitored and continually evaluated; that teachers and trip supervisors are allowed a considerable degree of flexibility and innovation in planning field trips; and that no field trip will be approved unless it contributes to the achievement of specified instructional objectives.