

## Extended Field Trip Parental Approval and Student Responsibility Form

Name of Student:	Grade:	Parent:
Address	City:	Phone:
Emergency Contact Names and Phone numbers:		

1. For students to be eligible he or she must have good school attendance, and shown responsible behavior, and completed required school assignments.
2. Students participating in extended trips or excursions have the following responsibilities:
  - a) TO OBEY ALL SCHOOL & TEAM REGULATIONS, INCLUDING THOSE CONCERNING CURFEW, ATTENDANCE, AND THE USE OF FREE TIME;
  - b) TO BEHAVE IN A RESPONSIBLE AND MATURE MANNER;
  - c) TO ABSOLUTELY REFRAIN FROM THE USE OF TOBACCO, ALCOHOL, AND DRUGS;
  - d) TO FOLLOW INSTRUCTIONS FROM COACHES, ADVISORS, AND CHAPERONES;
  - e) TO REMEMBER THAT ANY IMMATURE OR IRRESPONSIBLE BEHAVIOR REFLECTS ON YOUR SCHOOL; AND
  - f) TO REFRAIN FROM ABUSING ANY ACCOMMODATIONS.
3. Violations of the above rules may result in the student being sent home at his/her parent's expense. Expectations for student behavior on extended trips are identical to those of the regular school program. Student responsibilities as outlined in the Student & Athletic Handbooks, and Sports Team Rules continue to apply, as do the possible penalties for infractions. Damage to any facility or place of accommodation will be paid for by the offending student's parents.
4. Coaches, advisors, teachers, and chaperones agree to act in a reasonable and prudent manner to try to assure the safety of each student. However, they will not be responsible or liable for students' conduct or safety during unsupervised free time or the times they are touring on their own.
5. Coaches, advisors, teachers, and chaperones will have the right to seek any necessary emergency medical treatment for any student in case of illness or accident as outlined on the reverse of this sheet.
6. I as the parent/guardian understand and agree to the following responsibilities, if necessary:
  - a) I WILL PAY FOR ANY DAMAGES THAT MY CHILD INCURS THROUGH WILLFUL OR NEGLIGENT BEHAVIOR.
  - b) I AGREE TO DRIVE TO THE LOCATION OF THE FIELD TRIP TO PICK UP MY CHILD IF HE/SHE HAS NOT ADHERED TO THE RESPONSIBILITIES AS OUTLINED, OR PAY FOR A RETURN TRANSPORTATION TICKET IF DRIVING IS IMPRACTICAL.
  - c) I WILL BE AVAILABLE TO PICK MY CHILD UP AT THE APPROXIMATE ARRIVAL TIME.

I HAVE READ ALL OF THE ABOVE CONDITIONS. I FULLY UNDERSTAND MY OBLIGATIONS AND WILL COMPLY.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

I HAVE READ ALL OF THE ABOVE CONDITIONS. I FULLY UNDERSTAND MY OBLIGATIONS THAT MY SON/DAUGHTER IS UNDER WHILE HE/SHE IS ON THIS FIELD TRIP.

\_\_\_\_\_

Parent (or Guardian) Signature

\_\_\_\_\_

Date

Dear Staff Supervisors:

Your willingness to serve as a supervisor for a group of students on an extended field trip is greatly appreciated. Without such dedication, some students would be deprived of the opportunity to participate in experiences, which are valuable to their individual education.

In conjunction with the responsibilities you assume as a trip supervisor, the following are furnished for your information as general guidelines:

1. Help ensure that trip procedures and regulations are distributed to the parents and students involved and discussed thoroughly with the students.
2. Help ensure receipt of the signed parental approval forms that contain medical treatment authorization prior to the departure date. Carry forms with you on the trip.
3. Help enforce curfew regulations and conduct appropriate bed and room checks for the duration of the trip.
4. Take appropriate actions for rules infractions by students. Parental contacts, if necessary, for emergency reasons or to make arrangements for sending the student home.
5. Take necessary steps to ensure appropriate emergency or medical treatment.
6. Contact the faculty leader of the trip if you have questions or need advice regarding a problem.

Thank you again for your interest in service the students as a supervisor. We hope your trip is both educational and enjoyable.