

**North Wasco County
School District 21**

Code: **IICA-AR(5)**
Revised/Reviewed: 6/08/00; 5/26/04; 6/15/17
Orig. Code(s): IICAA-AR

North Wasco County School District 21 Extended Field Trip Planning Packet

Staff planning an extended field trip need to complete the materials enclosed in this packet after preliminary approval has been granted on the application form. Communication regarding planning and organization of the trip needs to be ongoing throughout the planning stages with parents, students and the principal.

Extended field trip planning should begin in time to allow for final approval - a minimum of 90 days prior to departure. The material in this packet must be returned for review by the principal by _____.

The following items are included in this packet:

1. Complete daily itinerary;
2. Responsibility agreement;
3. Medical authorization and parental release;
4. Insurance waiver form;
5. Expectations of student behavior;
6. Chaperone guidelines - date of meeting _____;
7. Prearranged absence form;
8. Parents meeting agenda - date of meeting _____.

The next scheduled meeting for a review of the material in this packet is _____.

**North Wasco County School District 21
Extended Field Trip
Medical Authorization and Parental Release**

I/We _____ of _____
Parent/Guardian Student

a minor, have entrusted such minor to the care of the trip leader of Group for that period of time that such minor is a participant in the extended field trip.

In such connection, I/we authorize said adult to consent to any x-ray examination, medical, dental or surgical examination or treatment that he/she deems necessary at his/her discretion.

Insurance Company: _____

Insurance Numbers: _____

Pertinent Medical Information:

Allergies: _____

Medication/Dosage/Times: _____

Other: _____

As the parent(s) of said minor, on behalf of him/her and his/her heirs, executors or administrators, I/we hereby release and agree to waive all rights, claims or actions which said minor, or we as his/her parents, may have as a result of the exercise by the trip guide of the authorization granted herein.

Dated: _____

Parental Signature(s): _____

Address: _____

Participant's Signature: _____

Participant's Passport Number: _____

Passport Issue Date: _____ Place of Issue: _____

Participant's Birth Date: _____ Age at Date of Departure: _____

Note: This Form must Be Signed by Parents/Guardians!

**North Wasco County School District 21
Extended Field Trip
Responsibility Agreement**

The North Wasco County School District 21 expressly disclaims and shall be held free of all responsibility or liability for any act, error, omission, injury, loss, accident, delay or damages to person or property caused by any failure of facilities, delay or the neglect or default of any company or person providing any service for this tour, or due to epidemic, social or political or military disturbances, or due to any causes whatsoever occurring during this tour.

The North Wasco County School District 21 reserves the right to withdraw or cancel the tour at any time before its commencement and full refund of moneys paid by trip purchaser and/or trip member shall be the financial limit of the North Wasco County School District 21 liability to said purchaser and/or tour member; or to substitute, when expedient or necessary, aircrafts, airlines, hotels; or to cancel tour purchaser and/or tour member from the tour prior to, after commencement of, or during the tour and to make substitutions, alterations or cancellations at any time without advance notice to or approval of tour purchaser and/or tour member. No refund will be made for any unused portion of any tour unless such portion has been deleted from the tour, or said member has been cancelled and the pro rata cost to such unused portion shall be the full limit of the North Wasco County School District 21's responsibility to said tour purchaser and/or tour member. The trip member also has the responsibility for securing, handling or possession of passports, visas, travel documents and necessary inoculations and also agrees to follow the rules and regulations of the tour as set forth by the North Wasco County School District 21.

Parent

Parent

Date _____

Date _____

**North Wasco County School District 21
Extended Field Trip
Insurance Waiver Form**

Date: _____

We, the undersigned, hereby certify that we have family insurance that will cover injuries which may be sustained by _____.
Name of Student

We further certify that we hereby absolve the North Wasco County School District 21, and its authorized representatives, from any claim arising out of any injury that may occur; and we further warrant that said insurance coverage shall be kept in continuous force and effect during our student's trip participation.

Name of Insurance Company _____

Policy Number _____

Parent/Guardian _____

Date Received by Advisor _____

Signature of Advisor _____

North Wasco County School District 21
Extended Field Trip
Student Expectations

Dear _____,

Student trips are an important aspect of our educational opportunities. New environments and cultures will be shared with peers that cannot be matched in a classroom. However, we must have a clear idea of the expectations of the students and the committed purpose in the trip.

The North Wasco County School District 21 will not permit the use of alcohol and/or nonprescription drugs. Students who violate this rule will be sent home at their parents' expense, at the earliest opportunity. Further, all school district and building rules and policies apply to student behaviors. Violation of these rules will result in appropriate discipline measures.

In general, students should strive to set an example of behavior that reflects pride in the group and its purpose.

Students are expected to be polite, gracious and respectful toward their host(s).

Any person whose actions seriously threaten the welfare, safety and/or objective of the trip may be sent home at parents' expense.

Parents are responsible for any damages caused by their student through willful or negligent behavior.

If any student finds himself/herself in a situation where he/she feels his/her priorities, values or rules of conduct are being challenged, the student is obligated to communicate with one of the chaperones.

Prior to the trip, there will be a parents' meeting that will cover specifically all guidelines of the trip. That meeting will be scheduled on _____.

Any additional rules specific to the trip have been attached.

I have read and agree to these terms and conditions.

Student Signature

Date

Parent Signature

Date

North Wasco County School District 21
Extended Field Trip
Chaperone Guide

Adequate chaperones are important to the success of any trip. They are extensions of the director and provide shared supervision.

The following guidelines will help ensure successful chaperone experiences:

1. Chaperones will be expected to complete, at their cost, a Criminal History Verification Form;
2. Chaperones will be chosen from staff, parents of students on trip or outside adults. It is recommended that staff members be included as chaperones, although adults who have a prior relationship with the group are advisable;
3. There will be a chaperone meeting prior to departure to review expectations, responsibilities, trip goals and emergency procedures/policies;
4. Chaperones are expected to have thoroughly read all information regarding the trip;
5. Chaperones are not expected to make policies, but to enforce them. Students disobeying the reasonable request of a chaperone will be referred to the director;
6. Chaperones are expected to report all rules infringements to the director, IMMEDIATELY. Chaperones are not expected to discipline students in these situations;
7. Chaperones are expected to attend all events or performances of the group, unless otherwise excused by the director;
8. Chaperones are expected to integrate themselves with the students as much as possible. The director will make an effort to facilitate group interaction;
9. Other expectations of chaperones as they pertain to the trip are listed below.

Chaperone's Signature

Date

North Wasco County School District 21
Prearranged Absences
(If Necessary)

Date _____

Dear _____:

Please excuse my son/daughter _____ from school on the following day(s):
 _____ due to _____.

I understand that my child will obtain homework assignments from his/her teachers for the day(s) that he/she will not be in attendance.

 Parent/Guardian

 Date

Staff Signature	Comments	Current Grade

Approval Denial School Official _____

Date _____

**North Wasco County School District 21
Extended Field Trip
Parent Meeting Agenda**

Date of Meeting: _____

Location: _____ Time: _____

1. Overview of Trip
2. Objective of Trip
3. Budget/Cost
4. Tentative Itinerary
5. Responsibilities of Supervisors
6. Emergency Information
7. Student Expectations/Guidelines
8. Other