

FIELD TRIPS

Attached are all the forms necessary for field trips. Make sure all the appropriate forms are used when preparing for a field trip.

1. Field Trip Request Form
2. Field Trip Permission Slips
3. Chaperone Responsibilities
4. Chaperone Medical Form
5. Chaperone Information list
6. Student Information List
7. Room List Form

PLEASE NOTE THE FOLLOWING WHEN PLANNING A FIELD TRIP:

1. All requests for field trips for the school year must be submitted to the principal's office for approval with adequate time in advance so that the trip can be placed on the weekly bulletin. **MAKE SURE ALL INFORMATION IS COMPLETE** or the form will be returned to you.
2. Parental permission slips must be completed and signed by the parent/guardian before the school will permit any student to participate in a field trip. It is the responsibility of the person in charge of a field trip to have these slips filed in the office **TWO DAYS** before the date of the trip.
3. A "Room List" form must be submitted to the office when taking overnight trips. Also, detailed itinerary with date, hotel/motel, and phone numbers.
4. You must submit a list of students going on the field trip to the school nurse in order to obtain a copy of the Emergency/Medical form. Please submit your list of names to the nurse in alphabetical order. **YOU WILL NEED TO TAKE THESE COPIES WITH YOU ON THE FIELD TRIP.**
5. Please send a tentative listing of students, via email, to all teachers, staff and administration prior to the trip. A final copy may also be sent with any updates the day before or morning of the planned trip

EVERETT AREA MIDDLE SCHOOL/HIGH SCHOOL
FIELD TRIP PERMISSION SLIP

STUDENT'S NAME _____ GRADE _____

has my permission to attend a field trip _____
(date of trip)

DESTINATION _____

ACTIVITY/CLUB _____

ADVISOR _____

EDUCATIONAL VALUE OF TRIP _____

TIME OF DEPARTURE _____ ESTIMATED TIME OF RETURN _____

STUDENTS PARTICIPATING IN A FIELD TRIP WILL:

- Have met the extracurricular academic guideline.
- Be properly dressed for the occasion as determined by the person(s) in charge.
- Have no foods and/or beverages in their possession while on the way to/from the destination.
- Be considered present and will be permitted to make up any work missed.
- Be aware that improper conduct will not be accepted
- Be aware the rules that apply at school also apply on field trips.

PLEASE NOTE: Failure to follow school rules may result in a student being sent home at the PARENT/GUARDIANS EXPENSE.

SIGN AND RETURN TO TRIP ADVISOR NO LATER THAN 3 DAYS PRIOR TO FIELD TRIP

It is understood that the student is still under school supervision, however, the school and those in charge will not be held responsible in case of an accident.

Date _____ Signature of Parent/Guardian _____

**EVERETT AREA SCHOOL DISTRICT
CHAPERONE RESPONSIBILITIES**

1. Each chaperone will be in charge of no more than ten (10) students.
2. Chaperones will know what students they are in charge of.
3. All chaperones will be provided with a list of medicines for students on the trip.
4. The teacher can designate chaperones to sit or be in certain locations on the bus or in field trip area.
5. No chaperone can bring his/her own child on a field trip unless the child is part of the student group that is going on the trip.
6. All chaperones must be in possession of an itinerary for the field trip, which includes complete addresses and phone numbers so in case of emergency, members of the field trip can be notified.
7. All chaperones are responsible for the general conduct of all students. All rules which are in effect during the school day, apply to field trips even after school hours or on non-school days.
8. No chaperone for the duration of the field trip will engage in the use of tobacco products or alcohol.
9. Chaperones shall be dressed in an appropriate manner for the occasion.
10. No chaperone will provide students with items that are illegal in the state of Pennsylvania. Pennsylvania laws apply on all field trips.
11. Chaperones will be provided a list of duties for supervision that applies to the field trip they are participating in.
12. Chaperones will conduct bed checks (if applicable) and make sure that only assigned students are in the rooms for the final bed check.

List of students for the chaperone supervision:

1. _____
2. _____
3. _____
4. _____
5. _____

6. _____
7. _____
8. _____
9. _____
10. _____

