

**SCHOOL DISTRICT OF ALBANY**

**PARENT/GUARDIAN PERMISSION SLIP TO ATTEND FIELD TRIPS**

By signing this permission slip, I am authorizing my child to attend any walking or transported field trips with the School District of Albany for the 2015-16 school year. This does not include overnight field trips – they will have a separate permission form (exceptions are a sporting events). I understand that the faculty member/advisor/coach will send home information with my student about each field trip prior to the date of travel explaining the trip, listing the destination, and listing the date and departure and return times.

**All school rules and regulations regarding student and teacher behavior are applicable.**

**I understand that I am responsible for notifying the school of any changes in medication or emergency contact information during the year.**

In case an emergency should occur during this field trip, we are asking you for the following information:

Emergency Contact Person Phone

Relationship to Student

Emergency Contact Person Phone

Relationship to Student

If unable to reach the emergency contact person, do we have permission to obtain emergency medical treatment for your child?  Yes  No

If your child requires any regular medication or should have an emergency drug with him/her, please list:

Medication:

Orders for Medication Use:

Medication:

Orders for Medication Use:

Parent/Guardian Signature

Date

**PARENTS: SEE BACK SIDE FOR IMPORTANT INFORMATION**

Students must obtain their homework assignments and turn in homework assignments due on the date they will be absent to their teachers prior to leaving. Tests need to be taken before the field trip or arrangements made with the teacher at least one school day before the activity.

Additional time will not be granted without prior arrangements and approval of the teacher.

**Students not attending** shall be provided appropriate alternative instruction and **should be in school on that day** or it may be counted towards truancy.

- ✓ Students may be denied the opportunity to participate on a field trip based on unsatisfactory behavior and/or academic performance.
- ✓ Courteous conduct and behavior is expected at all times.
- ✓ There shall be at least one faculty member and/or administratively approved adult in charge of the group.
- ✓ Fees, if necessary, will be collected prior to the trip(s). If the fee is a hardship, notify the office so arrangements can be made.
- ✓ Students who ride a bus to an event must also return to school on the bus. Exceptions to this may be made if the parent(s) or legal guardian(s) presents a written permission slip to the chaperone, allowing his/her child to ride home in the parent's vehicle and/or signs a sign-out sheet with the chaperone in charge. The other exception is if the student has a Student Permission to Drive/Ride to School-Related Events form signed by a parent or legal guardian which was approved by an administrator or their designee prior to the event.
- ✓ There shall be proper, acceptable dress for the occasion involved.
- ✓ Supervisors will be responsible for bus behavior. It is important that the bus rules as listed in the Student/Parent handbook be followed.