

**FIELD TRIP PARENTAL AUTHORIZATION AND INFORMATION**

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dear Parents:

(name of group) \_\_\_\_\_ is planning a trip to \_\_\_\_\_ (location)

as a part of \_\_\_\_\_ (purpose). We will leave from \_\_\_\_\_ (location) ON \_\_\_\_\_ (date)

at \_\_\_\_\_ (time) under supervision of \_\_\_\_\_ and \_\_\_\_\_

This group will leave from: \_\_\_\_\_ They will be back at school on \_\_\_\_\_ at about \_\_\_\_\_.

We will travel by: (CHECK ONE BELOW)

School Bus  Private Auto (see guidelines on Process Form)  Charter Bus  Other \_\_\_\_\_

**The full cost and itinerary are attached. Students must return this form prior to going on the trip.**

**EXCURSION CODE OF CONDUCT**

**Mercer Island High School requires that each student read the Student Participant Code of Conduct. Each student must submit a completed copy with signatures prior to participation.**

1. Students shall keep their advisors informed of their activities and whereabouts AT ALL TIMES. Student participants will be prompt and prepared for all activities. Lodging arrangements will be decided prior to the trip and will be followed.
2. Students agree to conduct themselves in a professional and ethical manner at all times and follow the directives of adult supervisors and any other adults while on the trip.
3. Appropriate attire is required.
4. Cell phone courtesy will be expected at all times.
5. Student participants shall not ride in vehicles belonging to others unless accompanied by an adult.
6. Student participants will be financially prepared for all possibilities.
7. There shall be no defacing of public property. Any damage to property must be paid by the individual responsible.
8. No use of tobacco, alcoholic beverages or controlled substances shall be possessed or consumed by participants at any time as you have all signed the Conduct and Control for Participants policy.
9. **Delegates who violate or ignore any of the trip rules may be sent home immediately at their own expense. Parents and school officials will be notified.**
10. Student participants are responsible to follow the local rules of conduct and will be held accountable and face consequences determined by the local school and district.

**DISCIPLINARY ACTION**

**I understand this trip is school sponsored and governed by Mercer Island School District policy. The following are some examples of disciplinary actions that may be taken in the case policy is not followed.**

1. Placed in the care of a chaperone or sent home early.
2. Referred to school administration
  - a. In this case students shall be subject to the disciplinary policies of the school.

**Student Authorization**

I have read and fully understand the Code of Conduct. I agree to follow these rules and am aware of the consequences that will result if I violate any of them. Furthermore I understand and appreciate the importance of these rules for the success of the event.

<u>Student Participant Printed Name</u>	<u>Student Participant Signature &amp; Date</u>
---	---

**Advisor Authorization**

I certify that the member named on this form has been authorized to represent our school. This student has received information and instruction concerning the Student Code of Conduct prior to this event.

Advisor Name (print)	<u>Advisor Signature &amp; Date</u>
----------------------	-------------------------------------

**Parent/Guardian Authorization**

My child, (print name), has my permission to participate in the event. I have read and understand the Code of Conduct. Furthermore, I have spoken with my student regarding these rules and the responsibility he has to abide by them. I agree that the Advisor(s) and/or school officials have the right to send my son/daughter home from the event at my expense if he violates the Code of Conduct or his conduct has become a detriment. I also authorize the advisor to secure the services of a physician or hospital and to incur expenses for any necessary services in the event of accident or illness. I agree to pay for any and all costs incurred.

Parent/Guardian Name (print)	<u>Parent/Guardian Signature</u>
------------------------------	----------------------------------