

Student Name _____

Grade _____

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 2020-21 school year. This does not include overnight field trips - they will have a separate permission form (exceptions are 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, 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

Yes, I recognize that this digital signature takes place of a handwritten signature, pursuant to Wis Stats 137.15, 137.16, & 137.7.

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 inust 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.