

**Field Trip Handbook
St. Johns County School District
Risk Management
2007-2008**

**St. Johns County
School District**

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in
Public Education
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Field Trip Handbook

St. Johns County School District-2007-2008

The purpose of the Field Trip Handbook is to provide information to principals and staff in planning and preparing field trips for the 2007-2008 school year. All field trip requests will be coordinated by Risk Management. Field trips have been classified into three categories: TYPE A, TYPE B, AND TYPE C with explanations for each category. **Timelines have been established for requests, needed forms and information required before approval will be given.**

Please read the entire handbook. Hopefully the information contained will answer all of your questions. We are also including a list of field trips currently approved and categorized as TYPE A field trips. **When requesting TYPE A, TYPE B and TYPE C field trips and/or the use of chartered buses, rental vans, or private automobiles you must complete the enclosed forms forwarding all information to Risk Management.**

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FIELD TRIP OVERVIEW

The St. Johns County School Board encourages the use of organized off-campus trips which will serve worthwhile educational objectives and further the fulfillment of the district's mission and school goals.

The Board recognizes that the delivery of varied programs using the field trip as a learning medium requires coordination, safety precautions and financial resources. In order to protect the pupil, the teacher and the parent, and in order to distribute opportunities and resources as equitable as possible to all pupils in the district, the Board will periodically issue, in consultation with the Superintendent, administrators and teachers, administrative procedures specifying the Board's position. These procedures will be outlined in the District Field Trip Handbook. The Board will provide the services of a Field Trip Coordinator from Risk Management who will serve as a liaison for the superintendent, Board, principals and teachers.

The Board believes that curricular and extracurricular activities involving travel are an important offering to our students. In the interest of student safety, these activities must be carefully planned, executed, and controlled, but they are an established part of school life and are a vital element in the overall educational program. Such activities must advance legitimate educational goals and must be effectively supervised in a manner to protect the students and the programs.

In giving support to the use of field trips as an educational vehicle, the Board expresses its concern that the value of any trip must be assessed in the context of the amount of classroom instruction time lost, the potential contribution to student learning and the costs to the individual student, the school district, and the community. It is not the intention of the Board to impose rigid restrictions of learning activities which contribute to legitimate educational objectives; rather these procedures should enable all those responsible for the education of our students to assure themselves that such activities undertaken during the school year:

1. Are directly related to the School District's mission.
2. Have been planned to achieve specific educational outcomes.
3. Cannot be more appropriately undertaken during after school time.
4. Are organized with provision for adequate supervision.
5. Are conducted in a manner which will not bring discredit upon the student, the teacher, the school or the School Board.

Field trips are appropriate for the following reasons:

1. As an adjunct to classroom work directly related to the curriculum.
2. As an adjunct to the purpose and activities of a club or organization.
3. As a reward for desired behavior or accomplishments.

Field trips should consist of three parts:

1. **Preplanning:** Educational benefits, district approval and permission, expected behaviors, and school calendar posting.
2. **The Trip:** Organization, detailed itinerary, communication with parents, students, faculty and staff.
3. **Follow-up:** Review and evaluation of the educational benefits of the trip with suggestions for refinement and improvement.

GENERAL REGULATIONS COVERING ALL FIELD TRIPS

1. **Whenever the Superintendent, Principal or Board determines that dangerous conditions exist which may affect the health, safety, or welfare of those traveling on any field trip, the Superintendent, Principal, or Board may withdraw approval for the trip. The teacher may also request cancellation or postponement of the trip for the same reasons. Prior to departure on a field trip the teacher/supervisor will make himself/herself aware of, and heed any travel advisories. The school, District and Board will assume no liability for reimbursement of costs or expenses incurred by the cancellation of any trip. (Parents need to be aware of this condition in advance)**
2. Trip Sponsors **MUST** familiarize themselves with Board rules in the Field Trip Handbook and rules covering the transportation of students. This includes confirmation that commercial carrier drivers transporting students have met level two screening requirements
3. A suitable equipped first-aid kit will be available on all school bus trips (including mini buses and vans) and on all outdoor education trips.
4. Field trips are school sponsored and applicable rules and regulations with respect to student conduct, supervision and safety must be in force. **Parents and students must understand that a prompt return home at parents' expense is a logical consequence of a student's inability to accept their responsibility in this matter.** Procedures shall be in place to accommodate this procedure.
5. Students on trips shall always be under the supervision of a teacher and or chaperone. There is to be **NO** unsupervised time. For middle and high school students this would require regular, structured check-in times when touring theme parks, and museums such as the Smithsonian in Washington D.C. At no time would students be allowed in groups of less than three. Sponsors will also establish a "home base" for every field trip location communicating to all students and chaperones that in the event someone is injured, gets sick, is separated from their group, or gets in trouble, they will know how and where to contact a chaperone.
6. No student will be excluded from participation because of legitimate financial reasons
7. Volunteer drivers of automobiles carrying pupils on field trips must have adequate liability insurance. Employees, parents, and chaperones driving their own vehicles on

school-related trips should be aware that **they assume personal financial liability if an accident should occur.** A minimum of \$100,000 is required. **Under no circumstances should a student be permitted to act as a volunteer driver.** Risk Management requires the following information on each volunteer driver.

1. The names of all drivers
2. Copies of each driver's license
3. Proof of automobile insurance with limits of at least \$100,000 per person, \$300,000 per occurrence for bodily injury and \$50,000 property damage coverage.

8. When using chartered buses the company used must be on the district's approved commercial carrier list. All commercial carriers must complete the district's application for commercial carriers. Once completed and approved the listed carrier will be eligible to provide service to individual schools. All drivers must meet level two screening requirements. Applications for the Commercial Carrier Contract can be requested through Risk Management.

9. It is the responsibility of the principal and the sponsoring teacher to keep parents well informed in all aspects of the field trip. This includes the trip itinerary, mode of transportation, scheduled activities, arrival and departure times, chaperones and supervision, etc. Parents should be advised in writing of the risks involved in each particular trip. Once the trip itinerary is established and published additions to the itinerary should not be added without parental permission. Signed parental permission slips for these trips must be received prior to the trip taking place.

10. Field trips should be planned to minimize the disruption of other schedules in the school. Arrangements must be made for the instruction of any students not participating in the trip who are normally taught by the teachers involved in the field trip.

11. All volunteers traveling with district students must have been cleared and approved through a criminal record check. Forms are available through the principal or RSVP. Clearance takes approximately 6 to 8 weeks. (819-7907)

12. The student/supervisor ratio should be kept as low as possible with 15:1 as a minimum guideline with two adult supervisors for any one group. Depending on specific activities, age, and needs of students, additional supervision may be required.

13. Schools will develop an appropriate procedure which will ensure that subject area teachers are advised of a proposed trip well in advance, in order to define any study obligations participating students must meet. If these study obligations are not met, the student's participation in the trip may be denied. Arrangements must be made for the instruction of any students not participating in the trip who are normally taught by the teachers involved in the field trip.

14. Students must be informed that they are responsible for their conduct and for work missed. They must approach their teacher for permission to miss classes, and to receive direction for making up their work

15. When a child's history suggests that he/she is likely to present a discipline problem on a trip jeopardizing his/her own safety or the safety of his/her classmates, a meeting of the principal, teacher and parents will need to occur as early as possible. Additional supervision may be required offering the parent an opportunity to serve as chaperone for the child. If an agreement cannot be reached the child may be denied permission to participate in the trip.

16. For overnight field trips sponsors must meet with parents in order that parents fully understand the scope and intent of the trip. Parents should be advised in writing of any and all risks for each particular trip. Full knowledge of student requirements in the areas of travel expenses, accommodations, clothing, personal expenses, behavior, responsibility for missed work and itinerary must be presented. Parental consent forms and medical forms acknowledging this information must be signed and returned as a prerequisite for attendance. Chaperones sharing rooms with students will be assigned a single bed and must have at least two students in the room at all times. Confidential information concerning specific medical problems must be actively sought by the teacher. The health tech and the health services office may need to be consulted in areas of concern.

17. Passenger and vehicle loading lists, including student names and phone numbers, shall be available in the school and with the supervisory person.

18. When a parent or guardian elects to transport his/her own child to an event, he/she is not deemed to be a volunteer driver. Therefore no "other" child may travel with that parent, either to the destination, or returning. All students may only travel in the manner arranged for by the school, or travel with their parent/guardian. Where students seek alternate means of travel that do not meet these guidelines, they are not considered to be part of the event.

19. A designated volunteer driver may not carry more passengers than the designated seating capacity listed for their vehicle. **Each student must have a fully functional seat belt, and must be required by the volunteer driver to wear it whenever the vehicle is in motion.**

20. All field trips require a St. Johns County School District teacher or administrator charged with responsibility for the planning, organization, and supervision of each field trip.

21. No field trip using District buses shall be made during the last five (5) days of school without prior approval from the Director of Transportation.

22. There should be adequate seating for all trip participants. On school buses it is recommended secondary students sit two to a seat and elementary students can sit three to a seat. The rated capacity of the vehicle is not to be exceeded.

23. If a substitute is needed or required to cover students not attending the field trip, or is needed in addition to the teachers and staff already participating in the field trip, the school must allocate funds through their internal account or other funds in their general operating budget. Funds cannot be taken from the substitute budget line for field trips.

24. An updated list of approved field trips will be sent to Principals and Assistant Principals during the first week of each month. All field trips on this list are considered TYPE A Field Trips.

25. Twelve and fifteen passenger vans have, in the past, been leased or rented by schools and driven by district employees. For safety and liability reasons, student groups are not permitted to ride in 12 and 15 passenger vans (the vehicle is the same size/body style). This type of vehicle has a greater risk of a “rollover” when 10 or more people ride because the weight of the passengers raises the vehicle’s center of gravity, causing it to shift rearward. In compliance with federal and state safety recommendations, schools must use options such as a commercial carrier, standard school bus, or passenger vans built for 7 people or less.

26. All travel outside of the state of Florida must be provided by a commercial carrier selected from the St. Johns County Schools Authorized Carrier list. State law provides limited protection through sovereign immunity against liability claims in case of accidents and injury. However, after crossing the state line, sovereign immunity protection is gone and liability levels are unlimited.

27. No children including siblings, relatives or friends may attend a field trip unless they are part of the group for whom the trip was arranged. Only parents and guardians of children for whom the trip was arranged may serve as chaperones and must be approved and cleared through a criminal record check and the principal.

28. Travel agencies or other private organizations promoting travel study trips shall not be permitted access to the school to promote or enroll students for privately sponsored travel study programs and trips.

29. The St. Johns County School Board will not endorse or approve out of country field trips. School Board employees organizing out of country field trips are not allowed to use school facilities to promote such trips. A school board employee organizing a trip out of country, with St. Johns county students participating, must clearly state in writing that the St. Johns County School District is in no way involved in the organization, support or endorsement of the field trip.

30. Information on the summer student exchange program between the city of St. Augustine and its sister city, Aviles, Spain, may be distributed. Such distribution of information in no way implies affiliation or endorsement of an exchange program. It only recognizes the importance of increased international understanding.

Field Trip Classifications

Field Trips will be classified under three categories:

TYPE A

Single day or partial day trips listed on the approved field trip list should be listed on the “TYPE A Field Trip” form (pg 9) and forwarded to Risk Management. Requests to district transportation for the use of school buses must be made at least 10 days in advance. The principal will be responsible for following all guidelines and procedures listed in the Field Trip Handbook. This includes single day athletic trips, drama trips, and other like club trips. If you are taking a trip on the approved list but are using outside transportation (private, chartered, rental van, etc), a form entitled, “Chartered Buses, Rental Vans, and Private Automobiles District Form”(pg 13) must be completed and forwarded to Risk Management at least 10 days prior to departure. All information requested in this form must be complete and submitted before approval will be given. Failure to submit all information could result in cancellation of the trip.

TYPE B

Single day or partial day trips NOT listed on the approved field trip list. These trips, along with athletic trips, drama trips and other like club trips not on the approved list, will require superintendent approval. The principal must submit the TYPE B FIELD TRIP form entitled, “Type B Field Trip” (pg. 10) to Risk Management at least 14 days in advance. If you are using outside transportation (private, chartered, rental) a form entitled, “Chartered Buses, Rental Vans, and Private Automobiles District Form” (pg 13) must be completed and forwarded to Risk Management at least 10 days prior to departure with the TYPE B FIELD TRIP FORM. In the event a school anticipates participation in athletic or other qualifying events, information should be forwarded to Risk Management as soon as dates and places are announced with a written explanation for late submissions.

TYPE C

All overnight and out of state field trips require School Board approval. Approval must be obtained from the Superintendent and School Board prior to major fund raising and making contractual commitments. Requests for such trips must be made by the principal using the TYPE C FIELD TRIP form (pg 11) submitted to Risk Management at least 12 WEEKS prior to departure. If you are using outside transportation (private, chartered, rental) please complete the form entitled, “Chartered Buses, Rental Vans, and Private Automobiles District Form.”(pg 13) The information requested in this form must be completed and forwarded to Risk Management. Upon receipt, along with the TYPE C FIELD TRIP form and all required documentation, the packet will be submitted to the Board. Final approval will be made by the School Board. Trips may not be approved where applications are late or lack requested information. In the event a school anticipates participation in athletic or other competitive qualifying events, information should be forwarded to Risk Management as soon as dates and places are announced. Such late requests must include a written explanation to the Superintendent. In times of national emergency or any other time when it is in the best interest of the health, safety, and welfare of students and employees, the School Board may revoke its approval and will assume no liability for reimbursement of costs or expenses incurred by the cancellation of any trip.

TYPE A FIELD TRIP

(Single day field trips listed on the approved field trip list)

School:

Date:

Proposed Date:

Sponsoring Teacher:

Group/Club/Organization:

Destination: (Your destination must be on the approved field list. If not, you are completing the wrong form)

Mode of Transportation: (If you are using district school buses no additional information is required by Risk Management **after the completion and submission of this form.** If you are using “Chartered Buses, Rental Vans, or Private Automobiles,” you must complete and include with this form the “Chartered Buses, Rental Vans, and Private Automobiles District Form,” found on page 13.

Principal Signature: I acknowledge by my signature compliance to all guidelines, procedures and policies contained in the Field Trip Handbook. I further acknowledge that all information contained in this handbook has been or will be communicated and shared with all field trip sponsors and faculty chaperones.

Principal Signature

TYPE B FIELD TRIP

(Single day-not on the approved field trip list)

This form is to be completed by the principal for single day or partial day field trips **NOT** listed on the approved field trip list. These trips along with athletic trips, drama trips, and other like club trips not on the approved list will require superintendent approval. The principal must submit this form **at least 14 days** prior to the field trip. If not using District buses you must also complete the form entitled, **“Chartered Buses, Rental Vans, and Private Automobiles District Form.”** (pg 13) In the event a school anticipates participation in athletic playoffs information should be forwarded to Risk Management as soon as dates and places are announced.

School:

Date:

Proposed Date:

Sponsoring Teacher:

Group/Club/Organization:

Destination: **(Name, Address, Contact Person, Phone Number-include all or field trip will be denied)**

Overview/Background Information:

Strategic Plan Impact:

Educational Impact:

Fiscal Impact:

Mode of Transportation:

Late Requests (less than 14 days prior to departure) requires a written explanation by the principal. Qualifying, competitive events can be explained on this form. All other late submissions should be addressed to the Superintendent in memo form.

(If not using district school buses you must attach “Chartered Buses, Rental Vans and Private Automobiles District Form.” (pg 13)

Principal Signature: **I acknowledge by my signature compliance to all guidelines, procedures and policies contained in the Field Trip Handbook. I further acknowledge that all information contained in this handbook has been or will be communicated and shared with all field trip sponsors and faculty chaperones.**

Principal Signature

Risk Management: _____

Signature

TYPE C FIELD TRIPS

(Overnight/out of state)

This form is to be completed by the principal for all overnight and out of state field trips. **The School Board must approve all field trips that are out of state or involve an overnight stay prior to the trip occurring and prior to major fund raising and making contractual commitments.** Requests for such trips must be made by the principal and submitted to Risk Management **at least 12 weeks prior to departure.** **If not using district school buses the form entitled, “Chartered Buses, Rental Vans, and Private Automobile District Form” (pg 13) must be submitted in the initial request. Information must be complete and forwarded to Risk Management 12 weeks prior to departure. Late requests for qualifying athletic or other competitive events require a written explanation to the Superintendent.** Medical forms, parent permission forms and a detailed information letter outlining the field trip schedule and expectations are required. Final approval for all out-of-state field trips and trips using District Funds must be given by the School Board. *In times of national emergency or when it is in the best interest of the health, safety, and welfare of students and employees, the School Board may revoke its approval and will assume no liability for reimbursement of costs or expenses incurred by the cancellation of any trip.*

School:

Sponsor:

Date:

Group/Club/Organization:

Overview/Background Information:

Late Requests (less than 12 weeks prior to departure) requires a written explanation by the principal. Qualifying, competitive events can be explained on this form. All other late submissions should be addressed to the Superintendent in memo form and attached to this form:

Strategic Plan Impact:

Educational Impact:

Proposed Date:

Mode of Transportation:

Total Cost to Each Student:

Direct Cost to the School/District:

Detail Your Source of Funds:

How Are You Covering Teacher/Chaperone Expense?

Principal Approval: **I acknowledge by my signature compliance to all guidelines, procedures and policies contained in the Field Trip Handbook. I further acknowledge that all information contained in this handbook has been or will be communicated and shared with all field trip sponsors and faculty chaperones.**

Principal Signature: _____

Risk Management Approval: _____

Chartered Buses, Rental Vans, and Private Automobiles *Information Sheet*

When using Chartered Bus, Rental Van or Private Automobile to transport students on a field trip, athletic trip, drama trip or club trip, the information requested in the form on page 10 must be completed and submitted to Risk Management at least 10 days prior to departure. The form on page 13 may be used with TYPE A, TYPE B, and TYPE C Field Trips.

Chartered Bus: *Only Chartered Bus Companies on the St. Johns County School District's approved Authorized Commercial Carrier List can be contracted by individual schools.* Applications for commercial carriers not on the approved list may be requested from Risk Management. (819-7554)

Private Automobiles or Rental Vans:

- a. A written list with the names of all drivers.
- b. Copies of the drivers license of each driver.
- c. Proof of automobile insurance with a minimum of \$100,000 per person, \$300,000 per occurrence for bodily injury, and \$50,000 property damage.
- d. **Please note, 12 and 15 passenger vans are not permitted for use by any St. Johns County school.**

The above information must be complete and forwarded to Risk Management before approval will be given. The principal should maintain a confidential list of all approved drivers and include the required information. A copy of the form, "Drivers of Volunteer Vehicles" (pg. 15), should be on file and should include the volunteer's signature.

All drivers, all volunteers, all chaperones must have cleared the criminal background record check conducted by RSVP.

If you are using a chartered bus, rental van or private automobile you must complete the next page, page 13, "Chartered Buses, Rental Vans and Private Automobiles District Form" and return to Risk Management 10 days prior to departure with all information requested.

Chartered Buses, Rental Vans and Private Automobiles District Form

(To be completed and returned to Risk Management by any school using a chartered bus, rental van or private automobile for Type A, Type B, and Type C Field Trips)

School: _____

Sponsoring Teacher or Administrator: _____

Destination: _____

Proposed Date(s): _____

Chartered Bus Users:

Name of the Commercial Carrier _____

The Commercial Carrier is on the District's Approved Commercial Carrier List.

_____ YES _____ NO

(If the carrier is not on the district's approved list the field trip will be denied)

Private Automobiles and Van Users:

Names of all drivers: _____

Attached to this form is a copy of each person's driver's license listed above.

_____ YES _____ NO

Attached to this form is a copy of each driver's automobile insurance listing coverage for \$100,000 per person, \$300,000 per occurrence for bodily injury, and \$50,000 property damage.

_____ YES _____ NO

(If the insurance coverage does not show \$100,000, \$300,000, \$50,000 the driver will not be approved)

Volunteer Drivers have read and signed the "Drivers of Volunteer Vehicles Form" found on page 15 of this handbook. The signed "Drivers of Volunteer Vehicles Form" and a copy of each driver's license are on file with the principal.

_____ YES _____ NO

Risk Management Approval: _____

Date: _____

Medical Information Form

(Required for Type C Field Trips and any student required to take medication)

(Required for all Field Trips)

Your Child's Name _____

Health Insurance Provider and # of Medical Plan _____

Doctor's Name & Phone # _____

LIST ANY AILMENTS, DISABILITIES OR PROBLEMS INVOLVING YOUR CHILD WHICH MIGHT AFFECT HIS/HER PARTICIPATION.

Asthma _____

Epilepsy _____

Allergies _____

Heart Disease _____

Bronchitis _____

Sleepwalking _____

Bed Wetting _____

Sinus _____

Ear Infection _____

Nightmares _____

Diabetes _____

Information of which sponsors should be aware:

1. Unusual reactions or allergies to drugs.
2. Special care needed while on trip.
3. Special instructions to medical personnel if emergency care is needed.
4. Significant health problems of student.

All medication is to be administered by a health department trained faculty or staff employee. Medication must be clearly labeled with the student's name, the name of the medication, what it is to be used for, how it is to be given, the quantity to be given, and the times it is to be given. Only the amount of medication required for the duration of the trip should be provided.

Name of Medicine: _____

What it is to be used for: _____

How it is to be given: _____

Quantity to be given: _____

Time to be given: _____

Remarks: _____

Parent's Signature _____

IN CASE OF EMERGENCY: I hereby request the physician/emergency team selected by the trip supervisor to provide treatment for my child named above.

Parent's Signature: _____ Date: _____

IF PARENTS CANNOT BE REACHED IN AN EMERGENCY, PLEASE CONTACT:

Name: _____ Phone # _____

DRIVERS OF VOLUNTEER VEHICLES

School Function: _____

Date: _____

Re: Volunteers Transporting St. Johns County School District Students

Dear _____

We appreciate your help and cooperation in transporting our students. Since you have offered your services it is only fair that we, the school, and the School Board ensure that you are aware of the situation in which parents, teachers and volunteers place themselves when they transport pupils in private vehicles.

Employees, parents, and chaperones driving their own vehicles on school-related trips should be aware that they assume personal financial liability if an accident should occur. All vehicle owners are responsible for loss and accidental damage to their automobiles.

All students must wear seat belts “in a properly adjusted securely fastened manner.” There must be a seat belt for each pupil transported. Each volunteer driver must provide a copy of their insurance coverage and driver’s license. This information is forwarded to Risk Management and kept on file with the school principal. The information is kept confidential.

While using or operating a motor vehicle with the approval or authority of the school district on a school function, you are **not** covered for third party liability damages in excess of your required coverage. Please understand it is your personal insurance providing coverage for liability and injury. Therefore it is essential your insurance policy provides a minimum of \$100,000 per person, \$300,000 per occurrence for bodily injury, and \$50,000 property damage.

You should have the names, addresses and phone numbers of all passengers. Your vehicle should be in good repair. You should know the routes, schedules, and details of all activities. The number of students transported will be limited by the specified capacity limits of your vehicle and the corresponding seat belts provided.

Thank you for your valuable assistance and extra effort you put into our schools’ activities.

Sincerely,

Principal

Signature of Volunteer Driver: _____

**ST. JOHNS COUNTY SCHOOL DISTRICT
PARENT PERMISSION FORM FOR FIELD TRIP ACTIVITIES**

School _____

I/We, the parents/guardians of the student named below, understand the nature of the trip being planned to:

_____ on _____
(DATE)

Time: Leave: _____ Return: _____ We understand transportation will be by:

_____ at a cost of \$ _____
(MODE OF TRANSPORTATION)

We acknowledge our student is in good physical health and the Trip does not pose a health hazard to my student. *We also understand in times of national emergency or any other time when it is in the best interest of the health, safety and welfare of students and employees, the School Board may revoke its approval assuming no liability for reimbursement of costs or expenses incurred by the cancellation of any trip.*

I/We hereby grant permission and give my/our consent for my Student to (1) be treated by any qualified nurse, physician, or surgeon as may be deemed necessary by the District, its agents, servants, or employees during the Trip; (2) be administered medication and/or emergency first aid care as may be necessary or appropriate; and (3) receive treatment in hospitals, medical offices, or elsewhere in the event of accident or illness. To assist in that medical care or treatment, I/we represent that the medical information supplied on the Medical Information Form and or the School Health Card is true and accurate. In the event of an injury requiring medical attention, I/we understand and agree that neither the District nor its agents, servants, or employees are responsible for obtaining, or for the result of any medical or emergency treatment rendered or supplied to my student. I/We will hold the District and its agents, servants, or employees harmless and indemnify them from any claim, cause of action or demand arising out of any form of or the lack of medical or emergency treatment rendered to my student.

In the event that a student must return to school independently for reasons of health, accident, failure to conform to rules established by the teacher in charge, etc., we agree to accept full responsibility for and to pay for the cost of medical care, transportation and other incidental expenses. This permission slip also serves as a contract that the student and parent(s) understand and agree to the guidelines from each teacher as to making up missed assignments.

My Student, by his/her signature hereto, fully agrees and consents to the foregoing with permission to participate in the listed field trip.

Signature of Student _____ Date _____

Signature of Parent/Guardian _____ Date _____

Cell Phone _____ Work Phone _____ Home Phone _____

Emergency contact, if parent unavailable _____ Phone _____

Family Physician _____ Phone _____

Health Insurance Provider _____ Policy# _____

If the student requires medication during this trip, and or there is information of which sponsors should be aware, I understand I am obligated to complete the Medical Information Form (obtained from the trip supervisor) and provide the medication to the personnel trained to administer the medication.

