**EXTRACURRICULAR FIELD TRIP ACTIVITY**

***Extracurricular Field trips require prior permission and teacher consent and signature. This form must be completed prior to participating in any activity which requires missing class instructional time.***

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher/Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure/Return Times:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class to which this activity ties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART A: TEACHER CONCENT FOR STUDENT ABSENCE FROM YOUR CLASS**

*Please be advised that the above-mentioned student will be participating in an extracurricular activity. Your signature and consent are required for this student to be excused. Students have the responsibility to contact you for make up assignments during this absence if you accept them missing your class.*

**PERIOD TEACHER SIGNATURE ASSIGNMENT**

|  |  |  |
| --- | --- | --- |
| 1. |  |  |
| 2. |  | **Advisor Initials:**  **\_\_\_\_\_\_\_\_\_** |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

**ADVISORS/TEACHERS ROUTE PAPERWORK AS FOLLOWS:**

* Gain permission for field trip through proper channels, including authorization for substitute. Sign and check forms for completeness. ***Advisor first signs and completes the top portion of field trip form and distributes to all participating students.*** Student has form signed and returns it to the advisor, who checks for completeness. If parent or teacher signatures are missing, those issues must be resolved prior to leaving on the field trip or the student may not go.
* Complete coversheet and forms to be left in the Principal’s Office. A class roster or itemized list of students attending must be on the coversheet. The list should also be provided to the Attendance Office prior to departure. Original signature forms are kept with the Advisor.

**PART B: STUDENT CONDUCT/PARENT PERMISSION**

*When participating in a field trip with Tracy High School, the student is taking part in a regular school program. The conduct and attitude of the student reflects on the school. Students are to follow the rules and policies outlined in the Student Handbook. Highlights are listed below:*

* All school rules, policies and consequences are in effect.
* Unbecoming conduct will not be tolerated. This includes transportation and field trip activity time. Students are to remain seated on the bus and behave as per *Student Handbook* guidelines.
* Students should be courteous and mannerly to one another, to the chaperone, to the members of other schools and businesses, and to townspeople going through town. The school official is in charge.
* All students must go and return on the bus or in the vehicle they were transported in.

**This form MUST be completed including your parent/guardian’s signature and returned to your advisor/teacher prior to the trip. You are not authorized to participate without this area completed.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is familiar with the above rules and has my permission to participate in the trip and receive emergency medical attention in the event of illness or injury. My child will go and return on the bus or in the vehicle transported. Please list any known allergies or conditions: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARENT/LEGAL GUARDIAN SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMERGENCY CONTACT PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**