



# BRADLEY COUNTY SCHOOLS Field Trip Permission Form

SCHOOL \_\_\_\_\_ CLASS \_\_\_\_\_ Approximate No. of Adults: \_\_\_\_\_

Location: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Leaving: Day/Date: \_\_\_\_\_ Time Leaving: \_\_\_\_\_

Returning: Day/Date: \_\_\_\_\_ Time Returning: \_\_\_\_\_

Cost: \$ \_\_\_\_\_ Check or Cash Payable to: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Teacher: \_\_\_\_\_ Contact Information: \_\_\_\_\_

*(Additional information may include phone number where parents can reach their child in case of an emergency at home, overnight accommodations, anticipated arrival time at the event site, etc.)*

**Important: Please keep the top portion of this field trip permission form for your records.**

✂ CUT HERE ----- ✂ CUT HERE ----- ✂ CUT HERE ----- ✂ CUT HERE ----- ✂ CUT HERE

Please return permission slip to your child's teacher by \_\_\_\_\_

I give my child \_\_\_\_\_, permission to attend the field trip to \_\_\_\_\_  
(Student's Name) \_\_\_\_\_ on \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_.

I enclose \$ \_\_\_\_\_ (Exact cash or check payable to school) to cover the cost of the trip.

I give permission for my child to receive emergency medical treatment. In case of emergency, please contact

	Name	Phone Number
1.		
2.		
3.		

My child has the following dietary or medical needs: \_\_\_\_\_

**My child and I are familiar with the school's code of conduct and are in agreement that he/she will abide by all rules and regulations while attending this school function. I understand that participation in this field trip is voluntary and that it exposes my child to possible risk(s).**

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Parent chaperones may or may not be necessary for this trip. Please indicate your willingness to assist. If your assistance is needed, your child's teacher will contact you. Name \_\_\_\_\_  
 Yes, I am available to serve as a chaperone. I can be reached at \_\_\_\_\_.



## BRADLEY COUNTY SCHOOLS Field Trip Chaperone Guidelines

Dear Chaperone,

**THANK YOU** for accompanying us on our field trip. Your role as chaperone is very important to the safety and success of our field trip. Please read over the following guidelines carefully before the trip.

### **As a chaperone, you are expected to:**

- Keep your group together and in sight at all times.
- Help maintain order and remind students to be quiet when guides/ hosts are speaking.
- Keep students on schedule.
- Make sure students leave the areas they visit as clean as when they arrived.
- Notify a teacher immediately if any problems arise. Cell phone number(s) in case of emergency: \_\_\_\_\_.
- Leave your cell phone number with the teacher in case you become separated from the group or an emergency arises.
- Refrain from the use of tobacco or alcohol products in any form, at any time during a school trip. Wherever students are is considered "school property."
- Use appropriate language.
- Wear appropriate attire that adheres to the school dress code.
- Abide by all school rules while on this trip.
- Serve as a role model for students and let your conduct reflect this at all time.
- Refrain from bringing younger siblings so that you can give the students you are chaperoning your undivided attention.
- **Remember to pick up an itinerary and student list.**

We are very grateful for your assistance and appreciate your observance of all rules.

Sincerely,

\*\*\*Persons with previous convictions or criminal charges are not allowed to chaperone students\*\*\*



## BRADLEY COUNTY SCHOOLS

### Field Trip Guidelines for Teachers

- Fill out the appropriate form and have your building level principal approve the trip by signing the form.
- Use one form per trip.
- Be sure to indicate the number of chaperones attending.  
(**No trip** will be allowed without adequate supervision)
- All students must have a signed field trip form in order to participate.
- If there is a child in your classroom with a medical condition requiring a nurse or family member to accompany them on the trip, **remember to give adequate notice to the nurse and/ or family.** The nurse will need advance written notice to arrange coverage for the school in her absence.
- Give “**Guidelines for Chaperoning**” to all chaperones.
- Review rules with students and chaperones before leaving.
- Students should ride the bus unless there are extenuating circumstances.
- At the end of the day, a parent may be allowed to take their own child, only after signing them out of the school’s care.
- Prepare two lists of students participating.  
(Leave one list in the office along with cell numbers for emergency contacts. Take the other list for roll call)
- Roll call should be done before leaving any location.
- Field trips out of state or overnight trips must be approved by the Director of Schools.