ARCHBISHOP WOOD HIGH SCHOOL FIELD TRIP GUIDELINES

Field Trips are an important and unique learning activity for students. They allow students a personal experience and an opportunity to learn in a different context. A well-planned and focused field trip is an event students can benefit from in many ways. The following guidelines are meant to support an educationally sound experience.

1. Field Trip Moderators are asked to seek the permission of the Department Chairperson and the Principal.

2. Each student must complete a Parental Permission form prior to the field trip. The moderator is asked to take the permission forms with him/her on the trip. This will enable the moderator to make contact with parents in case of an emergency.

3. A copy of the Field Trip List is to be given to the Office of Academic Affairs, the Office of Student Affairs, and the Office of Student Services at least one day prior to the trip.

4. Students are responsible for all classwork and homework missed.

Archbishop Wood High School
Parental Permission For Field/Sport Trip

All possible care and precaution is taken to safeguard the pupil from accident or injury. Parents, by signing this form, indicate that they accept responsibility for any incident or accident connected with this trip. Parents are also acknowledging that they understand that they will be billed for the cost of the field trip through their FACTS account by the end of the month.

The same rules of conduct that are in effect at Wood apply on any field trip. Students are required to wear proper attire on field trips. Please bear in mind while on any field/sport trip, that the entire school is judged by the actions and behavior of those members of the Wood community who are on the field trip.

Student Name:_____

Student #: _____ Section: _____

Event Date: _____ _____ _____

Cost of Field Trip (billed through FACTS account): $_____

Event and Location: _____ _____

Mode of Transportation: _____ _____

Parental Permission

I have read carefully the permission form and give permission for my son/daughter to attend the supervised field trip listed above. My child and I are aware that he/she is responsible for all classroom work, testing and homework missed while on the field trip.

Should the need arise; I give permission for my son/daughter to receive medical treatment.

Emergency Contact: _____

Emergency Phone # _____

SIGNATURE OF PARENT OR GUARDIAN SIGNATURE OF STUDENT

_____

ARCHBISHOP WOOD HIGH SCHOOL
FIELD TRIP LIST

(THIS LIST MUST BE SUBMITTED TO THE STUDENT SERVICE OFFICE AND ACADEMIC AFFAIRS OFFICE ONE (1) DAY BEFORE THE SCHEDULED TRIP)

Sponsoring Teacher/Coach: _____

Chaperones (please list all): _____

Date of trip: _____

Periods Missed: _____

The following students have returned (1) the signed Parental Permission form and (2) the Missing Class Due to Field Trip form:

Name	Student Number	Section