



Francis Howell School District

Dr. Jennifer Patterson

Director of Student Service & Operations

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Dear Parent(s)/Guardian(s),

Field trips provide an opportunity for students to experience learning activities that are not available in a school setting. While these events are an exciting time for students, it is also a time when misbehavior can occur. Unfortunately, there are incidents that occur every year that reflect poorly on the student, their team/group/club, and high school. Please have a discussion with your student on the importance of following all behavioral expectations.

In order to make these trips successful, the attached guidelines have been created. I respectfully request you preview these guidelines. Please contact your principal, activity director or coach/director/sponsor if you have questions about any part.

For the safety of all students and staff, it is important to note that the Francis Howell School District Code of Student Conduct will be in effect throughout the entire field trip and event. This includes travel time, events, hotel stays, excursions, camps and all other times. It is very important that both parents and students understand the District's behavior expectations and consequences should an incident occur during a field trip.

Students will be required to follow all COVID-19 safety precautions that may be in place for a city the group is traveling to, at the hotel and at the event. Failure to adhere to behavior and safety expectations will cause the student to be promptly dismissed from the field trip and their parent/guardian will be required to pick them up immediately. The student & parent/guardian will be responsible for all additional travel expenses associated from the early departure.

We want the field trip experience to be a positive experience for all and are hopeful these guidelines will help us partner with you to make sure all students have a great trip.

Sincerely,

Dr. Jennifer Patterson

Dr. Jennifer Patterson
Director of Student Services

FIELD TRIP INFORMATION FOR PARENTS

- All students shall be required to have a permission form and a student information form signed by a parent/guardian to participate in a field trip. In cases where there are a series of overnight or out-of-town field trips for a class/team/club, only one permission form is necessary.
- District or school sponsored trips have an educational purpose and a direct correlation with a specific activity, unit, or course of study. Care is taken to avoid exclusion of students from participating in the program due to economic circumstances. If financial hardships will prevent your student from participating in any scheduled activity, contact the coach/director/sponsor to work out alternative payment options or contact the activities director.
- Parents/Guardians need to make sure they have a clear understanding of who is sponsoring the trip, i.e., district- sponsored or non-district sponsored. ***The district assumes no liability for non-district sponsored activities.***
- Parents/Guardians should attend ALL informational meetings as outlined by the trip sponsor. Minimally, parents whose children attend out-of-town or overnight trips need to attend a meeting once per season (sports) or semester (clubs).
- Students will be required to follow all COVID-19 precautions required by the city/state/country to which the group is traveling, FHSD staff, hotel, and event. Failure to follow COVID-19 safety requirements regarding physical distancing, mask-wearing, or any others will cause the student to be immediately removed from the field trip.
 - If it is necessary to send a student home, for failing to follow COVID-19 safety precautions, the parent/guardian will be responsible for making all arrangements to ensure the student's safe return home. A teacher/coach/sponsor will not leave the group to escort a student home. Parents/Guardians will be responsible for transportation costs if their student is sent home early.
- **The Francis Howell School District Code of Student Conduct will be in full effect throughout the entire field trip and event.** This includes travel time, events, hotel stays, excursions, camps and all other times. *All consequences outlined in the Code of Student Conduct will be enforced consistent with school settings, regardless of time or place.*
 - If it is necessary to send a student home for disciplinary reasons, the parent/guardian will be responsible for making all arrangements to ensure the student's safe return home. A teacher/coach/sponsor will not leave the group to escort a student home. Parents/Guardians will be responsible for transportation costs if their student is sent home early.
- All field trip volunteers must comply with the District volunteer requirements including background checks. District-sponsored trips must maintain a twenty to one student to chaperone ratio.
- Parents/Guardians should work directly with the teacher/coach/director/sponsor if their student has a medical condition that requires the administration of medication. The Board of Education policy that addresses administering medicine to students (Policy 2870) is in effect for field trips.
- Francis Howell students are required to follow District guidelines concerning the prohibition of the possession/use of weapons, alcohol, illegal drugs and tobacco/vaping products on school-sponsored activities. Engaging in this behavior will subject a student to disciplinary action up to and including the dismissal from the trip. Students will also receive additional consequences under the Code of Student Conduct.

Francis Howell School District Field Trip Student Agreement Form

The student agrees:

1. As a student representative of the Francis Howell School District, I will do my best to be aware of my role as a representative of the District. I will retain an open mind about what I see, experience, and do while participating on this trip; and I will live up to what is expected of me.
2. I know the Francis Howell School District policies governing student behavior are in effect for the entire trip, and I have reviewed the Code of Student Conduct where those rules are defined. I acknowledge the disciplinary consequences outlined in the Code of Student Conduct apply to my actions on the trip.
3. I recognize that the teachers/coaches/directors/sponsors/chaperones are responsible for my welfare and for the welfare of everyone participating in the program. I will, therefore, cooperate with them by listening to and following their instructions and all COVID-19 safety precautions required by FHSD staff and the event I am attending.
4. I will honor the expectations, rules, and policies set for me by:
 - a. Francis Howell School District
 - b. My school
 - c. My teacher/coach/director/sponsor/chaperones
5. I will follow District guidelines concerning possession/use of weapons, alcohol, illegal drugs, and tobacco products on school-sponsored activities. I will not drink alcohol, use tobacco/vaping products, or use drugs, regardless of the laws in the city, state or country being visited. I acknowledge that engaging in this behavior will result in disciplinary action and immediate dismissal from the field trip. I have reviewed the District policies related to alcohol, tobacco/vaping and drug use and discipline with my parents.
6. I will not operate any motor vehicle while participating in the program.
7. I will participate in and be punctual to all activities planned for the group unless specifically excused from such activity by the teacher/coach/director/sponsor.
8. I will handle any unstructured "free" time in a responsible manner.
9. I am subject to being sent home early in the event the teacher/coach/director/sponsor/chaperone determines I have engaged in inappropriate behavior. Examples of behavior that constitute sufficient cause to return a student home prior to the scheduled end of the trip include, but are not limited to, the following:
 - a. Evidence or strong suspicion of use, possession or being under the influence of illegal substances
 - b. Problems relating to alcohol
 - c. Possession of a weapon
 - d. Not present at hotel when required
 - e. Commitment of any act that endangers the health or well-being of anyone else
 - f. Evidence or strong suspicion of inappropriate sexual behavior
 - g. Refusal to follow teacher's/coach's/sponsor's/chaperone's instructions

I agree that if I do not abide by the Code of Student Conduct, I may be sent home at the discretion of the teacher/coach/director/sponsor/chaperone at my expense, and my family will be responsible for all financial and other consequences of my behavior. If the teacher/coach/director/sponsor/chaperone deems my behavior to be inappropriate and warrants the potential for being sent home, there will be a conversation involving the teacher/coach/director/sponsor/chaperone, a parent/guardian, the principal or activities director, and me.

Student Signature

Date

**FRANCIS HOWELL SCHOOL DISTRICT
OUT-OF-TOWN OR OVERNIGHT TRAVEL FIELD TRIP AGREEMENT AND STUDENT INFORMATION FORM**

Today's Date _____

This is to certify that (print) _____ has my permission to make a trip to _____

from (date) _____ to (date) _____ with _____.

Health Information: (Check all that apply.)

Asthma Allergies Diabetes Wears Contacts Arthritis
 Migraines Seizures Nose Bleeds Convulsions Other

Explain checked conditions above and any other health concerns: _____

Parent/Guardian: Name: _____ Phone: (home) _____ (cell) _____

Name: _____ Phone: (home) _____ (cell) _____

Emergency Contact: Name: _____ Phone: (home) _____ (cell) _____

Insurance Provider Provider's Phone No. Policy Number

Insured's Name Employer Phone Number

Request for Administering Prescription Medications to Students: (Medications must be in a pharmacy container with prescription label properly affixed to the medicine in question.)

_____ I request that my student allowed to take the prescription medicine, _____ as prescribed by their physician while on the trip. I have read and complied with the requirements for doing so set forth in Part III of the Booklet.

_____ I request that my student be allowed to carry and use a self-administered metered dose inhaler containing rescue medication and/or Epi-Pen as prescribed by their physician. I have read and complied with the requirements for doing so in Part III of the Booklet.

Administration of Over-the-Counter ("OTC") Medication: (OTC medications must be in original container and used according to physician's signed written directions which must be attached to this document.) Further explanation is contained in Part III of the Booklet.

_____ I give permission for a Francis Howell representative to administer _____ to my student according to the recommended dosage instructions.

_____ I give permission for my student to carry _____ and consume or apply this medication(s) as directed by their physician (grades 9-12 only)

My student and I have read, understand, and agree to abide by the requirements set forth in this Agreement, the Booklet, and all other expectations and rules set forth by the Francis Howell School District and its representatives, including those accompanying students on this trip. I have also received and executed the Out-of-Town or Overnight Travel Field Trip Permission to Participate, Release of Liability and Indemnity Agreement.

I further agree that in an emergency, any Francis Howell representative may transport my student to a hospital/medical facility and I authorize any physician or other medical personnel to carry out any diagnostic procedures or emergency care deemed necessary.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Student Name (Print)

Student Signature

**OUT –OF-TOWN OR OVERNIGHT TRAVEL FIELD TRIP PERMISSION TO PARTICIPATE,
RELEASE OF LIABILITY, AND INDEMNITY AGREEMENT**

Student's Name _____ Trip Destination _____

Departure Date _____ Return Date _____

The undersigned parents/guardians of the above-listed Francis Howell student acknowledge that they are knowledgeable about and understand the details of the above-referenced trip, including the places to be visited, the dates and times of departure and return, the purpose of the trip, the method of transportation, and the requirements imposed on students who participate. The undersigned certify that they have received and read the Student Field Trip Agreement Information provided by the district, including the Code of Student Conduct. The undersigned acknowledge that there are risks and dangers involved in the student taking the trip and they, nevertheless, give that permission to the student going on the trip and they agree to assume the risks involved.

In exchange for the Francis Howell School District sanctioning the trip and providing district-paid teachers, coaches, directors, or sponsors to accompany and supervise the student group, the undersigned hereby release and forever discharge the Francis Howell School District, as well as its directors, officers, administrators, employees, and other agents from any and all claims, causes of action, or suits arising out of or related to any personal injury, property damage, or death was caused in whole or part by the action, inaction, negligence, or fault of the Francis Howell School District, its directors, officers, administrators, employees, or other agents, and agree not to sue. The undersigned further agrees to indemnify and hold harmless the district, as well as directors, officers, administrators, employees, and other agents against any claims asserted by or against my child as a result of or that occur during his or her participation in said trip.

The undersigned further agrees that the Francis Howell School District representatives accompanying the student shall have the right to enforce rules of conduct and to impose disciplinary action in the event of the student's failure or refusal to obey said rules of conduct, including dismissal from the trip.

The Francis Howell School District assumes no financial liability for trips. Parents assume all financial responsibility for trips, including those cancelled by the district and trips extended unexpectedly. In addition, parents assume all financial responsibility should they withdraw their student from the trip, or should their student be sent home from the trip by Francis Howell School District representatives for any reason, including failure or refusal to obey the rules of conduct. The undersigned also acknowledges that any physician/hospital visits during the trip are the student/parents' financial responsibility and not the responsibility of the district.

Parents/guardians may request the administration of prescription medication or over-the-counter medication pursuant to district policy. The undersigned agrees that neither the district, its directors, officers, administrators, employees, or other agents shall incur any liability as a result of any injury arising from the administration or self-administration of such medication, and the undersigned hereby acknowledges that no such liability shall exist, and on behalf of themselves and the student hereby waive any such liability. Furthermore, the undersigned hereby agree to indemnify and hold the district, its directors, officers, administrators, employees, or other agents harmless against any claims whatsoever arising out of the administration or self-administration of the medication.

I have agreed to all provisions of this Agreement by signing on the date indicated below.

Parent/Guardian

Date

I acknowledge that the Francis Howell School District will have no financial or legal responsibility for injuries arising out of my participation in this trip. I further acknowledge that I have responsibility to comply with the specific rules and requirements established for this activity, as well as the requirements of the Code of Student Conduct, and that failure to comply with such rules and requirements may result in discipline, including, but not limited to possible dismissal from the trip. I further acknowledge that inappropriate conduct while participating in this activity may result in additional discipline under Board of Education Policy, as such policy applies to both in-school and out-of-school misconduct.

Student

Date