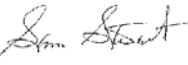




KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Sam Stewart, Assistant Superintendent
148 North Binkley Street Soldotna, Alaska 99669-7553
Phone (907) 714-8858 Fax (907) 262-5867
Email: sstewart@kpbsd.k12.ak.us

Memorandum

To: Board of Education
From: Sam Stewart 
Date: February 26, 2007
Subject: BP, AR and E 6153 for Worksession Discussion

The following policy documents are for review during the worksession:

- BP 6153 School Sponsored Trips
- AR 6153 School Sponsored Trips
- E 6153(a) Preliminary Field Trip Preparation
- E 6153(b) Due Dates for Required Field Trip Documents
- E 6153(c) KPBSD Field Trip Information Form
- E 6153(d) Verification of Field Trip Information
- E 6153(e) KPBSD Field Trip Questionnaire
- E 6153(f) Student Indemnification Statement
- E 6153(g) Out-of-State and/or International Student Behavior Contract
- E 6153(h) Chaperone/volunteer Indemnification Statement
- E 6153(i) Permission to Travel Outside the United States

SCHOOL-SPONSORED TRIPS

The Board considers student excursions that integrate educational programs to be a vital part of the education program.

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Carefully planned field trips that are directly related to adopted curriculum are encouraged, subject to the following guidelines:

1. Students must be supervised by a certified District teacher or other person approved by District administration.
2. All participants in the field trip must be either current students in KPBSD, KPBSD employees, or adults subject to the chaperone/volunteer requirements.
3. This trip must have educational value related to approved curricula.
4. Student safety shall be protected.
5. Student time out of other instructional programs shall be kept to a minimum.
6. Principals shall verify the quality of field trip preparations, plans, educational relevance and sponsors.
7. Student costs shall be kept to a minimum.
8. Students shall be expected to follow conduct rules that apply in other school or school-related activities.
9. Whenever practical, chaperones accompanying students on trips that involve overnight travel shall be of the same sex as the students participating.
10. Permission slips related to the specific trip and signed by the parent(s) or guardian(s) shall be secured prior to any field trip travel.
11. Appropriate District-approved waivers of liability (E 6153f Student Indemnification Statement Waiver of Liability), signed by the parent(s) or guardian(s), shall be secured prior to any field trip travel.
12. Parties denied approval for a trip may appeal that decision to the Superintendent. Denial by the Superintendent may be appealed to the Board following the District's appeal process.

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(cf. 3541.1-Transportation: School-Related Trips)

Instruction

BP 6153(b)

SCHOOL-SPONSORED TRIPS (continued)

In advance of study trips, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trips.

[Trips planned by teachers which are open to the community and do not entail missing school are not school sponsored trips and are not subject to school district guidelines and are the sole responsibility of the organizers.](#)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 06.520 Recreational and athletic activities

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 1/16/2006

SCHOOL-SPONSORED TRIPS

General Guidelines

These guidelines are considered minimums, and the principal and Superintendent may add additional requirements depending on the nature, location and extent of the proposed field trip and the age, nature and experience of the sponsors, staff, students and operators.

Waiver of District Liability

The District assumes no liability for field trips. Each participating student must submit a waiver of liability signed by the parent(s) or guardian(s) (*E 6153f Student Indemnification Statement Waiver of Liability*). Each participating chaperone or parent volunteer must sign a waiver of liability (*E 6153h Volunteer Indemnification Statement Waiver of Liability*). These waivers must be reviewed and approved by the principal and secured and on file in the school office prior to the trip.

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Scheduling Travel for Days When School Is Not in Session

Extended field trips over which the school has scheduling control are to be planned for days school is not in session. Unique travel circumstances that extend the trip into days school is in session will be reviewed and approved by the principal on an individual basis prior to submission to the Superintendent for approval.

Chaperones

1. During all extended field trips, chaperones of the same sex must accompany students. An exception to this provision must have the approval of the Superintendent.
2. A proposal for the number of chaperones and funding sources for substitutes must be submitted with the field trip request.
3. School employees must have approval from their building administrator to chaperone field trips if they will be absent from their assignment.
4. Chaperones will be informed in writing of the drug-free workplace regulations which govern all District-sponsored activities.
5. Chaperones will be expected to stay with the group for the duration of the entire trip from departure through return.

Field Trips of One Day or Less

Field trips lasting one day or less are the responsibility of the principal and staff who will establish and use procedures to plan, conduct and evaluate field trips consistent with adopted curriculum.

Extended Field Trips (In-State)

Field trips lasting two or more days and involving overnight accommodations are the responsibility of the principal and staff.

Cocurricular in-state sports trips that comply with established schedules shall conform to the guidelines in the applicable activities handbook, and a list of such trips shall be filed by the coach or athletic director with the principal and the executive secretary of the Kenai Peninsula Schools Activities Association.

Extended field trips planned during the school year for days when school is not in session shall be subject to the conditions listed above.

Extended Field Trips (Out-of-State and/or International)

Field trips involving travel and accommodations for out-of-state sports, activities and educational activities are the responsibility of the local administrator and staff subject to approval by the Superintendent.

Requests for out-of-state and/or international trips involve substantial advance planning and shall be forwarded to the Superintendent on the District field trip form (E 6153a Preliminary Field Trip Preparation) for pre-approval prior to preliminary planning or fundraising as soon as plans are initiated or as listed below, whichever is sooner, because the purchasing department must be involved to assist in planning and vendor selection:

- o a minimum of 9-12 months prior to the planned excursion for out-of-state trips.
- o a minimum of 18-24 months prior to the planned excursion for international trips.

The Superintendent may approve requests for field trips outside of these timelines for unique circumstances that may arise.

Once vendor selection has been determined, E 6153(b) *Due Dates for Required Documents* will be returned to the trip organizer. Documentation for these trips will be forwarded to the Superintendent on the District field trip forms E 6153(c) *KPBSD Field Trip Information Form*, E 6153(d) *Verification of Field Trip Information*, and E6153(e) *KPBSD Field Trip Questionnaire* with appropriate attachments within the advised timelines.

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¶ Options will be considered from local travel agencies when considering travel arrangements.¶

Restrictions on Use of District Funds¶

¶ No District general fund moneys may be used to pay the expenses of any portion of an out-of-state trip unless student participation in regional or national activities or events is earned through state competition. Examples include participation in a national vocational education conference that results from winning the state competition or participation in a regional chorus whose members are primarily selected on merit. District employees' expenses to attend these types of events must meet these standards, also. Exemptions to this regulation in extraordinary circumstances may be approved by the Superintendent and reported to the Board.¶

Required Information to Be Submitted for Extended Out-of-State and/or International Field Trip Approval

The following information requirements must be satisfied when District students are traveling out-of-state and/or internationally.

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Medical Coverage and Medical Training for Out-of-State and/or International Field Trips

In addition to the conditions listed for all extended field trips, the following conditions also apply when travel is out-of-state and/or international:

Deleted: Administrators planning and seeking approval for an extended field trip outside of Alaska must complete and submit to the Superintendent the Field Trip Request Form (E 6153 a, b) and the Extended Out-of-State Field Trip Questionnaire (E 6153 c, d) in a timely manner consistent with the required deadlines.¶

1. Evidence of individual student medical insurance coverage must be presented by the student’s parent/guardian to the principal prior to travel for all out-of-state and/or international travel. (A list of medical providers will be made available for those without private family or individual coverage. This coverage will not be paid at District expense.)
2. The need for a chaperone with medical emergency training will be determined by the Superintendent prior to approval.

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Field Trips by Boat and Plane

Field trips that employ a boat or plane must adhere to at least the following minimal guidelines. The principal and Superintendent may add additional requirements depending on the nature, location and extent of the proposed field trip and the age, nature and experience of the sponsors, staff, students and operators.

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These guidelines are considered minimums.

For Trips by Private Vessels

1. The Superintendent may authorize the transportation of students by private, noncommercial vessels for approved field trips and activities provided the following conditions are met.

- A. For motorized vessels, the vessel is operated by an adult, age 21 or older, who can demonstrate competence to operate the vessel. This competence may be demonstrated by the operator:
 - (1) Possessing the appropriate commercial or charter license for the intended waters and vessel type to be used, or
 - (2) Successfully passing a marine/boat/water safety course approved by the Superintendent as appropriate for the field trip to be taken.
- B. In the case of non-motorized boat trips, when practical, a motorized vessel or boat operated by a qualified adult, age 21 or older, is available to respond in the event of an accident or incident.
- C. The vessel is registered with the State of Alaska and the U.S. Coast Guard, and when motorized, must be in compliance with the safety regulations of the U.S. Coast Guard at the time of travel.
- D. Students traveling on an open boat shall wear appropriate flotation devices while onboard the vessel.
- E. All student passengers provide a permission slip and waiver of liability signed by their parent(s) or guardian(s) (*Form E6153(f) Student Indemnification Statement Waiver of Liability*).
- F. The owner, operators and passengers have been informed that the registered owner of the vessel is responsible for any accidents which may occur.

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- 2. Trip plans, including name of vessel operator, location and itinerary of trip, type and identification of vessel, must have prior approval from the Superintendent. The Superintendent must be notified of any deviation from the approved itinerary or trip plan.

For Trips by Commercial Vessels

- 1. When traveling on a commercial or charter vessel, students must be transported by a U.S. Coast Guard approved vessel. U.S. Coast Guard approval must be for the number of commercial passengers carried on the vessel.

2. The captain of the vessel used to transport students must be certified by the U.S. Coast Guard to operate a commercial vessel. The captain must be certified for operating the size and type of vessel required. S/he must also be certified to transport the number of passengers carried. [A copy of the vessel operator's license must be on file in the school.](#)
3. All School District students, staff and chaperones must be provided with U.S. Coast Guard approved survival equipment while on the vessel. Students traveling in an open boat shall wear appropriate flotation devices while underway.
4. The owners of the commercial vessel used for the transportation of students and District staff must have the vessel insured with minimum liability of \$1,000,000. [A copy of the insurance certificate must be on file in the school.](#)
5. All commercial boats used while abroad must meet international nautical standards.

Field Trips by Aircraft

Field trips that use aircraft must adhere to the following guidelines in addition to those found elsewhere in this manual.

1. Students must be transported by a Federal Aviation Administration approved aircraft. Approval must be for the number of commercial passengers for which the aircraft is certified. [Students may be transported on commercially operated aircraft only.](#)
2. The pilot must have a Commercial Pilot's Certificate issued by the Federal Aviation Administration. Additionally, the pilot must be certified in the type of aircraft being used to transport students, staff and chaperones.
3. All School District students, staff and chaperones must observe and follow all safety procedures dictated by the air carrier.
4. All commercial aircraft used while abroad must meet international aviation standards.
5. The owners of the aircraft used for the transportation of students, staff and chaperones must have the aircraft insured with minimum liability of \$1,000,000.

SCHOOL-SPONSORED TRIPS (CONTINUED)

AR 6153(F)

District-Hosted Visitors

Official visits of one week or less by guests from other nations may be approved by the principal. Official visits of more than one week must be approved by the Superintendent.

The following information requirements must be satisfied when District schools are hosting visitors from abroad for an extended stay of more than one week. This information must be submitted to the Superintendent by the site administrator hosting the visitors at least 30 days prior, or when plans are arranged, whichever is sooner, to granting approval or finalizing plans for the visit:

1. What are the anticipated dates of visitation from a school located in another country?
2. Who is the District certified employee in charge of this activity?
3. From what country will the visitors be coming?
4. What is the purpose of hosting this international visitation?
5. How many students will be traveling to the District?
6. What is the age group of the students traveling to the District?
7. What is the intended itinerary for travel?
8. Where will the students be housed during their visitation to the District? A listing of specific parents who have agreed to host the visitors to our District must be provided.
9. Have certificates of insurance regarding health and accident insurance coverage for travelers been secured? (Provide appropriate evidence of insurance.)
10. What are the points of arrival and departure?
11. What arrangements have been made to assure safe passage to the point of disembarkation from the District?
12. Who is providing this information?

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____

Deleted: 1/16/2006

**Preliminary Field Trip Preparation
For Extended Out-of-State and/or International Field Trips**

This form is to be submitted to the Superintendent a minimum of 9-12 months (for out-of-state) prior to trip, 18-24 months (for international) prior to trip, or as soon as plans are initiated (whichever comes first) as the preliminary planning for a school-sponsored trip. After approvals below, this form will be sent to the Purchasing Department to assist you in trip planning and vendor selection.

School: _____ Grade/Class: _____
Estimated Number: _____ Students; _____ Chaperones/Staff
Destination: _____
Trip Dates: _____ # of School Days missed: _____
Organizer: _____
Source of Funding: Individual; Fund Raising

What is the purpose of the field trip and how is it directly related to the approved curriculum?

Is this activity open to all students? If not, how will the students be selected?

What arrangements will be made to assure the safe passage and transport from the District to the point of disembarkation?

Will students be required to fundraise? (See BP 1321 and BP 3452)

What provisions are being made for students who cannot afford to participate in this trip?

Submitted by/(Contact person): _____ Date

Approved to pursue preliminary planning:

Principal _____ Date

Ass't Superintendent Instruction _____ Date

Financial Officer _____ Date

Sent to Purchasing: _____ Date:

Routing: 1 Principal, 2 Ass't Superintendent Instruction, 3 Financial Officer, 4 Purchasing

New Form

DUE DATES FOR REQUIRED FIELD TRIP DOCUMENTS E 6153(b)

Deadlines will be established when preliminary approval is made and forwarded to the trip organizer.

Due

- _____ a. Field trip questionnaire.
- _____ b. School rules to be followed which was given to students/parents.
- _____ c. Schedule of all activities for each day of proposed field trip.
- _____ d. Student housing information including names, locations and all contact telephone numbers.
- _____ e. One sample copy of *E 6153(f) Student Indemnification Statement*.
- _____ f. One sample copy of form signed by each chaperone and accompanying adult which obligates them to remain alcohol- and drug-free during the field trip *E6153(h) Volunteer Indemnification Statement*.
- _____ g. Copies of certificates of health insurance coverage during the field trip. Trip approval requires insurance for out-of-state and/or international travel. (See Parent-Student Handbook for possible carriers.)
- _____ h. One copy each of any additional forms, handouts, permission slips used.
- _____ i. One sample copy of *E3541.1(a) School Driver Registration Form* (if drivers are to be used).
- _____ j. One sample copy of *E3541.1(b) Private Vehicle Safety Transport Safety Check* (if private vehicles are to be used).
- _____ k. Copy of *E 6153.1(a) Field Trip Participation Consent Form for Medically Fragile or Intensive Needs Students*, if applicable.
- _____ l. Copy of *E 6153.1(b) Field Trip Accommodation Plan Students with Medical Needs*, if applicable

KPBSD FIELD TRIP INFORMATION FORM

DEFINITIONS AND TIME LINES

Routine: These trips are one day or less and require PRIOR approval by local administrator. A completed copy of this form for each routine field trip, approved by the site administrator, **shall be on file in the site administrator's office.**

Extended In-State: These trips last two or more days and involve overnight accommodations. They require thirty- (30) days' PRIOR approval by the site administrator. A completed copy of this form for each extended in-state field trip, approved by the site administrator, **shall be on file in the site administrator's office.** Two weeks after each quarter, site administrators must send a list of approved extended in-state field trips taken that quarter to the assistant superintendent of instruction.

Extended Out-of-State and/or International: These trips require approval by the site administrator, chief financial officer and assistant superintendent of instruction. *E 6153(a) Preliminary Field Trip Preparation form* needs approval a minimum of 9-12 months (out of state) or 18-24 months (international) prior to departure. This completed form along with *E6153(d) Verification of Field Trip Information*, *E6153(e) Field Trip Questionnaire* and appropriate attachments shall be **sent to the Assistant Superintendent of Instruction.**

A follow-up report will be submitted to the assistant superintendent of instruction two weeks after return from extended out-of-state and/or international field trips.

Type of Trip (Check One)

Routine:

Extended In-State:

Extended/Out-of-State/International:

Trip Information

School: _____

Destination: _____

Organizer: _____

Trip Dates: _____ to _____

Grade/Class: _____

Depart Time: _____

No. Students: _____

Return Time: _____

No. of school days missed: _____

Additional Teachers, Chaperones: _____

Describe the purpose of the field trip.

Briefly describe trip planning, preparations and precautions. For extended field trips, attach appropriate documents as required.

Describe any extenuating circumstances of which the District administration should be aware.

Total Expenses: \$ _____ Expenses per Student: \$ _____

Source(s) of Funds: _____

Completed by: _____ Date: _____

Revised ____

Verification of Field Trip Information

The SITE ADMINISTRATOR must **INITIAL** each statement of assurance and attach appropriate documents.

Part I For ALL Field Trips

- _____ Administrator has reviewed and approved / or recommended the trip request.
- _____ Administrator has verified that the field trip is planned and will be supervised by a certified District teacher or other District approved person.
- _____ Administrator has reviewed the educational quality of the field trip: assured that it has educational value and assured that both cost and student time from other instructional programs have been kept to a minimum.
- _____ Administrator has received and reviewed a completed E6153(f) Student Indemnification form from each student PRIOR to the trip, and these are on file in the school office and copies are in the possession of the teacher-in-charge.
- _____ Administrator has received and reviewed a completed E 6153(h) Volunteer Indemnification (waiver of liability) / alcohol-, drug-, and tobacco-free form from each volunteer PRIOR to the trip, and these are on file in the school office.
- _____ Administrator has verified that parents/guardians have been informed that the District does not provide student insurance coverage while students are participating on a field trip, and has assured that appropriate personal insurance is in place for the trip.
- _____ Administrator has verified with the school nurse that known student medications, medical procedures and pertinent medical information has been reviewed and accommodated.
- _____ Administrator has received and reviewed a completed E 3541.1a School Driver Registration Form and a E 3541.1b Private Vehicle Transport Form from each driver, and these are on file in the school office (for travel by private vehicles).
- _____ Administrator has verified that no student will be left behind because of parent/guardian inability or unwillingness to pay trip fees and / or expenses.

Part II For EXTENDED Field Trips (Both In-State and Out-of-State and/or International)

- _____ Administrator has verified that students and parents/guardians have completed a statement that school rules will be followed and an agreement that parents / guardians will be financially responsible for early return of students if such is necessary. **(Sample copy attached)**
- _____ Administrator has verified itinerary and list of contacts. **(Principal affirms that copy is in site office and will be provided to parents / guardians and District Office prior to student travel).**
- _____ Administrator has reviewed and approved trip funding and budget. Total of site and District funds are:
 - Amount Fundraised or Private Donations: _____
 - District and / or Public Funds: _____
 - Total Trip Cost: _____
- _____ Administrator has verified that chaperones will be the same gender as the students they supervise.
- _____ Administrator has **attached a written explanation** as to why the trip is scheduled during instructional days.
- _____ **Administrator has completed Parts I and II.**

Part III For EXTENDED Field Trips (Out-of-State and/ or International)

- _____ Site administrator has verified that the E 6153e Extended Field Trip Questionnaire Form has been completed, required timelines and requirements have been met, and the appropriate documents are on file and available on site.
- _____ **Site Administrator has completed Parts I, II, and III.**

APPROVAL SIGNATURES

 Site Administrator

 Chief Financial Officer
(For Extended Out-of-State/International Trips)

 Assistant Superintendent of Instruction
(For Extended Out-of-State/International Trips)

 Date Approved

 Date Approved

 Date Approved

KPBSD FIELD TRIP QUESTIONNAIRE

1. What are the hours of intended travel between the District and the point of disembarkation?
2. What specific lodging arrangements have been made for students, chaperones and drivers if the anticipated departure or return times are between 10:00 p.m. and 8:00 a.m.?
3. What procedures are in place for responding to emergencies in the following categories:
 - A. Serious accidents
 - B. Illness/hospitalization
 - C. Robberies and muggings
 - D. Serious losses of personal property
 - E. Death or injury of a family member at home
4. What are the planned responses related to a serious violation of rules during the field trip? Detail the specific rules and consequences related to the following:
 - A. Theft and larceny
 - B. Sexual misconduct
 - C. Alcohol/drug use
 - D. Repeated curfew violations
 - E. Disorderly conduct or failure to cooperate
 - F. Abandoning the group or being absent for scheduled activities
5. What amount of out-of-pocket expenses will the individual family be required to pay?
6. List all District employees who will be traveling on this field trip.
7. How will the personnel expenses for substitutes be paid?
8. Who are the designated chaperones?
9. List all non-District adults who will be traveling on this field trip.
10. Is there reimbursement to the organizers or chaperones? If so, how much? How will costs for organizers and chaperones be covered?

I have read and agree to follow BP 6153 and AR 6153 School Sponsored Trips.

Completed by _____ Date: _____

**STUDENT INDEMNIFICATION STATEMENT (Waiver of Liability)
STUDENT CONSENT FOR MEDICAL TREATMENT
STUDENT CONSENT TO PARTICIPATE ******

To the maximum extent allowed by law, I, _____, being the parent or legal guardian of _____, a student at _____ School, agree to defend, indemnify, and hold harmless the Kenai Peninsula Borough and School District and its employees, directors, and designees (hereafter "District") for expenses relating to injuries, accidents, diseases, property damage, and/or property loss which may occur as a result of the student's participation in * _____ (trip) on ** _____ (dates) *** except to the extent such injuries are directly caused by the reckless or intentional actions of the District.

I understand that the Kenai Peninsula Borough and the School District provide neither student medical insurance coverage nor liability insurance that would cover the student's actions. It will be my responsibility to provide for payment of such expenses, should they occur. I am aware of the hazards associated with the transportation to and from, as well as participation in, this activity. **I give my permission for the above listed student to be transported by school personnel or their designees and to participate in the above listed activity.**

I understand that all School District and school rules and regulations will apply while the above named student is on a school-sponsored field trip. Violations of a serious nature will result in the student being sent home immediately at my expense. School discipline will result for infractions of school rules while the student is on a school-sponsored trip.

I also authorize any necessary emergency medical treatment to be administered to the above named student. Allergies and/or special medical instructions for the student are listed below:

Additional information is available through _____ (trip organizer's name) at _____ (phone number/location).

Parent/Guardian Printed Name Parent/Guardian Signature Date

Emergency Contact Name Emergency Phone No. Home Phone No.

- * If for sport season you may write name of sport
- ** If for sport season you may write "for entire season for _____ school year (06-07, etc.)
- *** If for field trip to be completed as written
- **** Form to be completed for each field trip or single event; form to be completed once for each specific sport season.

**Out-of-State and/or International
Student Behavior Contract**

Student Name: _____ Parent Name: _____

Phone #: _____ Work #: _____ email: _____

I give my permission for my child to participate in the
_____ field trip to _____ on
_____.

Parental Preparation:

1. I will go over the rules with my child prior to the trip.
2. I will provide sufficient funds to ensure meals for my child are covered.
3. **I understand that KPBSD policies and school rules apply while my child is on this trip. See below for major consequences.**
4. I will submit pertinent medical information on my child.
5. I understand that KPBSD does not carry medical insurance for my child and is not financially responsible for medical issues and/or injuries that may occur while on this trip. I will provide KPBSD with proof of insurance for this trip.

Student Preparation:

1. I understand and will abide by all school rules and special trip rules.
2. **I understand that KPBSD policies and school rules apply while I am on this trip. See below for major consequences.**
3. I will be respectful to and will follow directions by all the adults on the trip, even if they are not my assigned chaperone.

Disciplinary Actions (consequences are to be specified by primary sponsor prior to distribution):

- Drugs, Alcohol _____
- Tobacco _____
- Theft, Larceny _____
- Sexual Misconduct _____
- Repeated Curfew Violations _____
- Disorderly Conduct _____
- Failure to Cooperate _____
- Abandoning Group _____
- Absence from scheduled activities _____

Student Signature

Parent Signature

**Please sign both copies provided. Send one back to the primary sponsor.
Keep one at home for reference.**

**CHAPERONE/VOLUNTEER
INDEMNIFICATION STATEMENT (Waiver of Liability)
VOLUNTEER ALCOHOL / DRUG-FREE STATEMENT**

To the maximum extent allowed by law, I, _____, being a _____ (parent/volunteer, etc.) at _____ School, agree to defend, indemnify and hold harmless the Kenai Peninsula Borough and School District and its employees, directors and designees for expenses relating to injuries, accidents, diseases, property damage and/or property loss which may occur as a result of my participation in _____ (trip) for the _____ school year.

I understand that the Kenai Peninsula Borough and the School District neither provide medical insurance coverage nor liability insurance which would cover my actions. It will be my responsibility to provide for payment of such expenses, should they occur. I am aware of the hazards associated with the transportation to and from, as well as participation in, this activity.

I also agree to abide by the School District’s drug and alcohol policy (BP 5131.6) and will be alcohol- and drug-free during the trip.

Additional information is available through _____ (trip organizer’s name) at _____ (phone number/location).

Parent/Guardian/Volunteer’s Printed Name

Parent/Guardian/Volunteer’s Signature

Witness’s Printed Name

Witness’s Signature

Date

Original – Principal, Copy - Parent

Do not use this form for students or for employees who are acting in the course and scope of employment while participating in this trip.

Permission to Travel Outside the United States

Due to international concern over child abduction, many governments have initiated additional requirements at arrival and departure points when children under 18 years old are not traveling with both parents.

Minor traveling with one parent: If a minor child is traveling with only one parent the absent parent is expected to provide notarized consent.

Minor traveling alone: If a minor child is traveling alone or in someone else's company, both parents (or the sole, documented custodial parent) must provide notarized consent.

Minor with a different last name: If a child traveling has a different last name from mother and/or father, the parents should be prepared to provide evidence to airlines and official authorities, such as a birth certificate or adoption decree, to prove that they are the parents.

Minor has one deceased parent: If one parent is deceased, a death certificate is required.

Minor has one parent: If the birth certificate shows that the minor only has one parent, it will be sufficient to hold only a notarized copy of the birth certificate.

My child, _____, is a citizen of the United States of America. I do solemnly swear that I have legal custody of my child and that no pending divorce or child custody proceedings involving my child exist.

I have approved the following travel plans:

Dates of travel: _____ Destinations: _____

I authorize _____ and all other chaperones designated by the Kenai Peninsula Borough School District to make any changes to the travel plans specified above.

Under penalty of perjury under the laws of the State of Alaska, I attest to the truthfulness of the foregoing statements.

Table with 2 columns for signatures and dates, and 2 columns for Notary Public acknowledgment and commission expiration.