

# Carpenter Elementary School's End of the Year 5<sup>th</sup> Grade Field Trips

March 2019

Dear Carpenter 5<sup>th</sup> Grade Families,

Below and attached is some information about our end of the year 5<sup>th</sup> grade field trips and our 5<sup>th</sup> grade t-shirts. Please complete and return this packet to school no later than Friday, May 3, 2019 with a check made out to Carpenter Elementary or cash. As we get closer to the dates of the field trips, we will send further information.

As always, if you have any questions, please do not hesitate to contact us.

Take care-  
Teresa West  
Alisa Orlovski  
Mary Armijo  
Melissa Kilgore

## Howell Nature Center:

Thursday, May 23, 2019

Depart School: 9:00 am

Return to School: 4:45 pm (PARENTS WILL NEED TO PICK STUDENTS UP FROM SCHOOL.)

Lunch: Pack a sack lunch, and dress for the outdoor weather and activities.

West Class-Mrs. West will be attending this field trip.

Chaperones: Each class will take up to 5 chaperones. Chaperones can drive themselves or ride the bus.

### Please Note:

There is no charge for this field trip. The admission cost (\$21.50 per student) is being covered by the money that was fundraised this school year. Transportation is being paid for by PTC.

## Greenfield Village:

Tuesday, June 4, 2019

Depart School: 9:00 am

Return to School: 3:00 pm (WE WILL BE BACK BEFORE THE END OF THE DAY DISMISSAL.)

Lunch: Pack a sack lunch, and dress appropriately for outdoor weather and walking around.

West Class-Mrs. West will NOT be attending this field trip. Students will attend with their science teacher's class.

Chaperones: Each class will take up to 5 chaperones. Chaperones can drive themselves or ride the bus.

The cost of this field trip is \$19.00 for admission and transportation.

5<sup>th</sup> Grade T-shirts: We will be ordering 5<sup>th</sup> Grade T-shirts for students to wear for both field trips and for end of the year 5<sup>th</sup> grade activities. The cost of the t-shirt is \$6.00.

# Carpenter Elementary School's End of the Year 5<sup>th</sup> Grade Field Trips

Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

## Howell Nature Center:

I, \_\_\_\_\_, would like to chaperone the Howell Nature Center Field Trip. I understand that it will cost me \$21.50 to attend.

*I have completed the Field Trip Chaperones and Volunteers Criminal Conviction History Form...(check one)*

\_\_\_\_\_ at the beginning of the year and turned it into \_\_\_\_\_  
\_\_\_\_\_ and it is attached.

*I have read and understand the Field Trip Chaperone Agreement. (check one)*

\_\_\_\_\_ I signed and returned it at the beginning of the year to \_\_\_\_\_  
\_\_\_\_\_ It is attached.

\_\_\_\_\_ *I will drive myself.*

\_\_\_\_\_ *I would like to ride the bus.*

## Greenfield Village:

I, \_\_\_\_\_, would like to chaperone the Greenfield Village Field Trip. I understand it will cost me \$12.00 for admission.

*I have completed the Field Trip Chaperones and Volunteers Criminal Conviction History Form...(check one)*

\_\_\_\_\_ at the beginning of the year and turned it into \_\_\_\_\_  
\_\_\_\_\_ and it is attached.

*I have read and understand the Field Trip Chaperone Agreement. (check one)*

\_\_\_\_\_ I signed and returned it at the beginning of the year to \_\_\_\_\_  
\_\_\_\_\_ It is attached.

\_\_\_\_\_ *I will drive myself.*

\_\_\_\_\_ *I would like to ride the bus.*



**ADMINISTRATIVE SERVICES**  
**315 N. Lapeer Street**  
**Lake Orion, MI 48362**

**PHONE: 248•693•5400**  
**FAX: 248•693•5466**

**Field Trip Chaperones and Volunteers**  
**Criminal Conviction History Form**

I understand that as a Field Trip Volunteer/Chaperone of Lake Orion Community Schools, I am subject to a criminal conviction history check to ensure the safety of all children.

I understand that the information below is required by Lake Orion Community Schools to conduct a criminal conviction history check using the Michigan State Police Internet Criminal History Tool (ICHAT). I authorize Lake Orion Community Schools to utilize this information for the sole purpose of obtaining a conviction-only history file search. All information received will be held in confidence. Any questionable results will be reviewed by the Assistant Superintendent of Human Resources.

Name (Please Print): \_\_\_\_\_  
Last Name
Maiden Name/Other
First Name
MI

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_      Gender:  Male      Race:  White  
 Female
 Black  
 Asian or Pacific Islander  
 American Indian or Alaskan Native  
 Unknown/Other

Driver's License #: \_\_\_\_\_

Please list all of your children who are enrolled in Lake Orion Community Schools.

Student's Name	School Building	Grade/Class
Student's Name	School Building	Grade/Class
Student's Name	School Building	Grade/Class
Student's Name	School Building	Grade/Class

- I agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms.
- I will release the District of any obligation should I become ill or receive an injury as a result of my volunteer services.

\_\_\_\_\_  
Signature
Date

**Please return to your student's school.**



# FIELD TRIP CHAPERONE AGREEMENT

**Chaperones will be defined as any adult placed in supervisory roles by the trip leader.**

**Chaperone must:**

- be a parent or guardian, OR someone else designated who must be 21 years or older
- be qualified by the trip leader as a responsible supervisor
- if driving students, have appropriate proof of insurance and valid license
- if chaperoning an overnight field trip, must have criminal history check
- be firm, yet fair if necessary when dealing with students on the trip

**CONDUCT**

Chaperones attending any Lake Orion Community Schools field trip as well as any other person in attendance (student, staff or family/friend) shall at all times represent the school district and in that sense are acting as ambassador. Therefore, appropriate and professional behavior is expected at all times for the duration of the trip and at no time shall any participant cause a situation of embarrassment, safety or endangerment.

**STUDENTS**

As field trips are considered an extension of the classroom, the Student Code of Conduct shall be enforced at all times. Please refer to it for details.

**ADULTS (including employees, chaperones and non-employee adults)**

It is in the best interest of all of our students that each traveler must agree to the following mandated guidelines before attending a Lake Orion Community Schools field trip. If you cannot commit to the following mandated guidelines then you may not attend this trip.

- No alcoholic beverages or illegal drugs shall be consumed by any trip participant at any time during the trip
- Tobacco is not permitted by any trip participant for the duration of the trip
- No use of foul language will be tolerated by any trip participant
- Only age-appropriate topics of discussions shall occur around students during the trip
- Appropriate attire is required as an example to the students for field trip events
- Chaperones must adhere to and will not deviate from the scheduled itinerary
- \_\_\_\_\_

(blank line for trip leader to add items if necessary)

**Violations in the above standards could result in the following:**

**Students:** Refer to Corrective Action outlined in the Student Code of Conduct

**Employee:** disciplinary action up to and including dismissal

**Non-employee chaperone or any other adult attending:** forfeiture of volunteer and chaperone privileges for future school trips and future school-related events.

**I agree to accept the responsibility of chaperone and in doing so, agree to abide by all the above terms and meet all requirements as specified by the trip leader.**

Chaperone Signature	Date
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**TRIP PROCESS:**

To ensure the best supervision for our students, all chaperones must be chosen by the trip leader.

All chaperones placed in supervisory duty shall:

- carry a list of cell phone numbers of the other chaperones attending the trip
- younger sibling of chaperones or other persons wanting to travel along should not be allowed as they could become a distraction from the supervising duty.

**Student issues:**

All chaperones as well as any other adult attending the trip should be discouraged from lending money to students during a field trip.

# Carpenter Elementary School's End of the Year 5<sup>th</sup> Grade Field Trips

Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

## Howell Nature Center:

When we return to Carpenter Elementary School from Howell Nature Center on Thursday, 5/23/19, my fifth grade student, \_\_\_\_\_,

\_\_\_\_\_ will be picked up by \_\_\_\_\_ at 4:45 pm. The driver's contact number is \_\_\_\_\_.

\_\_\_\_\_ should walk home.

Parent/Guardian Name Printed \_\_\_\_\_

Parent/Guardian Name Signature \_\_\_\_\_

Quantity	Cost	Activity or Item	Permission Slip Filled Out & Signed	Subtotals
		Howell Nature Center Student-Admission & Transportation		
	\$21.50	Howell Nature Center Chaperone Admission		
	\$19.00	Greenfield Village Student-Admission & Transportation		
	\$12.00	Greenfield Village Chaperone-Admission		
	\$6.00	5 <sup>th</sup> Grade T-shirt		

TOTAL COST

<input type="checkbox"/> Cash	<input type="checkbox"/> Check
	# _____



**LAKE ORION COMMUNITY SCHOOLS  
FIELD TRIP PARENTAL CONSENT -  
TRANSPORTATION FORM**

<b>TO: PARENT/LEGAL GUARDIAN</b>	<b>YOUR WRITTEN PERMISSION IS REQUIRED FOR TRANSPORTATION OF YOUR STUDENT TO A SCHOOL-SPONSORED ACTIVITY, AS DESCRIBED BELOW:</b>	
TRAVELING TO: Howell Nature Center		
DATE OF ACTIVITY: 5/23/19	TRAVELING VIA: LO School Busses	
IN THE EVENT OF A CANCELLATION, AN ALTERNATE DATE MAY BE ESTABLISHED		<i>Under NO circumstance will high school students be permitted to drive other students.</i>
FOR: The 5th Grade end of the Year Field Trip-Team Building/Physical Education There is NO CHARGE for this field trip. It was funded by fundraisers and PTC.		
PARTICIPATING STUDENTS WILL LEAVE THE SCHOOL AT: 9:00 am	RETURN AT APPROXIMATELY: 4:45 pm	
STUDENTS WILL BE SUPERVISED BY: Classroom Teachers, Chaperones, & Personnel		
ADDITIONAL COMMENTS/INFORMATION:  STUDENTS WILL NEED TO PACK ACK LUNCHES. STUDENTS WILL NEED TO BE PICKED UP AT 4:45 PM FROM CARPENTER ELEMENTARY.		
TEACHER'S SIGNATURE:		DATE

***NO student will be denied the right to participate on a field trip activity due to financial circumstances.  
Contact your building administrator for information.***



<b>PARENT/LEGAL GUARDIAN CONSENT</b>	
<p>PLEASE COMPLETE THIS STATEMENT AND RETURN TO THE SCHOOL BY: <u>5/3/19</u></p> <p>I, THE UNDERSIGNED PARENT/LEGAL GUARDIAN OF _____</p> <p style="text-align: center;">DO HEREBY GRANT PERMISSION FOR THIS STUDENT TO TRAVEL</p> <p>TO: <u>Howell Nature Center</u> ON: <u>5/23/19</u></p> <p style="text-align: center;">VIA: <u>LO School Busses</u> Method of Transportation</p>	
PARENT/LEGAL GUARDIAN SIGNATURE:	DATE

***All school rules apply throughout the duration of the field trip.***



**LAKE ORION COMMUNITY SCHOOLS**  
**FIELD TRIP PARENTAL CONSENT -**  
**TRANSPORTATION FORM**

<b>To: PARENT/LEGAL GUARDIAN</b>	<b>YOUR WRITTEN PERMISSION IS REQUIRED FOR TRANSPORTATION OF YOUR STUDENT TO A SCHOOL-SPONSORED ACTIVITY, AS DESCRIBED BELOW:</b>	
TRAVELING TO: Greenfield Village		
DATE OF ACTIVITY: 6/4/19	TRAVELING VIA: School Busses	
IN THE EVENT OF A CANCELLATION, AN ALTERNATE DATE MAY BE ESTABLISHED		<i>Under NO circumstance will high school students be permitted to drive other students.</i>
FOR: Carpenter 5th Grade Students End of the Year Field Trip We will be learnings and seeing how people lived from the 1700s to the 1900s.		
PARTICIPATING STUDENTS WILL LEAVE THE SCHOOL AT: 9:00 am	RETURN AT APPROXIMATELY: 3:00 pm	
STUDENTS WILL BE SUPERVISED BY: Classroom Teachers and Chaperones		
ADDITIONAL COMMENTS/INFORMATION: Students will need to pack a sack lunch. This field trip will cost \$19.00 per student; \$12 for admision and \$7 for transportation.		
TEACHER'S SIGNATURE:		DATE

***NO student will be denied the right to participate on a field trip activity due to financial circumstances.  
Contact your building administrator for information.***

PARENT/LEGAL GUARDIAN CONSENT	
PLEASE COMPLETE THIS STATEMENT AND RETURN TO THE SCHOOL BY: <u>May 3, 2019</u>	
I, THE UNDERSIGNED PARENT/LEGAL GUARDIAN OF _____	
DO HEREBY GRANT PERMISSION FOR THIS STUDENT TO TRAVEL	
To: <u>Greenfield Village</u>	ON: <u>6/4/19</u>
VIA: <u>LO School Busses</u> Method of Transportation	
PARENT/LEGAL GUARDIAN SIGNATURE:	DATE

***All school rules apply throughout the duration of the field trip.***