

**HAMILTON SCHOOL DISTRICT**  
**Sussex, WI**

**Hamilton School District Extended Field Trip Application and Release Form**  
**Description of the Trip Form**

Grade level/class of students attending: \_\_\_\_\_

Destination: \_\_\_\_\_

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

Date(s) of Trip: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Approximate cost per student: \_\_\_\_\_

Means of transportation: \_\_\_\_\_

Transportation arrangements:

Itinerary:

For this trip, your child will need (i.e. bag lunch, money, special clothing, etc):

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

Chaperones are needed for this trip: Yes \_\_\_\_\_ No \_\_\_\_\_

I am available to chaperone: Yes \_\_\_\_\_ No \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency numbers: (List the phone numbers where you or another responsible adult can be reached during the trip):

1. Name: _____	Relationship: _____	Phone: _____
2. Name: _____	Relationship: _____	Phone: _____

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**MEDICAL FORM  
HAMILTON SCHOOL DISTRICT EXTENDED FIELD TRIP  
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\_\_\_\_\_  
Parent/Guardian Name                      Parent/Guardian Address

\_\_\_\_\_  
Home Phone                      Work Phone                      Alternate Phone  
(Please indicate whose work and/or alternate phone)

\_\_\_\_\_  
Emergency Contact Name                      Emergency Contact Address  
(other than someone living at the student's address)

\_\_\_\_\_  
Emergency Contact Home Phone                      Emergency Contact Work Phone

\_\_\_\_\_  
Insurance Company                      Policy/Group Number  
(or provide a copy of insurance card)

\_\_\_\_\_  
Family Physician                      Phone

I understand and agree that by signing this form, I am consenting to the administration of medication as described above and I am assuring that the information provided above is accurate.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**Application and Release Agreement  
Hamilton School District Extended Field Trip**

\_\_\_\_\_ (“the Parents”) and \_\_\_\_\_ (“the Student”) and the Hamilton School District (“the District”) hereby agree to the following terms:

**1. Description of the Trip**

The student and the parents have read and understand the Description of the Trip Form that is attached to this Agreement. The District, however, reserves the right to make changes to the trip at any time and for any reason, with or without notice, and the District shall not be liable for any loss whatsoever to the student or the parents because of any such cancellation or change.

**2. Supervision**

The District will provide chaperones to supervise students from the time of departure to the time of return listed on the Description of the Trip Form. If you wish to serve as a chaperone, please indicate your availability on the Description of the Trip Form.

**3. Rules, Regulations and Expectations**

All of the rules in the Hamilton School District Student Handbook and in Hamilton School District Board policies apply during the Trip. The parents and student understand and agree that if the student violates any rule in the Student Handbook or Board policies, the District may terminate the student’s participation in the Trip. Under these circumstances, the parents will be required to pick up the student or the student will be sent home immediately by common carrier at the parents’ expense. The student may also be subject to further disciplinary action, up to and including suspension or expulsion from school.

**4. Costs**

The student and the parents agree to pay the estimated cost listed on the Description of the Trip Form, as well as any additional costs that the Student incurs in any way related to the trip. This includes the costs associated with an early return for violations of school rules or for any other reason.

**5. Insurance and Emergency Medical Needs**

The parents hereby represent and warrant that the student is and will be covered throughout the trip by a policy of comprehensive health and accident insurance that provides coverage for injuries and illnesses that the student sustains or experiences while on the trip and, more specifically, in all states that the student will travel through or visit during the trip. The parents hereby certify that the student’s health insurance policy will adequately cover the student while outside the State of Wisconsin.

The student and the parents agree to report to the District Administrator any physical or mental condition which may require special medical attention or accommodation during the trip at least thirty (30) days before the student’s departure. The parents also agree to complete and sign the Medical Form attached to this Agreement. The parents hereby

authorize the trip chaperones to administer medications as described in the Medical Form and to arrange for and consent to medical or health-related procedures or treatments that, in the chaperone's discretion, are necessary during the trip. The parents hereby agree to pay the costs, either personally or through insurance, of any such medical procedures or treatment.

**6. Request to Participate in Trip**

The student and the parents hereby request that the student be allowed to participate in the trip, and they specifically consent to the student's participation. The student and the parents have read and understand this Agreement and they agree to its terms. The student and the parents have also read and understand the Student Handbook and Board policies, which apply to this trip. The student specifically agrees to abide by these rules and policies. The student and the parents understand the consequences of any violation of these rules or policies.

If the student remains enrolled in the District, and complies with all rules and policies, the District will allow the student to participate in the trip. The District reserves its right, however, to refuse to allow the student to participate based on prior attendance or disciplinary reports. In addition, the District in its sole discretion reserves the right to require the student to return home at any time if the District determines that any person is or will be a danger, or for any other reason. Under these circumstances, the parents will pay any costs associated with the student's return, as noted in paragraph four, above.

**7. District's Right of Modification or Cancellation**

The student and the parents acknowledge and agree that the District or its designee has the sole and absolute discretion to modify or cancel the trip or any aspect thereof at any time and for any reason, with or without notice, and the District shall not be liable for any loss whatsoever to the student or the parents because of any such modification or cancellation. As a result, the District strongly advises the parents to purchase trip cancellation insurance.

**8. No Right to Reimbursement or Refund**

The student and the parents understand and agree that they are not entitled to reimbursement or refund from the District of any funds of any type paid by the student or the parents or any other person or entity on the student's behalf whether as a deposit, prepayment, or otherwise for any trip modified or canceled by the District or its designee regardless of the reason for the modification or cancellation and regardless of the reason for the loss of such funds.

Refunds obtained from contracted vendors shall be proportionately distributed to participants only if such funds exceed expenses incurred. The student and the parents further understand and agree that the District may reasonably withhold, possess, and use any funds that have been collected or are due to be collected in conjunction with the trip and that the District may collect at any time such funds that are due from the student under any payment participation agreements related to the trip.

**9. Complete Waiver and Release of Claims**

In consideration for the Hamilton School District allowing the student to participate in the trip, the sufficiency of which the student and the parents hereby acknowledge, the student and the parents hereby expressly waive, release, forever discharge and agree to indemnify and hold harmless the District, its respective agents, servants, officers, directors, officials, board members, attorneys, employees (whether past or present), District-appointed chaperones, and successors and assigns, individually and in their official capacity, (collectively “the District”) from any and all claims, liabilities, allegations, covenants, rights, causes of action, demands and damages of any kind, known or unknown, under any statute, regulation or law, arising out of, related to, concerning, or in any way connected with the student’s participation in the trip.

The student and the parents further understand and agree that the District assumes no responsibility or liability whatsoever, in whole or in part, including, but not limited to, responsibility or liability for the following: all liability and judgments for personal injuries, known or unknown, property damage, costs, loss of services or expenses of any type, including attorney fees, claims, demands, actions, damages, losses, expenses, and judgments, and attorney’s fees, which any person may have against the District, arising out of, relating to, concerning or in any way connected with the student’s participation in the trip or on account of the loss of funds that are paid or applied by the student or the parents or any other person or entity on the student’s behalf for the purpose of funding the trip regardless of the reason for the loss of such funds.

The student and the parents further understand and agree that the District assumes no responsibility whatsoever, in whole or in part, including, but not limited to, responsibility or liability for the following: any delays, delayed or changed departure or arrival times, fare changes, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, circumstances beyond the control of the District, force majeure, war quarantine, civil unrest, public health risks, criminal activity, terrorism or terrorist acts of any kind, expense, accident, injuries or damage to property, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, or failure or negligence of any nature in connection with any accommodations, restaurant, transportation or any other service.

**10. Governing Law, Successors and Assigns**

This Agreement shall be governed and construed in accordance with the laws of Wisconsin and shall be binding upon the parties hereto and their respective successors and assigns. Any claims against the District, as defined in paragraph nine, above, shall be brought in the United States Federal District Court for the Eastern District of Wisconsin.

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The student and the parents hereby acknowledge they have carefully read this Agreement, know and understand its contents, agree to abide by each of the terms, and have signed it voluntarily and of their own free will.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

The Description of the Trip Form, the Medical Form and this Agreement must each be completed, signed and returned to \_\_\_\_\_ no later than \_\_\_\_\_.

APPROVED: March 4, 2003

REVISED: September 5, 2006  
June 18, 2012

REVIEWED: June 20, 2016

REVISED: May 2, 2023