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Field Trip Permission

Clay Elementary School offers educational field trips and "special" field trips for awards for all students in grades PreK-5. **Policy IFCB of the Clay County Board of Education requires that all students have written permission from their parents or legal guardians** to participate in field trips involving school or contracted transportation.

We are deeply concerned about the education of every child in our school. With this in mind, we take a number of classroom and/or grade level field trips during the school year. The following criteria will be applied:

1. Classroom teachers will always announce to the students and send memos or newsletters home to notify parents at least 2-3 days prior to the field trips.
2. Parents will always have the option of deciding whether or not to allow their child to go on field trips.
3. If a parent decides that their child is not to go on the field trip, **parents must:**
 - Send the teacher written notification.
 - Call the school at (304) 587-4276 and leave a message for the teacher or speak with the teacher
 - Or stop at the school and speak to the teacher during their planning period.
4. This permission slip would allow your child to go on a field trip to:
 - Walk downtown in Clay to the Library, Post Office, etc.
 - Within Clay County;
 - Within West Virginia; and
 - On any classroom field trips.

After reading this permission slip, I give permission for my child to go on field trips with his or her classroom teacher. **I will notify Clay Elementary School in writing if my child is not allowed to go on the field trip.**

******* PLEASE NOTE:** Any child who does not attend school will be counted absent. **Attending school every day is very important.**

Bus Pass

Clay Elementary bus pass policy states that all bus passes should be in writing. **Only in emergency situations should a parent telephone the school for a bus pass.**

The student should bring the note to school and give it to his/her teacher. The teacher will deliver the note to the office and a bus pass will be issued. The note should state the name of the child, the date, the bus number that the child will be riding, the bus driver's name if known, and the name and address of the person who will be there to take care of the child. Please use the person's full name. The note should be signed by the student's parent/guardian.

Below is a sample note. Do not return this from. Keep it for your own information.

Teacher's Name: _____

_____ needs a bus pass to ride _____ Bus _____
(Student's Name) (Driver's Name)
to _____ house at _____
(First and Last Name of Caretaker) (Address of Caretaker)
He/She will need a pass for _____,
(Day of the Week) (Date)

_____ Date

_____ Parent Signature