

**EXHIBIT B
PFLUGERVILLE ISD**

Rules of the Road for Overnight Travel

These guidelines are to be reviewed with students and parents prior to any overnight travel. Campuses and organizations may impose additional guidelines, as appropriate to the trip.

1. No male may be inside a female's hotel room at any time for any reason. No female may be inside a male's hotel room at any time for any reason. Students may not switch their assigned hotel room without prior approval of the trip sponsor. If caught, consequences may be assigned depending on the situation, up to and including immediate removal from the trip and being returned home at parents' expense.
2. Once "Lights Out" is declared, every student must be in his/her assigned hotel room with the door closed and lights out.
3. Keys will be taken up by the sponsor. The doors will be taped following bed check. If the tape is broken, everyone in the room may be assigned to ISS upon return to the campus. If there is a perceived emergency during the night, other than a fire evacuation, the student must call the sponsor to open the door to the hotel room. Sponsors will take the tape off every morning and let the students out. Sponsors will conduct room/door checks throughout the night, to assure that students remain in their rooms and tape has not been disturbed.
4. Sponsors will establish a meeting location for students, in the event of a fire alarm at the hotel. Sponsors will assure that all students have evacuated appropriately and will then meet the students at the prearranged location, where roll will again be taken to confirm that all are present.
5. All students must participate in all activities set forth by sponsors. No student may deviate from the itinerary; all students must be on time for all scheduled meetings, events, and activities. All decisions about the trip will be made by sponsors. Students must be in groups of at least 2 or 3 at all times. This includes when going to the restroom. No one student is ever allowed to be by himself/herself at any time. Students who do not remain with the group or who are not in the correct areas, as reflected on the itinerary, including in their hotel room after lights out, will receive consequences on the trip and may be sent home at the expense of the parent/s.
6. Any student caught shoplifting or breaking the law; caught with any illegal item or substance, including but not limited to weapons, alcohol, drugs, or tobacco may be sent home at the expense of the parent/s and may be arrested, in accordance with provisions of the law. Upon arrival at school, the student will face disciplinary consequences set forth by the campus administration and the Student Code of Conduct.
7. Students are to be on their best behavior at all times, as they are representing their campus and PflSD. All disciplinary issues will be handled by trip sponsor(s) only. Sponsors will report all serious infractions immediately to the appropriate campus and/or district administrator, per the campus' protocol. Severe disruptions may result in the student's removal from the trip and return home, at the parents' expense.
8. Students are to immediately notify their sponsor if they become aware that another student has violated a safety rule or Rule of the Road. Failure to do so may result in disciplinary consequences for the student who remained silent.
9. Disrespect will not be tolerated. Any disrespect toward chaperones, sponsors or others, including other schools, will result in disciplinary consequences on the trip as well as consequences upon arrival at school. Students are to be respectful of other hotel guests. There is to be no loud music, running in the halls, prank calling to other rooms, or disruptive behavior of any kind.
10. No one is to use the hotel room phone to make out-of-hotel phone calls. No movies and no room service may be ordered. No items may be taken from the hotel, to include hotel towels, robes, remotes, pillows, linens and the like.
11. Everyone is to maintain a positive attitude at all times. If things run late, something goes wrong, etc. everyone is to deal with all situations calmly. Any negative attitudes may prevent the entire group from participating in scheduled events. No emotional outbursts from students, including arguments, will be tolerated.

EXHIBIT C
Pflugerville ISD
Parent Permission and Information for Student Travel Form

I, the parent/guardian of _____, give my child permission to travel and to participate in extra-curricular activities with Pflugerville ISD. I release Pflugerville ISD and all employees of financial responsibility, which may arise as a result of any injury to my son/daughter while representing Pflugerville ISD in any camp, contest, practice session, or while traveling to and from the same. I also certify that I have sufficient insurance coverage for any injury, or I am financially able to handle all costs due to any injury.

Signatures:

Mother/Guardian _____ Date _____

Father/Guardian _____ Date _____

Medical Release Form and Hold Harmless Agreement

To whom it may concern:

I, as the legal guardian of Name: _____

hereby authorize any necessary medical treatment for my child while participating in extra-curricular activities or traveling with PfISD. I also guarantee payment of all charges incurred during this medical treatment (physician, hospital, x-ray, lab drugs, ambulance, etc.) and submit the following medical information.

1. Allergies to foods, medications, etc. (if none, so state) _____



2. Special medical problems (if none, so state) _____



3. Does participant carry medications on person? (if so, please state) _____



Medication _____ Purpose _____

Medication _____ Purpose _____

Medication _____ Purpose _____

4. Date of last Tetanus shot _____

5. Family Physician _____

Office Address _____

City _____ State _____ Zip _____ Phone _____

Parent Signature

Parent Printed Name

EXHIBIT C
Pflugerville ISD
Parent Permission and Information for Student Travel Form

Student Name: _____

Parents' Address: _____

Street _____ City _____ State _____ Zip _____

Daytime Phone _____ (Father) _____ (Mother)

Nighttime Phone _____ (Father) _____ (Mother)

Organization Name: _____

Sponsor's Signature _____

****Please include a copy of the family/student insurance card for emergency purposes***

In an emergency, indicate the person to be contacted if parents/legal guardian cannot be reached: Name _____ Phone _____

The sponsors and/or adults may administer

____ Tylenol

____ Aspirin

_____ (Indicate other medication), if needed.

Parent Signature _____