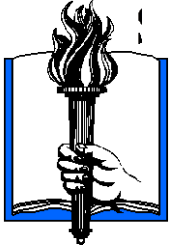


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term:	Descriptor No:	Effective Date:
Non-Sponsored School Trips	AD IS3	2/14
Reviewed/Revised:		
7/14; 9/18; 7/19		

1 The following guidelines must be followed for trips that involve children in Murfreesboro City
2 Schools but are not sponsored by Murfreesboro City Schools.

- 3
- 4 1. The trip must be totally separate from the school district.
- 5
- 6 2. Parents will need to sign a document stating that they clearly understand this is
7 not a school function (see attached Non-Murfreesboro City Schools Sponsored or
8 Approved Field Trips Acknowledgement Form)
- 9
- 10 3. Any meetings, teleconferences, etc. about the trip must occur off school property.
- 11
- 12 4. Any information about the trip must say that this is not a school function. And
13 any materials that are handed out during the school day would fall under the Use
14 of Facilities policy and would need pre-approval.
- 15
- 16 5. If an employee is involved in leading the trip, the district needs a signed statement
17 saying that the employee's taking the children on the trip is purely voluntary and
18 in no way associated with their employment in Murfreesboro City Schools.
- 19
- 20 6. Any discussion of the trip or handouts regarding the trip should take place before
21 or after school hours ONLY.
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**NON-MURFREESBORO CITY SCHOOLS SPONSORED OR APPROVED ACTIVITY
ACKNOWLEDGEMENT FORM**

Parent/Guardians of students who wish to participate in the _____ activity must read and sign this statement which acknowledges their understanding of the conditions of their student's participation in the competition, including the risks and release of the Murfreesboro City School District (MCS) from liability associated with such voluntary participation. I understand that:

- 1. Neither MCS nor the MCS Board has approved the _____ activity and it is not sponsoring it. Student and Student's parents/guardians accept all risks of participating in the travel associated with the activity whether or not described in this Release.
- 2. The Student and Student's parents/guardians understand and acknowledge by their signature that participation in the activity is not required by MCS, and that Student voluntarily chooses to participate.
- 3. Neither transportation to or from the activity nor accommodations during the event, if required, will be provided. Parents/Guardians are responsible for providing their own transportation and accommodation for their Student participant. MCS, the MCS Board, and the City of Murfreesboro shall not be responsible in any way for any decisions made regarding the trip including, but not limited to, the destination, methods of travel, and accommodations.
- 4. Neither MCS, the MCS Board, nor the City of Murfreesboro will not provide any form of insurance for this activity. Insurance coverage is the sole responsibility of the student and his/her family.
- 5. Each participant is responsible for his/her own expenses and costs including, but not limited to, travel, legal, medical, and every other expense and cost which has not been specifically listed and paid for prior to the beginning of the trip.

Assumption of Risk

I/We, the undersigned, understand and acknowledge that in order to participate in this activity, I/We agree to assume liability and responsibility for any and all potential risks that may be associated with participation therein. These risks include, but are not limited to, those risks of personal injury and/or illness inherent in the activity, and those associated with travel to, from and during the activity.

I/We, the undersigned, hereby acknowledge my intention to assume all risks stated above, including others not shown that may arise in connection with the activity.

Release from Liability

As parent(s) or legal guardian of _____, and as a student participating in this event, we, the undersigned, hereby release and agree to defend, indemnity and hold harmless Murfreesboro City Schools, its officers, agents, and employees and their assigns from any claims from any person, entity, or estate, in any forum for property loss or damage, personal injury, illness, personal interference, injury and/or death resulting from any cause.

I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING INFORMATION AND AM FULLY AWARE OF THE EFFECT OF SIGNING THIS AGREEMENT.

Print Participant Name

Signature of Participant

Date

Print Parent or Guardian Name

Signature of Parent or Guardian

Date