

Activity Authorization/Participation Authorization

East Hollywood High School believes that valuable learning experiences can happen both in and out of the classroom. EHHS therefore encourages field trips, on campus activities, and non-school (but film/multimedia related) activities that may occur during or outside of school hours.

To ensure that 1) parents are adequately informed of their student's participation in these activities; and 2) student participation in these activities is not significantly detracting from their own and others' in-class learning, this form **must** be completed **prior** to a student being allowed to participate in the activity.

Required signatures/information:

- 1) All activities must be approved by the principal prior to an authorization form being distributed to students/parents and 5 days prior to the activity.
- 2) Nicole Broberg must sign the form, verifying the student has not been assigned lunchtime accountability.
- 3) If any part of the activity will occur off-campus or is not school sponsored (whether on or off campus), parental permission is required.
- 4) Any activities which require travel of more than 100 miles or which will require overnight lodging must be approved by the Executive Director.
- 5) EHHS staff members are never to be alone with any student(s) in any vehicle without at least **one other adult in the vehicle and parental permission**.
- 6) If the activity sponsor is of a different gender than any of the students participating, an adult chaperone of the opposite gender must be arranged by the activity sponsor.

Student Qualifications:

- 7) Students must currently have a **"C" grade** or better in each class in which they are currently enrolled. (Exception: If the activity is part of a class in which the student is registered, and occurs only during that class-time, no authorization is needed.)
- 8) Students must have **"satisfactory" citizenship** in each class in which they are currently enrolled.
- 9) Students must have **paid all school fees** and fines.
- 10) Students must have **no more than 2 unexcused absences** for the current term.

For school sponsored activities:

- 11) Students are required to complete this form and provide it to the EHHS staff member in charge of the activity at least 2 days prior to the activity.
- 12) By signing this form, parents release EHHS and its employees from any liability not the result of EHHS' or its employees' willful misconduct or negligence.

For all non-school sponsored activities:

- 13) Students are required to complete this form and provide it to the school principal at least 2 days prior to the activity and the principal will call the parents of students wishing to participate to confirm parental permission.
- 14) By signing this authorization, parents release East Hollywood High School and its employees (who are acting under their authority as EHHS employees) from any liability during or resulting from participation in the activity.

(To be completed by the activity sponsor and turned in to principal at least 5 school days prior to the activity).

Activity Authorization/Participation Authorization

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| Activity Title: | Activity Sponsor (EHHS staff member, if school sponsored): |
| Activity Date(s): | Activity Times: |
| Male Chaperone: | Female Chaperone: |
| Costs to be paid by student: | Lodging arrangements (name, location, phone number): |
| Transportation – list vehicles and drivers scheduled. (attach proof of insurance for each driver/vehicle): | Distance traveled for activity (one-way, in road miles): |
| <input type="checkbox"/> This activity is school sponsored (check if applicable) | <input type="checkbox"/> This activity is not school sponsored (check if applicable) |
| Activity Description/Purpose: | |
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| Principal Signature (Signed before form is distributed to any students/parents) | Date of Signature |

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| Nicole Broberg must sign below, verifying the student has not been assigned lunchtime accountability. |
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(To be completed by students wishing to participate in an activity and turned into the activity sponsor at least 2 days prior to activity)

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| Student Printed Name | 1st Period Teacher Signature ("C" or better, "satisfactory" behavior) |
| | 2 nd Period Teacher Signature ("C" or better, "satisfactory" behavior) |
| Activity Sponsor Signature (attendance and fines cleared with front office) | 3 rd Period Teacher Signature ("C" or better, "satisfactory" behavior) |
| | 4 th Period Teacher Signature ("C" or better, "satisfactory" behavior) |
| | 5 th Period Teacher Signature ("C" or better, "satisfactory" behavior) |

If any of the following apply, a parental signature is required:

- The activity is **off campus**
- The activity is **not school sponsored**

If any of the following apply, the executive director's signature is required:

- The activity **is not school sponsored** and will be **off-campus**.
- The activity requires travel of **more than 100 miles**.
- The activity requires an **overnight** stay.

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|---------------------|---------------------------------|-----------------|
| Parent Printed Name | Parent Signature (If necessary) | Parent Phone(s) |
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|---|-------------------|
| Executive Director Signature (if necessary) | Date of Signature |
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