

## FIELD TRIP PERMISSION FORM

### TEACHER

- Select field trip type:  
☐ Regular Field Trip      ☐ All Day Field Trip      ☐ Request to Stay All Day at EMCC
- Complete field trip information:

<b>EMCC Program:</b>	ALL		
<b>Trip Destination:</b>	Alfred State College		
<b>Stay All Day Reason:</b>	Skills USA Regional Competition		
<b>Trip/Stay All Day Date:</b>	Tuesday, March 3	5:30am	6:30pm
	<b>Date</b>	<b>Departure Time</b>	<b>Return Time</b>

- Get administrator approval:

\_\_\_\_\_  
 EMCC Administrator Signature

### STUDENT

- \_\_\_\_\_  
 Student Name
- Obtain signatures:  
 For a **Regular Field Trip**-You need **Parent Guardian Approval** only.  
 For an **All Day Field Trip** or **Stay All Day at EMCC**-You need **Parent/Guardian Approval** and **Home School Approval**.

**Parent/Guardian Approval:**

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

\_\_\_\_\_  
 Emergency Phone #

**Home School Approval:**

\_\_\_\_\_  
 Home School Administrator Signature

\_\_\_\_\_  
 Home School Attendance Signature

\_\_\_\_\_  
 Home School Administrator Name (Print)

\_\_\_\_\_  
 Home School Attendance Name (Print)

- Return signed form to teacher-  
 The EMCC instructor must have this completed permission form **at least 24 hours** in advance before the student can board the bus and participate in field trip.

**EASTERN MONROE CAREER CENTER**

***SkillsUSA – New York Area 1***  
**Regional Championships**  
**Contestant Safety Agreement**

**School:**      **EMCC – Eastern Monroe Career Center**

\_\_\_\_\_, who is competing in this year's skill conference may as part of his/her experience, work with hand tools, operate machines, power tools, and/or motorized equipment.

It is understood that each contestant has successfully completed appropriate safety instruction in the use of common hand tools, machines, power tools and/or motorized equipment related to their respective trade area. All contestants are required to supply and wear clothing and equipment appropriate to the trade area while participating in this contest and must assume responsibility for following safe operating procedures.

***We ask that each contestant subscribe to the following safety pledge.***

- I PROMISE TO FOLLOW ALL TRADE AND PERSONAL SAFETY RULES.
- I PROMISE TO WEAR APPROPRIATE SAFETY EQUIPMENT AND CLOTHING AT ALL TIMES.
- I WILL NOT OPERATE MACHINERY, POWER TOOLS, EQUIPMENT OR USE ANY HAND TOOL; UNLESS I HAVE BEEN INSTRUCTED IN IT'S USE AND HAVE SATISFACTORILY PASSED THE APPROPRIATE SAFETY TEST AS PART OF MY OCCUPATIONAL/VOCATIONAL PROGRAM.

**Contestant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I hereby confirm that \_\_\_\_\_ has received proper training and demonstrates the safe and appropriate use of common hand tools, machines, power tools and/or equipment that may be used during this skill conference.

**Teacher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Code of Conduct

## Skills USA New York State

**Damages:** Any damage to any property will be charged to the individual and it will be their responsibility to reimburse SkillsUSA for any damages as a result of the students' misconduct.

**Alcohol and Drugs:** No alcoholic beverages, drugs or narcotics, in any form, shall be possessed or used at any time, under any circumstances. Violation of this area will result in referral to the respective law enforcement agency and may also result in administrative action at the school. Those students requiring prescribed medications must make the advisors aware of this at the time of the student meeting prior to departing.

**Smoking:** There will be no smoking on BOCES property, in the bus, in contest areas, or when attending official Skills USA meetings or ceremonies.

**Radios:** No radios, "boxes", MP3, Tape or CD units are allowed in contest areas or during meetings and/or ceremonies.

**Cell Phones:** There is no use of cell phones during competition or pre/post contest meeting or during the general assembly. All phones will be turned off or placed in Manner Mode.

### **Attendance**

Students will attend their respective contest and stay at the contest site until released by the contest chairperson.

Students will be prompt and prepared for all activities.

Students should keep their advisors informed of their activities and whereabouts at all times.

Students will attend the Awards Ceremony and sit with their respective school.

### **Dress Code**

**Dress regulations established will be adhered to by all attending.**

Because of time constraints students should wear the clothing for their respective contests on the day of the competition. Travel time does not allow for changing clothes at most contest sites.

Unacceptable attire: skirts shorter than 3" above the knee, togas, bare midriffs, halter tops, tank tops, and other clothing that is not of professional standards.

### **Violations of the Code of Conduct**

Each student in violation of the Code of Conduct is entitled to a hearing before the committee appointed to hear such appeals.

Students found guilty of violations of the Code of Conduct will be subject to:

1. Censure
2. Disqualification
3. Loss of awards
4. Sent home under supervision
5. School discipline
6. Legal action

I have read and fully understand the Skills USA Code of Conduct and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violations of any of the above guidelines.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's printed name

Parent/Guardian acknowledgement : I have read the above Code of Conduct with my son/daughter and am aware of the consequences he/she faces in the event of misconduct.

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

\_\_\_\_\_  
Date

**The form on the next page only needs to be completed if your student is competing in one of the following SkillsUSA regional level competitions:**

- **Auto Body Helper Basic**
- **Auto Service Basic**
- **Carpenter's Assistant Basic**
- **Food Preparation Assistant Basic**
- **Small Engine Basic**
- **Action Skills Basic**
- **Employment Application Basic**

# Basic Participation Form

SECONDARY ASSOCIATION OF SkillsUSA NEW YORK

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ COMPETITION: \_\_\_\_\_

CAREER CENTER or TECH SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE AT SCHOOL: (\_\_\_\_) \_\_\_\_\_

ADVISOR: \_\_\_\_\_ email: \_\_\_\_\_

## ***Qualifications for Eligibility as a Contestant in a Basic Competition***

- NOTE: All information is kept confidential.
- **FORMS ARE TO BE** Brought to the orientation meeting the night before competition

## **CANDIDATE:**

- Must be an active SkillsUSA New York member.

**TO PARENTS or GUARDIAN:** Having your son or daughter participate in a NYS SkillsUSA competition is a wonderful and rewarding experience, both for them and for SkillsUSA. These competitions are part of their SkillsUSA club activities and are presented as a skills challenge. By signing this you are allowing the School and advisor to notify us that your son/daughter is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997. Thank you for helping SkillsUSA to certify a high level of responsibility for your student.

Signed: \_\_\_\_\_

Parent or Guardian

**TO CTE PRINCIPAL or DIRECTOR:** It is essential that you be aware of the importance of the Basic contests and the student's participation and requirements. Only students Classified under the provisions of Public Law 105-17, Individuals with Disabilities Education act, 1997 may compete. Your signature assures that the above student meets all requirements.

Signed: \_\_\_\_\_

Principal or Director

**TO ADVISOR:** Your signature assures that you have registered the above student in the appropriate Basic competition and that this student is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997.

Signed: \_\_\_\_\_

Advisor

***This form only used for the Basic Contest contestants.***