

OVERNIGHT STUDENT TRIPS
SPONSORED OR AUTHORIZED BY THE DISTRICT

1. Overnight Student Trip Guidelines

The following guidelines shall be followed with respect to overnight student trips:

- a. School District representatives shall check and when appropriate notify the District's insurance carrier of the expected student trip and make certain that liability protection is provided as to the type of student trip involved and that the coverage limits are adequate.
- b. Prior to the student trip, School District representatives involved or approving the student trip shall meet to define and address the itinerary of the student trip and/or other travel-related components. In developing the itinerary for the student trip, factors to be taken into consideration shall include:
 - i. Exposure of students to possible personal injury or other dangerous conditions;
 - ii. Age and composition of student participants;
 - iii. Past experience with the students;
 - iv. Necessity/advisability of establishing and maintaining a certain student/teacher ratio;
 - v. Educational purpose served by proposed trip.

2. Funding-National Competition

- a. Students becoming eligible for national competition by earning an award at the state level will be allowed partial school district sponsorship. This would include a school district chaperone/advisor as necessary and monetary support in the form of 1/3 of the total cost paid by the district as a maximum. Students would assume 1/3 of the total cost and clubs would assume/be allowed to fund-raise to pay for 1/3 of the total cost. School sponsored clubs/organizations would have discretion to assume additional student costs if available and approved by club advisor on financial need or available club funds.
- b. National trips involving conventions/conferences not based on competitive ladder entrance should be supported by funds other than school district general budget monies. Self or group funding is appropriate.
 - i. As a general rule, acceptable costs will be measured against similar costs for other approved student activities, taking into account the number of students involved, as well as the total cost.
 - ii. Only school-sponsored clubs or organizations may apply for fund raisers or trips.
 - iii. Reserve funds must be available as a contingency to transport a child home in the event discipline, health, or other measures require such action.

3. Student Trip Requirements

The following requirements shall be made with respect to an overnight student trip:

- a. All student trips shall be supervised by teachers or other School District chaperones. The teachers/chaperones shall be selected and approved by the District Administrator or his/her designees.

- b. Designation of one individual on the trip who will be primarily responsible for following through and insuring that others obey School District rules and the guidelines as to the trip, and that other teachers/chaperones on the trip enforce the rules and guidelines.
- c. Each participating student, and a custodial parent of the student, shall sign an agreement granting consent for the student to participate in the student trip and agreeing to abide by all rules and regulations of the School District, and this policy, while on the student trip.
- d. A custodial parent of the students involved in the trip shall provide written consent which permits the teacher/chaperones to authorize emergency medical care for their child should the need arise.
- e. Teachers/chaperones shall have in their possession a copy of the parent medical treatment authorizations while on an overnight student trip.
- f. If a group of students break any School District rules or provisions of this policy while on a student trip, the teacher/chaperone may cancel the remainder of the trip and return with the students to the School District.
- g. Any gross misbehavior and/or violations of the School District rules and regulations and/or this policy by students may result in the student being sent home immediately from the trip. In such cases, parents of the student shall be notified and the parents may be requested to pick up their child.
- h. Any student whose class is involved in a student trip, but who does not participate in the student trip, is expected to be in regular school attendance.

4. Code of Conduct - Overnight Student Trips

While on an overnight student trip, the following rules shall apply to student behavior:

- i. Students are to behave in a manner which reflects in a positive manner on their family, school, and the community as a whole.
- j. Students shall follow and abide by all instructions or rules of transportation, housing, chaperones/teachers, and those of the School District.
- k. Students shall not engage in profanity, abusive language, obscene gestures, or other indecent expressions.
- l. Students shall be punctual for all departures, meetings, breaks, etc. Students shall not leave meetings or individual conferences until dismissed.
- m. Students shall attend all scheduled activities, events, and meetings with respect to the student trip.
- n. Students shall dress appropriately for student trip activities. If a student is in doubt as to appropriate attire, the student or his/her parent(s)/guardian shall seek advice from a teacher/chaperone of the trip or other School District official.
- o. Students shall use the "buddy system" while on the trip and shall not go anywhere alone. (Homestay component of a foreign trip is an exception to this rule.)
- p. Students shall not have in their possession nor use alcoholic beverages, tobacco, or controlled substances or otherwise violate the district drug and alcohol and tobacco policies.
- q. Electronic devices may be permitted with prior teacher/chaperone approval.
- r. Rooming arrangements and visitation privileges shall be determined by the teachers/chaperones.

- s. No students shall leave the hotel or other lodging facilities, or have an unauthorized visitor, without the advance approval of a teacher/chaperone. (Homestay component of a foreign trip is an exception to this rule.)
- t. Students shall follow all curfew rules and be in their assigned rooms at curfew. No student is to leave the hotel/lodging at night after curfew.
- u. Students shall not allow other participants into their room after curfew.
- v. Disruptive behavior in the hotel/lodging rooms or corridors will not be permitted.
- w. No students shall be allowed to remain at the hotel/lodging in the evening while the rest of the student trip group is absent without a teacher/chaperone remaining with the student unless specifically approved, for good reason, by the person designated under 2.b. of this policy.
- x. Student hotel/lodging rooms are subject to inspection by teachers/chaperones at any time without notice.
- y. The door of a student's hotel/lodging room shall be left open at any gatherings with members of the opposite sex.
- r. Students will not be allowed to drive their own automobiles or district-owned vehicles as part of the school district transportation plan for a field trip.

5. Consequences of Violation of Rules

The following measures may be taken with respect to a student's violation of any of the above rules or related District rules:

- a. A conference with the student's advisor to review the matter.
- b. Telephone conference with the parent with respect to the matter.
- c. Loss of further student trip privileges.
- d. Discipline of the student, which, depending upon the severity of the offense, may range from detention to expulsion.
- e. Police referral when necessary.
- f. Possible transportation of the student home from the student trip.

NOTE: TEACHERS/CHAPERONES MAY IMPOSE ADDITIONAL INDIVIDUAL OR GROUP RESTRICTIONS WHICH, IN THEIR DISCRETION, ARE WARRANTED BY EXISTING CIRCUMSTANCES.

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