

## OVERNIGHT STUDENT TRIP RULES AND REGULATIONS

1. School-sponsored trips are designed to be educational in nature and supervised by staff members according to school district standards.
2. The request for a school-sponsored trip needs to be made prior to any meeting regarding fund raising.
3. A school-sponsored trip itinerary must be presented to the Board for approval.
4. All students going on a school-sponsored trip must be in good standing with the school.
5. Students must display satisfactory behavior and attendance to qualify for a school-sponsored trip. Conduct that could prevent a student from attending a school-sponsored trip includes, but is not limited to:
  - a. Habitual skipping of class;
  - b. Habitual tardiness;
  - c. Inability of the student to get along with more than one teacher during the year;
  - d. Disruptive behavior;
  - e. A suspension from;
  - f. Other disciplinary matters.
6. Students who fail to meet the established standards will not be eligible to participate in a school-sponsored trip. The standards will be set by a trip committee.
7. Parents/guardians must attend an informational trip meeting in order for their student to participate in a school-sponsored trip.
8. All students will abide by the Good Conduct Rule and all other school rules while on any school-sponsored trip. Students who represent the school in any extracurricular activity can be declared ineligible or temporarily ineligible by the school principal or his/her designee for violations of the Good Conduct Rule (Board Policy 503.4).
9. No student is to use or have in his/her possession any alcohol, drugs or drug paraphernalia, tobacco, inhalants, weapons, dangerous objects, or Look-a-likes while on a school-sponsored trip. Student possession is defined as including luggage and personal belongings. Any student who violates these rules may be sent home with a chaperone at the first opportunity available. The expenses of both the student and the chaperone will be the responsibility of the student and his/her parents/guardians.
10. All baggage should be checked by parents/guardians at the time of student departure for a school-sponsored trip.
11. If alcohol, drugs or drug paraphernalia, tobacco, inhalants, weapons, dangerous objects, look-a-likes are found in a room, and the adult chaperones cannot determine to whom those items belong, all students assigned to that room may be sent home with a chaperone. The expenses of both the student and the chaperone will be the responsibility of the student and his/her parents/guardians. The students in that room must be responsible for each other's behavior.

12. Students may be sent home with a chaperone at any time if they participate in any behavior deemed inappropriate by the chaperones. Any student who violates any rules may be sent home with a chaperone at the first opportunity. The expenses of both the student and the chaperone will be the responsibility of the student and his/her parents/guardians.
13. Chaperones have the right to check rooms, baggage or personal belongings at any time during a school-sponsored trip if there is reason to believe that a student may possess alcohol, drugs or drug paraphernalia, inhalants, tobacco, weapons, dangerous objects, look-a-likes or if a student is conducting him/herself in an inappropriate manner.
14. No gambling will be allowed at any time.
15. No students are to be in rooms occupied by the opposite sex unless the door is left open.
16. No student is to leave the hotel/motel at night unless accompanied by a chaperone.
17. No student(s) will be allowed to remain at the hotel/motel while the rest of the group is attending a function unless due to injury, illness or other unforeseeable problems occur. One of the chaperones will remain with him/her.
18. Tours/Group Activities: All students are to go on and participate in all activities.
19. All students must be in their assigned rooms after curfew unless approved by a chaperone to be somewhere else. Students are not to leave their rooms after bed check in the evening. The curfew is determined by the chaperones.
20. If any student is found guilty of shoplifting or any other violations of the law while on a school-sponsored trip, his/her parents/guardians will be notified, and it will be the parents'/guardians' responsibility to travel to said destination or to make arrangements for the student to return home with a chaperone. The expenses of both the student and the chaperone will be the responsibility of the student and his/her parents/guardians. The chaperones will contact the principal or superintendent to inform him/her of such a problem.
21. The above rules and regulations will be incorporated into the information presented to students and parents/guardians at the informational meeting.

**Adopted:** 11/11/1991

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