

FIELD TRIPS AND EXCURSIONS REGULATIONS

The following regulations are to be followed for all school-sponsored special event trips including field trips, class trips, and clubs:

1. Trips should be of an educational nature and have significant educational value.
2. Trips should be scheduled to minimize interruption of regular class instruction.
3. The age of students and nature of group activity shall determine the number of chaperones assigned. For students in Grades K-3 a ratio of no less than one (1) advisor or parent per five (5) students shall exist. A ratio of no less than one (1) advisor or parent per eight (8) students shall exist for Grades 4-12. There shall be sufficient adult representation for adequate supervision of both the male and female student population. The total number of school officials and chaperones will be determined by the Superintendent, Building Principal, and Advisor.
4. All students must ride to and return from the trip on the school-approved transportation.
5. Participants on the trip and their parents must agree to reimburse the school and/or claimants presenting bona fide bills to the school for damages occurring during the course of the trip.
6. There is to be absolutely no smoking, no drinking of alcoholic beverages, or use of illegal drugs.
7. Parental /Guardian permission is required for participation.

Overnight Trips

1. Parental/guardian permission is required for student participation.
2. There will be no alcohol, tobacco, or drug use at any time while participating in a school sponsored activity. (Odor on breath is sufficient evidence for chaperones to report student violations of this rule.)
3. Each night there will be a curfew. Rooms will be checked at that time and all students must be present. Students will not leave the hotel after that time. The management of the hotel shall be notified and requested to report any student seen in the lobby or leaving the hotel after the established hour.
4. Insofar as possible, boys and girls will be located on different floors. There will be absolutely no visiting in hotel rooms between boys and girls.
5. Room lists are established well in advance of the trip. There are to be no changes in this list. Each student must be in his or her assigned room.
6. Under no circumstances will a student direct conversation to a stranger for the purpose of becoming acquainted or making a date. Girls and boys are to stay with their own party.
7. Students will travel in groups of three or more, never alone even when in the hotel lobby.
8. Students will adhere to a schedule as planned. If a student is excused (for sickness, etc.) he/she will remain in his/her hotel room with a chaperone.
9. Students will be told each day what time to get up and the time that tours will begin. Students must be on time and must stay with the group.
10. Money and valuables should not be left in rooms. Room doors should remain locked at all times and should not be opened to strangers.