Student Trip Procedures

Pre –Field Trip/Activity Preparation:

1) Team Leader /Sponsor needs to notify all pertinent parties of date, time, destination of trip, clarification of purpose if necessary, items needed/required, parameters/expectations during trip, approximate return time, parents to be notified via phone (s) pickup time, and coach/sponsor to monitor students until all students are picked up by parent or guardian.
2) Inform and pre-arrange any necessary homework by students with pertinent staff prior to trip.
3) Complete any and all appropriate forms if a trip participant is not returning on the bus with Team Leader/Sponsor. Transfer of any participant off a trip must comply with all existing school policy/activity code processes.
4) Team Leader/Sponsor needs to a have a list of all parent/guardian contacts prior to leaving for trip.
5) Team Leader/Sponsor needs to check with school nurse to identify if any parties traveling have any medication concerns. Identify appropriate medicinal procedures if necessary and certify if necessary to dispense any required medication.
6) A travel list/permission slips must be completed and returned to the office prior to boarding of actual confirmed participants traveling.
7) Team Leader/Sponsor is informed that they have the right to inspect luggage at any time deemed necessary pertaining to any deemed potential contraband.

Field Trip/Activity Applications:

1) During trip students need to be routinely informed of daily schedule, activities, expectations, boarding, departure, meals, curfew, room checks, wake up calls, meetings, and hall monitoring.
2) Participants when traveling at night need to be separated via bus location or a sponsor actively monitoring areas needing supervision.
3) At no time shall participants be left unattended.
4) Any damages to material property (hotel, motel, and vehicle) are the responsibility of individual participants. Individuals are also susceptible to any additional school policy or code.
5) Any drug, alcohol, tobacco, nicotine, theft, sexual violation, or other incident, once investigated and documented by the Team Leader/Sponsor, must be reported immediately to the principal and superintendent.
6) Any drug, alcohol, tobacco, nicotine, theft, sexual violation, or other incident once investigated and documented by the Team Leader/Sponsor, the Team Leader/Sponsor must contact parents of individual (s) involved and parents/guardians will need to retrieve participants from the trip. In addition all school policies/codes are applicable.
7) Consistent, continuous active monitoring must occur throughout an entire trip.
8) Team Leader/Sponsor must be active models for all participants.
9) Team Leader/Sponsor must at the conclusion of a trip review the bus pick up trash, materials and request a signature from the bus driver of such application.

Prior to departure, the Team Leader/Sponsor and the student must sign this document confirming they have reviewed this procedure and are aware of all expectations.

I understand that overnight travel sponsored by the Dolores Schools is a privilege, not a right.   The District expects its students to conduct themselves in a manner that reflects the high standards of a District that is accredited with distinction. As a condition of attending this activity, I agree to abide by all school policies, will conduct myself on the trip in a manner that reflects positively on the school. I understand that any violation of school policy or the student handbook, engaging in an illegal activity, vandalism, destruction of property, or any other conduct that is embarrassing to the school may result in the Board of Education suspending the sport, program, or activity being sponsored.

_____   _____

 Student   Date

_____   _____

Parent / Guardian   Date

I, the school Team Leader/Sponsor discussed all responsibilities and expectations with the student prior to their departure.

_____   _____

 Team Leader / Sponsor   Date

Approved: February 28, 2012