

Adopted: 4-19-10

Revised: 4-18-11

510.1 SCHOOL ACTIVITIES – TRAVEL

I. PURPOSE

The purpose of this policy is to assure adequate supervision is provided when Bertha-Hewitt students participate in activities outside the District.

II. GENERAL STATEMENT OF POLICY

Activity participation often requires travel outside the District for competition, performances, and other academic or co-curricular opportunities. Ensuring the safety of students is a priority of the District. Established behavior and participation requirements combined with adequate supervision will diminish the likely hood of inappropriate behaviors.

II. PROCEDURE

1. Out of District travel is to be considered a privilege and is subject to the following rules and regulations for the safety and welfare of the students. ***Any student or accompanying adult not complying with District procedures/guidelines should expect a disciplinary action.*** Discipline may range from a simple reprimand, to room or bus confinement, to being sent home at the expense of parents/guardians.
2. All Minnesota State High School League and local rules of conduct apply. Any involvement in alcohol, drugs or tobacco will be referred to Law Enforcement as well as the school.
3. Instructors and co-curricular coaches/directors will communicate consequences for inappropriate behavior and additional participation requirements/expectations to participants and parents/guardians.
4. Day/overnight trips using personal vehicle or school van require only supervision by the instructor, activity coach/director, or authorized adult. An additional chaperone or driver shall be considered for long distances or activities requiring extensive involvement of the instructor or activity coach/director.
5. Day trips using a District school bus or charter bus require a driver other than the instructor or co-curricular coach/director. The instructor, co-curricular coach/director, or authorized adult must ride the bus.

6. Overnight trips using a District school bus or charter bus require a driver other than the instructor or co-curricular coach/director and additional chaperones proportionate to the number of students. Overnight trips require adult supervision by a person of the same gender as the participants. The following is a guideline.

<u># of Students</u>	<u># of Supervisors/Chaperones</u>
Up to 15	Instructor or activity coach/director (see #6 above)
15 to 25	Instructor or activity coach/director plus 1 chaperone
Each additional 15	+1 additional chaperone

7. A chaperone's responsibility is to attend to the needs of the group. Persons accepting this responsibility must be willing to follow the itinerary of the trip and to be available to perform the duties assigned. ***Chaperones must also comply with the procedures/guidelines.*** Chaperones must provide a criminal background check prior to the trip.
8. The principal has the authority to approve written requests for variance from procedures.

III. TRIP REGULATIONS & GUIDELINES

Out of District trips are to be considered a privilege and are subject to the following rules and regulations for everyone's safety and welfare. **Any student not complying with the guidelines set below should expect a disciplinary action.** Discipline may range from a simple reprimand, to room or bus confinement, to being sent home at the expense of parents/guardians.

1. All Minnesota State High School League rules of conduct apply to this trip. Any involvement in alcohol, drugs or tobacco will be referred to Law Enforcement well as the school. Any involvement with these substances may result in the student being sent home with a chaperone. Parents will pay for the cost of the transportation for both the student and the accompanying chaperone.
2. Act in a manner that will leave every person that we have contact with a good impression. We are representing our school and community.
3. All students will attend all scheduled functions and tours.
4. Students will not leave their room after curfew.
5. Doors must be kept open if a member of the opposite sex is in the room.
6. Obey all rules set by the hotel with regard to the use of the swimming pool.
7. Respect other hotel guests at all times.

8. Students must be with at least 1 other student at all times. DO NOT GO ANYWHERE ALONE.
9. Always be on time. If one is late, the whole group is late. This may jeopardize scheduled events.
10. Be courteous to chaperones, drivers, etc. Absolutely no disrespect will be tolerated.
11. Additional regulations may be presented by coach advisor/director.
12. Have a safe and enjoyable experience.

IV. CHAPERONE – Duties/responsibilities/Guidelines

A chaperone's responsibility (first and foremost) is to attend to the needs of the group. Persons accepting this responsibility must be willing to follow the itinerary of the trip and to be available to perform the duties listed below. **Any chaperone not complying with the guidelines should expect the same disciplinary action as the students.**

1. Be familiar with the Rules and Regulations of the trip. Chaperones will be responsible to enforce the rules in a consistent manner. Chaperones must also follow the rules regarding use of alcohol, tobacco, and drugs and other rules of conduct.
2. All chaperones will attend all scheduled functions and tours.
3. Always be on time. If you expect the students to be on time, you must set the example.
4. Communicate with the students and make sure that they understand all instructions.
5. Take attendance EVERY time we board the motor coach or school bus. Double check by counting empty seats.
6. At hotels, check to see that everyone is situated properly. Report any problems to the front desk. Make sure that the students know your room number. Make sure that the students know who to call in event of an emergency.
7. Enter the rooms at curfew times.
8. Enforce after-hours noise rule.
9. Help with ALL students. The students in your group are mainly for attendance purposes.

10. *You have the right and responsibility to enter a student's room if you have reason to believe there is a problem or suspicious activity.*
11. Be visible to the students. However allow students the opportunity to be responsible.

V. MOTOR COACH CONDUCT

1. Be prompt for any departure; don't keep the whole group waiting.
2. Students must ride on the same bus at all times, except if the group were to split to go to different places. One person will be designated to take attendance before each departure. Students must sit in assigned seat while attendance is being taken.
3. Upon arrival at all stopping places, stay on the bus until instructions are given by chaperones.
4. Food and drink may be consumed while traveling, as long as the coach is kept clean and neat.
5. Please treat the driver with courtesy and respect—keeping in mind their responsibility to get us to and from the events on the trip safely. While he or she is driving, keep the noise level low.
6. We will be sleeping as we travel through the night. So when quiet hour is designated, you will comply.
7. No stereos are allowed. Personal listening devices may be used instead.

VI. HOTEL INSTRUCTIONS

1. When arriving at the hotel and going to your room, be quiet in the hallways. There may be other hotel guests on your floor. We do not want to disturb them.
2. Hotel doors tend to make a lot of noise when allowed to close on their own. Please close them quietly and check to see that they are locked behind you before leaving your room.
3. Upon arriving at your room for the first time, check your room for any damage or malfunction equipment and report any problems to your chaperone.
4. Any misuse of or damage to hotel property will be paid for by the occupants of the room.
- 5.
6. At curfew times, you must be in your room. At this time and after, you will open the door for no one other than a chaperone or hotel official.
7. Be respectful of the other guests. You are responsible to keep your room quiet after curfew. You will be held responsible if a hotel manager calls your room or your director's or chaperone's room because of a disturbance.

8. Do not take towels and souvenirs from your room. You will be charged for these items and any other damage to your hotel room.
9. Keep your room locked at all times.
10. Keep all valuables with you at all times.
11. At no time is anyone outside the group allowed to enter your room. Do not give out your hotel name or room number to anyone for any reason.
12. **Students are not allowed under any circumstances to stay in a chaperone's room or a room other than the assigned hotel room.**

Cross References: Bertha-Hewitt Policy 510 (Student Activities)