

OVERNIGHT TRIP GUIDELINES

Staff and chaperones will abide by the following guidelines:

1. Coed trips will be required to have at least one male and female adult to accompany the group, unless otherwise approved by the superintendent.
2. Reasonable times will be established by staff for lights to be out and there to be quiet to provide students with appropriate sleep time.
3. Staff will periodically check rooms/tents to assure that student behavior is within established guidelines.
4. Students will not share rooms/tents with staff or chaperones.
5. Students will share rooms/tents with students of same gender.
6. Students will not share beds with other students unless the student and his/her parents/guardians agree to do so to reduce individual cost of the accommodations.
7. Chaperones and staff members will not have inappropriate verbal or physical interactions with students or with each other.
8. Chaperones and staff members are assigned a room and must sleep in that room so that students or other chaperones can contact them in case of an emergency or change in trip itinerary.
9. In the event a chaperone is unable to fulfill their responsibilities, the staff member in charge will reassign the responsibilities as appropriate. In the event the staff member in charge is unable to fulfill their responsibilities, he/she will designate one of the other chaperones (must be a certified school employee) as the person in charge. If there are no other certified chaperones, the staff member in charge will contact his/her respective principal or athletic director (as appropriate) for further direction. In the event it is impossible for the staff member in charge to function, one of the other chaperones will call the respective building principal or athletic director, as appropriate, for further direction.
10. All rules and regulations established by Board policy, school handbooks, and administrative procedures and guidelines shall be adhered to by students/staff/chaperones at all times, including time spent in individual rooms/tents on school sponsored trips.

Cross Ref: 352.2 Admin. Rule-Staff and Chaperone Responsibilities for School Related Trips