

PROCEDURES FOR SCHOOL-SPONSORED TRIPS

School-sponsored trips must be approved by the School Board.

- Clear guidelines will be established for all staff and volunteers.
- Students will be supervised at all times.
- Parents and students will attend an orientation, which will include the itinerary, procedures, and any payment schedule if applicable.
- Each student will sign a code of conduct form authorizing trip supervisors to exclude the student from a scheduled activity or send the student home.
- Each student and parent will sign a warning and consent form.
- Volunteers will be subject to a background investigation/criminal records check.

I. Must have School Board Approval

II. The following forms must be signed:

- A. Acknowledgement of Warning and Consent Agreement (Parents, Students)
- B. Volunteer Service Statement and Agreement (Chaperones)
- C. Volunteer Appointment - Criminal Check (All Volunteers/Chaperones)
- D. Code of Conduct (Students, Parents, Volunteers)
- E. Forms for prescription & non-prescription medicine (Parents)

III. Parents/Students

- A. Attend orientation meeting including Itinerary, procedures, and payments.
- B. Present evidence of Medical/Accident Insurance or purchase Student Accident Insurance.
- C. Medical Emergency Forms updated and available to trip supervisors.
- D. Sign a Code of Conduct Form authorizing trip supervisors to exclude student from scheduled activity or send student home.

IV. Trip Supervisors

- A. Know costs and fees of trip.
- B. Know the cancellation policy of Tour Company (for group or individual) if plans change or money is not made in a timely fashion.
- C. All monies raised should be placed into the Student Activity Account by the class advisors identifying the appropriate class.
- D. If using a Tour Operator please check on the following:
 - 1. Make sure reputable, check references
 - 2. Cancellation insurance
 - 3. Repatriation coverage
 - 4. Role of tour operator on the trip
 - 5. Tour interruptions and emergency care

Foreign Travel:

- 1. Arrange for Overseas Insurance with coordination of care and evacuation benefits. Everyone should check current insurance and secure supplemental coverage.
- 2. Authorization to secure medical treatment including chaperones.
- 3. Check U.S. Dept. of State list of prohibited destinations.
- 4. Research Dept. of State Centers for Disease Control warnings for security and health conditions including crime.
- 5. Determine documents necessary for travel, keeping in a safe place.
- 6. Cultural orientation for everyone on the trip.

7. Local briefing at destination, establish ground rules.
8. Have sufficient supplies of prescription medicine, with class advisors keeping control of them.
9. Parental signature required for use of any prescription or non-prescription medicines.
10. Keep to Itinerary.
11. Be alert at all times.

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