

**ADMINISTRATIVE PROCEDURE**

**INSTRUCTION**

**Field Trips**

**Rules/Regulations: Overnight Trips**

1. All standard school policies are in effect for this trip. Remember at all times you are representing your community, school, parents, director, and yourself – act accordingly!
2. The use or possession of alcoholic beverages, tobacco products, inhalants or illegal substances is not permitted.
3. A baggage inspection may occur during this trip. At any time, the director or chaperones may hold baggage and/or room inspections.
4. Students are to remain in their assigned rooms – room assignment changes will be made only by the director/sponsor/coach/teacher.
5. Students are not permitted to be in a room occupied by the opposite biological sex at any time.
6. Students are not permitted to leave their rooms at night after bed check.
7. Students must not leave the hotel area without being accompanied by a chaperone.
8. Students must carry their school identification card at all times.
9. All luggage, carry-ons, and instrument cases must be tagged.
10. All phone calls from hotel phones may only be made to other rooms within the hotel.
11. Students will be held liable for any damage to hotel rooms.

12. No food or drink is allowed on the buses.
13. Bus seating will be assigned.
14. No student will rent equipment during free time without permission of the director or chaperone.
15. All decisions made by the director and/or head chaperone concerning operations aspects and student conduct during the event are final. Any infraction of these rules may result in the student being detached from the trip and sent home at once. Expenses of returning students will be incurred by the student and/or parent.
16. All school policies and rules indicated in the student handbook guidelines are to be followed. Consequences for any infractions will be determined by the administration.

Should any student witness any infraction of the rules and regulations and/or any inappropriate behaviors/illegal action he or she shall inform the director/sponsor/coach/teacher.

ADOPTED: July 11, 2000  
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