

Overnight Travel Policy

1. Students must be in good standing with the traveling club/organization in order to be eligible for participation in overnight travel. This includes meeting expectations in academics, behavior, and service hours where applicable. Students on probation with their club may be excluded from participation.
2. A parent or guardian must accompany their child(ren) on all out of state trips. No exceptions.
3. If the school is arranging travel and lodging accommodations, students and chaperones may only use the school arranged accommodations during conventions, camps, etc. Chaperones/Parents may opt to have their student travel home using different means once school obligations are complete, however written consent must be provided in advance of departure. This includes parents or guardians taking their own children via alternate transportation after the event. A waiver must be signed and given to the sponsor.
4. Absences from school are only excused once school obligations have been satisfied. Students will not receive excused absences from school if they leave the event prior to completion or being dismissed officially by the sponsor.
5. Club and/or event sponsors have final authority during all sanctioned school travel. Chaperones shall take direction from the sponsors only and will be responsible for execution and enforcement of such directions as provided.
6. Payment deadlines will be strictly enforced due to pre-payment and reservation requirements. Failure to meet designated payment deadlines will result in the student being excluded from participating and may also include forfeiture of previously paid funds, but only to the extent the school/club cannot be reimbursed for pre-paid expenses.
7. All clothing worn during travel must meet school dress code policy. This will be strictly enforced. Failure to bring appropriate clothing will result in the student being restricted from participating in the event with no refund of expenses.
8. All student luggage must be delivered to school in advance of departure for inspection by school officials. Sponsors will designate time for delivery. Any student failing to deliver luggage in a timely fashion or found in possession of prohibited items will be restricted from travel with no refund of expenses.

9. Uniforms, costumes, props, and/or paperwork required during travel must be turned over to the traveling sponsor prior to departure. All items should be neatly packed in a box or bag of appropriate size and labeled with the students name. Failure to provide items will result in the student being restricted from travel with no refund of expenses paid.
10. All students are required to complete a medical/medication questionnaire prior to traveling. This form will be kept by the sponsor at all times. If a student requires medication and their parent or guardian is not traveling with the group, medication should be placed in a zip-top bag labeled with the students name. Clearly written instructions for administration of medication should be placed inside the bag. All medication must be personally delivered to the school sponsor designated to give medication. No student is allowed to keep medication on his/her person or in luggage, tote bags, etc. Parents or guardians traveling with their student will be responsible for their own medication.
11. Student cell phone use during events is strictly prohibited. Cell phones should be stowed out of sight, in silent mode. Students found in violation will have their cell phone confiscated by the sponsor and made available to the student only to contact their parent or guardian as necessary.
12. Sponsors and/or Chaperones will collect cell phones at designated "lights out", but no earlier than 10 pm.