

ACTIVITY TRIPS

The Colcord Board of Education acknowledges the importance of extra-curricular activities to the overall educational experience. The Board further acknowledges that student participation in extra-curricular activities often requires travel off campus. The following regulation shall govern activity trips.

The sponsor shall make the appropriate principal aware of travel plans, and request permission for travel.

The sponsor shall supply the principal with a detailed plan of the trip when taking students on an overnight activity. The sponsor shall inform the principal and the parents of the students involved of the approximate time and date of departure as well as the time and date of return. This communication may be verbal or written, and should also be posted on the District web site.

When overnight travel is involved, parents shall be provided the name, address and phone number of the hotel, as well as the cell # of the sponsor, if applicable.

The most important responsibility of the sponsor during an activity trip is the safety and supervision of the students. This applies equally to day trips as well as overnight trips.

On any activity trip there should be two adults on the bus *whenever possible*. In the case of athletic events, coaches shall not occupy the locker room with players of the opposite gender without another adult (preferably the same gender as the students) being present *whenever possible*.

Students are to be under constant supervision.

If the student/sponsor ratio is such that the principal believes that the sponsor alone will not be able to provide adequate supervision, the principal shall provide additional chaperones, *whenever possible*.

If additional chaperones are unavailable, the principal shall have the authority to cancel the trip if he/she believes it to be in the best interest of the students and the district. *The decision of the principal shall be final.*

In the event of overnight travel, same sex chaperones shall be provided, *whenever possible*. Preferably, the chaperone should be a school employee. When a school employee is unavailable, the sponsor may solicit volunteers from among the parents of the students. The sponsor shall submit the list of volunteers to the principal, and the principal shall select the chaperone(s). *The decision of the principal shall be final.*

Regardless of whether or not additional chaperones are available, the sponsor has the primary responsibility for supervision of the students.

Sponsors shall remember that supervision of students is not a passive activity. Be vigilant. Be alert. Be proactive, not reactive.

Sponsors should check the halls frequently. Make room to room calls. Stroll the hotel lobby and grounds. Set a time for lights out, and enforce it.