



Overnight Travel Policies for Field Trip Sponsors, Chaperones and Students

Welcome and thank you for volunteering and accepting the very important responsibility of chaperone for the Marian High School sports teams and extracurricular clubs. .

As our teams and clubs participate in events and competitions, they act as representatives of, and ambassadors for, Marian High School. This underscores the importance of behaving in a Christian-like, respectful manner from every aspect of our being: our speech, our actions and our dress. We count on our students, our coaches, our teachers and our chaperones to consistently convey an appropriate message to all whom we encounter. With this in mind, we have set forth some general guidelines as to our expectations and assume that good sense and logic will serve as a guide when there is no written rule as to the specific issue under consideration. As always, if a teacher, coach, chaperone or student has a question, it can be asked of the principal, the assistant principal, the athletic director or the dean of students.

1. FIELD TRIP SPONSOR (COACH OR TEACHER IN CHARGE)

- a. No student should be allowed to accompany a group on a field trip until he/she has agreed to abide by the rules and has submitted the written consent of the parents for his or her participation in the activity.
- b. The field trip sponsor (coach or teacher) should arrange a meeting of chaperones well in advance of the departure so that all parties understand the assignments and regulations. Students who are participating in the activity should be thoroughly indoctrinated as to the rules and regulations and the responsibilities of the chaperones prior to departure.
- c. Reservations should be made early enough to insure satisfactory housing of the students. Reservations should be made well in advance of departure with complete plans for transportation within the city, plans for meals, etc. finalized. These

arrangements are ultimately the responsibility of the field trip sponsor (coach or teacher) and should not be undertaken by the students. They should be confirmed in writing if made by telephone. Consider the following items when making such plans:

- i. All students in the charge of a particular chaperone should be housed together or in adjacent rooms.
- ii. Attempt to have all students of the same sex housed in adjacent rooms.
- d. All bags and belongings are subject to inspection. Beverages brought by the students must be sealed, labeled and may be kept in the cooler supervised by the coach, teacher or chaperone.
- e. A curfew will be set by the coach or teacher in charge, and all members of the group will be notified.
- f. When any mixed group travels at night, the coach or teacher in charge will announce a curfew hour. After this time there shall be segregation of genders.

2. MARIAN CHAPERONE

- a. A chaperone is an adult (21 years of age or older) who is willing to supervise and to care for the general welfare of the students for overnight games and events. A person may not serve as chaperone without having annually completed a volunteer application, having gone through Diocesan-required screening policies, and having been notified of approval by the principal.
- b. The chaperone shall be of the same gender as students being chaperoned.
- c. Chaperones will be on duty at all times during an overnight activity unless otherwise excused by the coach or teacher in charge.
- d. Each chaperone will be assigned supervisory responsibility for no more than ten (10) students.
- e. The field trip sponsor (coach or teacher) will assume head chaperone duties.
- f. The chaperones are liaisons between the students and the staff. It is the responsibility of each chaperone to report misbehavior directly to the coach or teacher in charge.
- g. The possession or use of alcohol, tobacco, controlled substances and firearms are prohibited when serving as a chaperone. This rule applies to spouses accompanying chaperones.
- h. Chaperones are to sit/stand with the spectators during the event.
- i. The chaperones shall assign and supervise the following tasks:
 - i. Loading of all equipment on the transport vehicle prior to leaving Marian.
 - ii. Unloading of all equipment on the transport vehicle.
 - iii. Obtaining ice and filling water coolers for the students.
 - iv. Loading the transport vehicle for the trip back home.
 - v. Unloading and cleaning out the transport vehicle upon the return to Marian.

- j. Chaperones are required to ride the transportation vehicle to and from the event with the students.
- k. Chaperones will be provided by the team fundraiser or the club account a Marian shirt and badge to be worn while serving as chaperone.
- l. Chaperones are required to make sure that equipment and baggage does not block safety exits/aisles; all equipment/baggage must be secured.
- m. Chaperones should not retire until all students are checked in for the night, all visiting between rooms has stopped, and the chaperones are reasonably sure that the groups are quiet and in their rooms.
- n. Chaperones should be sure to check all rooms before leaving hotels and motels so that damages, if any, can be determined immediately, and to make sure nothing gets left behind inadvertently.
- o. Policies are of no value unless they are rigidly adhered to. It is not a matter of discretion on the part of the chaperones as to whether or not rules are followed.

3. MARIAN STUDENTS

- a. It is everyone's obligation to be on time and report at least 30 minutes before the bus is scheduled to leave any point, unless otherwise instructed. Buses will leave on time.
- b. Student bus captains will be assigned. They are responsible for final check of buses and the event location to make sure nothing is left behind inadvertently. These students are also to help the coach or teacher and chaperones in any way needed.
- c. While representing Marian High School, both inside and outside of the community, students are required to follow the Student Code of Conduct and the Athletic Code of Conduct if applicable.
- d. All bags and belongings are subject to inspection. Beverages brought by the students must be sealed, labeled and may be kept in the cooler supervised by the coach, teacher or chaperone.
- e. Students are not permitted to leave the school function to visit parents or relatives. Students are required to stay with the school team or club at all times, including the ride to and from the event, unless the parent or guardian has made other travel arrangements before the trip.
- f. Do not use phone or TV in a frivolous manner. Motel/hotels charge extra fees for use of phone and TV. Do not order movies or room service.
- g. Curfews as set by the coach or teacher must be adhered to. They are for the student's protection and are necessary for the welfare and reputation of the organization.
- h. Students should engage in school activities of a group nature only. Under no circumstances will social dates involving students be allowed.

- i. Hotel rooms are bedrooms. Under no circumstances should students of opposite gender visit, play cards, or entertain guests in their hotel rooms. If a student is to entertain a visitor of the opposite gender, he/she should check with his/her chaperone and receive permission to do so in the hotel lobby or parlor.
- j. When a student is assigned to a group or chaperone, he/she is to remain with the group at all times unless he/she has made special arrangements. Students should return with the group unless other traveling arrangements are made by the parent or guardian prior to the time of departure.
- k. Every student room will be assigned a chaperone. It is your responsibility to inform your chaperone of your whereabouts when you plan to be away from the room. Students are not permitted to leave the hotel except with the chaperone.
- l. Each room will be assigned a room captain who will have various responsibilities, such as the security of room keys, etc. The room captain will make certain that the actions and conduct of the room members are up to the standards of Marian High School. He/she will see to it that the noise levels are kept to a minimum including radio and TV. Any room problems or illness must be reported immediately to the chaperone.
- m. Be very protective of property in your room. It is not yours to keep. Do not take hotel property as a souvenir. Chaperone and room captains will inspect each room upon checking out of hotels. All students assigned to a room will be held jointly accountable for any damage or missing items. Check the condition of your room upon arrival and report any problems to your chaperone.
- n. Do not forget you are a guest in the hotel and that it is a public place of residence and not a dormitory. Never go into the halls or lobbies unless you are dressed in appropriate clothing.
- o. Be certain that your hotel room door is locked at all times and don't forget your key when you leave. If you and your roommates are not returning at the same time, the key should be left at the desk in the lobby. Your door should be securely locked before you retire and opened only to talk with a chaperone, teacher or coach.
- p. Curfews will be set each day. Anyone late for curfew faces disciplinary action. You are to be in bed, lights and TV off, within 45 minutes after curfew. You must not leave your room after curfew until the next morning.
- q. You are not permitted to swim unless a chaperone is present.
- r. Read directions concerning fires and learn what you should do if a fire occurs.
- s. Do not leave valuables, especially money, in your room when you are out. Carry them with you or leave them with a chaperone.
- t. Feel free to call a chaperone at any time, day or night, for any reason. They are there to help you have a good trip.