

## Fenwick High School

### Student Conduct Policy for Overnight/Extended Trips

The following policies have been established to insure that every student who participates in an organized trip supervised by Fenwick personnel will benefit from the experience and will be safe throughout the trip. This trip is a co-curricular activity like many under the auspices of Fenwick High School. Each student is expected to behave in the same manner he/she would at any school activity. **The underlying reason for any activity in which our students are engaged is to enhance their total educational experience.** No student shall be permitted to partake in any off-campus overnight/extended trip unless he/she and his/her parent or guardian have read together the following policies and have signed, agreeing that the student will comply with these provisions.

1. The students will understand that they represent Fenwick High School at all times and will not conduct themselves in a manner that reflects negatively on the reputation or identity of the school. Applicable rules and regulations in the Student/Parent Handbook are in effect and must be observed. It is understood that if a student willfully disregards these rules, the supervisor/chaperone will notify the parent/guardian. Serious consequences, including suspension/expulsion, may be determined by the Dean of Students or the Disciplinary Board. If parents need to be notified, an administrator of the school will also be contacted. Law Enforcement agencies will be notified of, and involved in, situations deemed appropriate/necessary by the trip supervisor or as required by law.
2. The students are subject to the authority of the supervisor and chaperones at all times. If a student has any concerns about the behavior of fellow students, they are duty bound to bring these concerns to the supervisor and/or chaperone.
3. Major infractions will result in the student being sent home on the first available flight (or appropriate transportation) at the parent's expense with no refund for any remaining portion of the trip. Any additional expenses, such as an escort's time/transportation, will be charged to the student/parent. Disciplinary action will be determined upon the student's return to school.
4. In the event of illness or accident, the supervisor will determine the course of action to follow and shall be authorized to act "in loco parentis", that is, to proceed in the place of the parent. Teachers shall not assume liability, either expressed or implied, for an action taken in the best interest of the student. Parents agree to assume any medical expenses not covered by their own family medical insurance policies.
5. Any medication that must be administered during the overnight/extended trip, either over the counter or prescribed medicine, requires a physician's written order and parental authorization be given to the trip supervisor. Required medication must be in a properly labeled container. The student may carry and self-administer the medication during the trip.
6. Smoking is prohibited.
7. The school's alcohol and substance abuse policies will be adhered to regardless of the laws or customs of other countries.
8. The nightly curfew will be \_\_\_\_\_ P.M. Students are expected to be in their own room with the lights out at this time. Bed checks will be made. Students may not leave their hotel room once bed checks are made. The hotel staff has been advised to notify the supervisor if there is any infraction of this rule.

9. Your assigned rooms are for you and your roommate's use. No other student is to occupy that room after curfew. Students may not have students of the opposite sex in their room at any time.
10. Students must be on time for all scheduled activities and for each meal in the tour. Each student will fully participate in each day's program. Students will not deviate from the schedule, program, or directions of the chaperones without their consent.
11. Students must respect hotel property. The student is responsible for any damage or misappropriation of hotel property. The student is responsible for restitution should any damage or loss of property occur. The student must reimburse the hotel before the group leaves the premises.
12. Students must be considerate and respectful of the rights of other hotel guests. Unnecessary and loud noises, such as slamming doors, running in the hallways, and loud music, are strictly forbidden.
13. Students are not permitted to change assigned hotel rooms.
14. Students are responsible for respecting the property of the transportation service. The student is responsible for any damage or misappropriation of the property of the transportation service. The student is responsible for restitution should any damage or loss of property occur.
15. Students will not enter into any vehicle except the ones provided by the tour. Students will not engage in any activity with persons unfamiliar to the supervisor and chaperones without their consent.
16. Student's luggage must have identification clearly visible. Students are responsible for contents of their luggage and are asked not to bring any personal property of value.

The signature of either parent to this policy statement shall constitute full permission for the student named below to participate in the trip. It is likewise understood that Fenwick High School disclaims all legal responsibility on any matter whatsoever.

Together, we have read this document and agree to the terms and conditions as outlined above.

\_\_\_\_\_  
Parent's Name (print)

\_\_\_\_\_  
Student's Name (print)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date