

## TRIP POLICY

*In an effort to create an atmosphere of consistency, responsibility and fairness to all overnight curricular and extra-curricular trips, the following guidelines apply (in addition to NAD policy where applicable):*

STUDENT STIPULATIONS	TYPES OF OVERNIGHT TRIPS		
	Class/Extra-curricular <i>(Senior, band, choir, athletics)</i>	Academic <i>(Art, Europe, History, Science, etc.)</i>	Mission
<b>Attendance Requirements</b>	Touring is an expectation	Optional	
<b>School Days Missed</b>	All touring groups may have three (3) days of school off.		
<b>Cost</b>	<ul style="list-style-type: none"> <li>• Student out-of-pocket expenses for a single trip should not exceed ½ of the monthly constituent tuition payment.</li> <li>• The cost of any international trip should be approved by the March BOT of the preceding school year. This would allow each student summer employment advantage.</li> </ul>		
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• A list of interested students shall be submitted to the business office for financial clearance as deemed appropriate by the Business Manager.</li> <li>• All financial responsibilities must be current.</li> <li>• Students having any F's and/or two (2) or more D's will not be allowed to participate in any school sponsored overnight trip(s).</li> </ul>		
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Students are to respect school regulations in effect during all trips.</li> <li>• When a group is divided for an activity, students must be in sub-groups of three or more at all times and check-in with sponsors on a regular basis.</li> <li>• Students that appeal not to go on class/extra-curricular trips will attend school as usual.</li> </ul>		
<b>SPONSOR STIPULATIONS</b>	<ul style="list-style-type: none"> <li>• Ratio of adults to students will be one to ten or less.</li> <li>• Sponsors must be approved by administration with an adequate male/female balance.</li> <li>• An administrator (or designee) needs to accompany the group if fifteen or more students are attending.</li> <li>• Sponsors will give warnings for misbehavior before sending someone home but some offenses, i.e., sexual activity, shoplifting, alcohol/drug use or blatant breaking of rules will result in an immediate trip home at the student/family's expense.</li> </ul>		

❖ With the exception that yearly trips (i.e., music departments) could alternatively require two-thirds payment one year and one-third payment the next.