

# HILLDALE PUBLIC SCHOOLS ACTIVITY/ABSENCE REQUEST FOR OVERNIGHT OR OUT OF STATE TRIPS

Teachers, sponsors, or coaches requesting an overnight activity for students must furnish the following information to the Principal before the Superintendent and/or Board of Education will approve trip. You MUST have completed packet to Supt.'s office no less than 6 weeks prior to out of state trip and 4 weeks prior to overnight trip.

Staff Member Making Request: \_\_\_\_\_ Extension: \_\_\_\_\_

Date: \_\_\_\_\_

Organization/Team/Club/Class: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Chaperones and cell phone (approximate ratio of 1 adult for every 10 students is required): \_\_\_\_\_

Description of Activity (when, where, what, and why): \_\_\_\_\_

Method of Transportation:    Not Applicable    School Bus    School Vehicle    Other (Explain)

**If using school transportation, the Transportation Request must be submitted with this form.**

### Type of Activity (Check One):

- O** On Campus:    This code will be used when a student is on campus and participating in a school activity.
- F** Field Trip:    This code will be used when a student is on a field trip off campus.
- S** School Activity: This code will be used when a student is representing the school in school-approved organization sanctioned by the school, OSSAA, NASSP, OBA, or other qualified and approved sanctioning organizations
- Q** Qualifying Event: This code will be used when a student is absent from school for a OSSAA, NASSP, OBA, or other school approved sanctioning organization for interscholastic or other competitive events that are also sanctioned as post-season, state or national qualifying events.

Date & Time of Departure: \_\_\_\_\_

Date & Time of Return: \_\_\_\_\_

Departure Location: \_\_\_\_\_

Return Location: \_\_\_\_\_

Staff Member's Cell Phone # or Telephone # at Destination: \_\_\_\_\_

Activity Emergency Card on file for each student participating in this activity?  Yes     No  
Parent Permission Forms on file for this activity on file?  Yes     No

**Approved**     **Denied**    **Supt/Board:** \_\_\_\_\_

**LIST ALL STUDENTS ATTENDING THE ACTIVITY ON PAGE 2**



## HPS Overnight Trip Information & Guidelines

### Overnight Accommodations

Hotel Name & Address: \_\_\_\_\_

Hotel Phone Number: \_\_\_\_\_

Cost of Accommodations: \_\_\_\_\_

Paid by: \_\_\_\_\_

Cost of Meals: \_\_\_\_\_

Number & Types of Meals During Trip: \_\_\_\_\_

Paid by: \_\_\_\_\_

Ancillary Costs: \_\_\_\_\_

Paid by: \_\_\_\_\_

**Completing this form does not encumber school funds. Upon approval, Purchase Orders for payment of items by the school must be completed prior to making reservations and departure.**

### **General Rules & Guidelines for Staff Members Sponsoring Overnight Trips:**

1. School rules and policies shall be enforced on all school trips, including school dress code. Minor infractions of school or organization rules shall be handled by the sponsor(s). Major infractions of school rules, such as fighting, weapons, drugs, alcohol, theft, or violations of the law shall be reported by phone to the Principal or his designee as soon as possible. A decision will be made whether to send the student home after contact with the parent(s). All infractions of school or group rules shall be reported to the Principal in writing upon return from the activity.
2. An overnight activity with a ratio greater than 1 adult for every 10 students will not be approved or allowed to depart. All school activities must have at least one school employee as a sponsor.
3. The gender of the students shall be mirrored by the chaperone(s) attending the trip. An all-male student trip shall be chaperoned by at least one male chaperone. An all-female trip shall be chaperoned by at least one female chaperone. All coed trips shall be chaperoned by at least one school employee and one adult chaperone of the opposite gender.
4. Every effort shall be made to ensure that student hotel rooms are on the same floor as and contiguous to the sponsors' rooms. If this is not possible, the sponsors shall meet with the Principal prior to departure to discuss the feasibility of the trip and supervision procedures for the trip, if approved.
5. Students of the same gender shall be assigned to rooms together. Every effort shall be made to situate the male rooms contiguous to each other and the female rooms contiguous to each other. If this is not possible, the sponsors shall meet with the Principal prior to departure to discuss the feasibility of the trip and supervision procedures for the trip, if approved. If a student is removed from their room for infractions of the rules, then the student will be placed in a room with more than one

- sponsor. The student will be required to sleep somewhere other than in the same bed as sponsors.
6. Students shall not sleep in rooms other than those assigned to them.
  7. Students of the opposite gender shall not be in hotel rooms together without direct adult supervision.
  8. Curfew for students to be in their own rooms shall be no later than 10:00 p.m. or upon arrival to the hotel if after 10:00 p.m. for cases when a trip activity extends beyond 10:00 p.m. Students shall be restricted to their rooms after curfew except in cases to report an emergency. Curfew shall remain in effect until 7:00 a.m. the next morning, earlier if scheduled by the sponsor for a group breakfast, meeting, or departure.
  9. Sponsors shall be responsible for periodic room checks. Sponsors shall document the room checks, noting the time of the room check and any, if any, violations of rules. A gender appropriate sponsor shall physically check each room and take roll at the time of the room check. Sponsors may alternate the responsibility, but room checks shall be conducted periodically prior to curfew, at the time of curfew, and at least twice prior to 7:00 a.m. the next morning.
  10. The sponsor(s) shall be in attendance with the students during the entire school trip. No excursions or errands, personal or professional, shall be allowed unless it is related to the school trip and only under the following conditions: Administrative work related to the school trip or an emergency. One sponsor shall attend to the work that is away from the students. The other sponsor(s) shall stay with the students. In cases of only one sponsor, it is appropriate to leave the students with another adult chaperone(s) for a short period of time.
  11. Student emergency cards shall be completed by the student's parent(s) and turned in to the sponsor before departing for the trip. The emergency cards shall remain in the sponsor's possession for the duration of the school trip.
  12. A master roll of all the students, sponsors, and chaperones shall be kept, maintained, and checked periodically by the sponsor for the duration of the school trip. After the trip, the sponsor should keep the roll as a record of the trip.
  13. Prior to departure, the sponsor shall notify the Principal of any changes to the trip and/or the master roll for attendance on the trip.
  14. All student costs covered by fundraisers for the trip shall be collected and deposited with the Activities Secretary prior to departure.
  15. A general itinerary must be presented for approval of the activity, followed by a detailed itinerary two weeks prior to leaving.
  16. Swimming and other activities must be in the presence of a sponsor.
  17. Parental Release is required for all out-of- state trips. This must release the school district from all liability in cases in which activities take place that are not related to the actions for the trip. (ex. Beach, Amusement Parks, other activities not related to competitions in which Hilldale School teams/groups are participating representing the school district.)
  18. When district-owned transportation is used, the student organization using the vehicles may be required to reimburse the district for all or part of the cost of transportation.

**School Sponsor Signatures** (All Sponsors/Chaperones Attending Must Review the Above Information and Sign Below):
