

# La Cueva High School – Overnight Travel

## Athletic and Activity Field trip and Travel Procedures

### Getting Started:

- An agenda/itinerary for the trip must accompany the request (must include time frame for activities) must be presented to the Athletic Director or Activities Director prior to departure.
- Unsupervised student time in the agenda will not be approved. Students are to be supervised at all times and/or schedule by the coach/sponsor
- Student to Chaperone ratio is 10:1, regardless of whether the field trip is in town or out of town. Parents can be chaperones provided they complete a background check with Albuquerque Public Schools.
- Students and parents will sign a behavior expectations contract before the trip. All adults chaperoning a trip will have each other's phone numbers.

### Overnight Trips:

- A mandatory meeting for students and parents will be held before the trip to review the itinerary, guidelines and expectations for the trip. (Groups that take multiple overnight trips can hold one meeting at the beginning of the year.)
- All students will be assigned to a chaperone in groups of 10 or less per chaperone. Students will have the cell phone number of their assigned chaperone and chaperones will have the cell phone numbers of the students in their group.
- Students will report to this chaperone throughout the trip.
- Luggage will be inspected before being loaded under the bus. Luggage will not be unloaded until the bus reaches their destination. The parental inspection luggage form must be presented to the coach/sponsor prior to departure.
- Luggage and rooms are subject to search at any time.
- Chaperones will ask students to empty their pockets and will check the contents of all bags (purses, backpacks, athletic bags, etc.) before they board the bus.
- Head Sponsor/Coach /Chaperones will take roll as the students board the bus.
- If a student leaves the bus before departure the student and their belongings will be checked again before re-boarding the bus. This process will be followed anytime students leave the bus.
- Chaperones will sit in various locations throughout the bus. This is a good time to get to know students.
- Chaperones will take roll as the students leave the bus and discuss with students the agenda and next check in time.
- If students are expected to go to meals on their own, they must go in groups with a chaperone.
- If students are to inform coach/sponsor/chaperone (and receive permission) if they are leaving the group/hotel/ or designated area. They must also check in when they return.
- No Student is to get into a car or other form of transportation unless they are with a coach or chaperone. This includes a vehicle with your parents.
- When returning from the field trip chaperones will again check bags, take roll and report roll to the Head Sponsor/Coach before boarding the bus.
- Head Sponsor/Coach will have all the student's permission forms, behavior contracts, cell phone numbers and medical forms with them on the field trip.
- If a field trip returns after school is out two chaperones (one of which is the Head Sponsor/Coach) will wait until all students have departed or have been picked up by their parents.

### Hotel Procedures:

- Students will be assigned to rooms before leaving on the trip. Anytime students are in a room not assigned to them (working on a project, watching TV, etc.) the door must remain open. Boys may NOT be in girl's rooms, girls may NOT be in boy's rooms.
- Students have a curfew and are required to be in their rooms at that time. All rooms will be checked at curfew. Chaperones will verify that the students in the room are the students assigned to the room and chaperones must see all students assigned to the room. (The chaperone will come back to the room if a student is in the bathroom or shower.) Chaperones will review with the students the schedule for the next day at this time.
- After bed checks have been completed it is suggested that chaperones meet to discuss any issues or concerns and the schedule for the next day. Rooms should be taped before chaperones go to bed and checked in the morning. (A room list will be submitted to the Ath. Director or Act. Director)

### Students traveling with the group but not returning with the group:

- If a student is not returning with the group, the student must complete and submit to the Head Sponsor/Coach a Parental Transport to Release Form 48 hours **before** leaving on the trip. If this form is not completed and submitted **prior** to departure the student **will return** with the group.

*Any violation of school rules or procedures should be reported to the LCHS administration immediately.*



## LUGGAGE CONTRACT -

By my signature I state that I have searched my student's luggage prior to departure with the La Cueva Choir on

\_\_\_\_\_ To \_\_\_\_\_.

I found no materials or items of a contraband nature, or otherwise prohibited by State or Federal Law, La Cueva High School, or Albuquerque Public Schools.

This includes, but is not limited to, the following items: alcohol, tobacco products of any type, drugs (legal or illegal), firearms, knives, inappropriate printed materials or videos, and any materials/items that are questionable in nature. Properly prescribed medications or over the counter medications that have been previously cleared are allowed.

Possession of any prohibited items will be cause for the student to immediately be returned home at their parent's expense, suspension or removed from the program, and face serious consequences from the administration.

I certify that the luggage was sealed and that my student was unable to access their luggage without my permission or observation prior to departure and will follow all NMAA/APS policies while on this trip.

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

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Present this form to your coach/sponsor prior to boarding the bus for departure.