

**COMPLETED AND SIGNED CONTRACT IS DUE TO MR. CAUGHLIN/MR. WAPLES  
WHEN THE INITIAL TRIP DEPOSIT IS PAID BY OCTOBER 4<sup>TH</sup>**



**VICTOR SENIOR HIGH SCHOOL  
OVERNIGHT TRIP RULES /EXPECTATIONS**

Overnight student trips are a privilege for students at Victor Senior High School. At all times during such trips, students are representing their school, community and family and are to conduct themselves in an appropriate manner. Manners, proper dress and mature conduct are very important. All students and their parents/guardians must review the rules and expectations listed. No student will be allowed to participate on an overnight school trip without a signed copy (signed by student and parent/guardian) of these rules, which must be on file prior to this trip.

**TOUR DESTINATION:** NEW YORK CITY  
**SCHOOL GROUP:** CLASS OF 2020  
**HEAD ADVISER(S):** TIM CAUGHLIN AND ERIC WAPLES

Students who intend to participate in the senior class trip must meet the following eligibility requirements:

**A. PARENT PERMISSION**

1. The regulations will be distributed to the parents well in advance of the trip. The packet will include a sign-off form stating that the parents and the student understand the rules and regulations. Forms that certify that the parent will allow their son/daughter to participate in the trip will accompany the regulations packet.
2. A meeting will be held before the trip on Wednesday, March 11<sup>th</sup> at 7pm in the auditorium to discuss the rules and regulations.
3. Both the permission slip and the regulation sign-off form must be signed prior to Friday, March 6<sup>th</sup> for all students attending the class trip.

**B. ACADEMIC ELIGIBILITY**

1. The student must be currently eligible per existing school policy. A student would not be eligible to attend the trip if she/he failed two (2) or more courses by the end of the second marking period.

**C. DISCIPLINARY INELIGIBILITY DURING JUNIOR AND SENIOR YEAR**

1. The following disciplinary actions taken against a student during Junior and Senior year will keep a student from attending the trip:
  - a. Any single out-of-school suspension that totals more than 5 days
  - b. Two out-of-school full day suspensions
  - c. Out-of-school suspensions and in-school suspensions that amount to four incidences
2. If you have concerns about your child's eligibility, you should consider purchasing trip insurance. Your payment IS NOT refundable unless you purchase trip insurance.

**D. MISCONDUCT AT SCHOOL SPONSORED ACTIVITY**

1. If a student is suspended for possession, consumption, and/or being under the influence of alcohol or a controlled dangerous substance at a school-sponsored activity during Junior or Senior year, she/he will not be permitted to attend the class trip.

**E. GENERAL RULES**

1. All VCS school rules and the Code of Conduct apply at all times for the duration of the trip.
2. There shall be NO DRINKING OF ALCOHOLIC BEVERAGES OR USE OF TOBACCO PRODUCTS OR ILLEGAL DRUGS during the trip. Students should not have any of these items in their possession during the trip. Any student who must use prescription medication MUST inform the head adviser(s) before the trip.
3. At all times, students are expected to show proper courtesy, cooperation and respect for the chaperones and guides and must be willing to abide by their decisions.
4. Students who participate in athletic or co-curricular activities are advised that those contracts remain in effect during the trip.
5. In case of illness, parental permission will be sought before seeking medical care. Parents shall provide the District with written permission to authorize necessary medical treatment in the event a parent/guardian cannot be reached.
6. Students **are NOT to** receive tattoos, body piercings, etc. at any time on any school trip.

**F. HOTEL RULES**

1. Students (and their parents/guardians) shall be held liable for any damage or loss of property at all times while on the trip.
2. Rooms should be kept locked at all times and windows are not to be opened.
3. Strangers shall not be admitted to any room.
4. Money or valuables should not be left unattended in rooms.
5. There are to be NO MIXED GROUPS in hotel rooms; that is, no boys in girls' rooms or vice versa, unless supervised by a chaperone before curfew.
6. Students shall be in their rooms by curfew, which will be announced each night. No exceptions will be made unless there is an emergency. Students may not leave their rooms after bed check.
7. Students must be courteous to other hotel guests. There are to be no loud noises at any time.
8. ***Students are not allowed to leave hotel grounds without permission from chaperones.***
9. Hotel rooms are rented by and in the name of VCS, not the individual students. Therefore, VCS, through the chaperones, retains the right to enter and inspect hotel rooms used by students during the trip. By agreeing to these rules, students surrender the right to the chaperones to inspect a student's belongings at any time the chaperones feel such inspection will reveal a violation of these rules or the VCS Code of Conduct.

**G. TOURS**

1. Students must cooperate in getting to morning and afternoon tours. Due to the expense and value of the trip, no student will be excused from a tour unless it is due to illness.
2. Due to the tight schedule requirements of the buses, students must cooperate with the drivers and chaperones in order to insure arrival and departure schedule at all times during the trip.

**H. CONSEQUENCES**

**Any student who fails to comply with the preceding rules and regulations or who fails to cooperate with the chaperones may be subject to one or more of the following consequences at the discretion of administration:**

1. **Sent home. Parents will be notified and will be responsible for making arrangements.**
2. **Suspended from any or all extra-curricular activities for the remainder of the school year.**
3. **Subject to disciplinary action, including suspension from school and/or detention after school.**
4. **In the event of an illegal act, the police may be notified and charges sought.**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**WE UNDERSTAND THAT:**

1. Any violation of the school drug and alcohol policy OR
2. Other rule violations leading to legal charges

**Will result in the loss of participation of the student in the high school graduation ceremony.**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

## MEDICAL INFORMATION

Physician's name and phone number: \_\_\_\_\_

Health Insurance Company under which you are covered:

Name: \_\_\_\_\_ Policy #: \_\_\_\_\_

My child will need to take the following medication on this trip:

Medication name: \_\_\_\_\_ Dosage: \_\_\_\_\_ Time: \_\_\_\_\_

Medication name: \_\_\_\_\_ Dosage: \_\_\_\_\_ Time: \_\_\_\_\_

My child has the following medical condition that requires special handling in an emergency:

\_\_\_\_\_

Should emergency medical services be required for your child during the trip, medical personnel will be contacted immediately.

### **Emergency Contact Number(s)**

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_