

APPENDIX C
RICHFIELD HIGH SCHOOL

**EXTENDED FIELD TRIP
RULES OF CONDUCT STUDENT AND PARENT AGREEMENT**

Travel Within and Outside of the United States of America

All participants, including students age 18 or older, who have elected to join a school-sponsored field trip shall adhere to all Richfield Public Schools policies, Minnesota State High School League Rules, and any other rules introduced out of necessity during the course of the trip.

The above policy, guidelines and rules shall supercede guidelines issued by non-school organizations such as a tour organizing group or travel agency.

1. All Richfield Board of Education policies, administrative guidelines, school rules, and Minnesota State High School League rules governing adult and student behavior apply to student field trips. Relevant policies include:
 - Policy 107: Electronic Use and Communications & Guidelines 107.1 & 107.2
 - Policy 541: Student Behavior & Guideline 541.1
 - Policy 545: Attendance & Guideline 545.1
 - Policy 547: Student Dress and Appearance & Guideline 547.1
 - Policy 584: Student Medication
 - Policy 586: Gender Inclusion
 - Policy 653: Field Trips & Guidelines 653.1 & 653.2
2. The use of alcoholic beverages, tobacco in any form and e-cigarettes is prohibited regardless of age of the student.
3. The use of marijuana, THC and any controlled substances is prohibited.
4. Possession or carrying of knives, firearms, or any other weapon is prohibited.
5. Hitchhiking and the rental or driving of motorized vehicles (for example, motorbikes or snowmobiles) are prohibited.
6. Abusive language and/or conduct endangering the health and safety of participants and others are prohibited. (For example, swearing and fighting are not allowed.)
7. Visitors or group members are not permitted into each other's rooms without adult supervision.
8. Respectful behavior is expected from everyone, both to represent our school and district in a positive light and to maintain positive relationships among adult and student members of the group, parents/guardians, and hosts.
9. All scheduled activities in the program are obligatory:
 - Students are to be punctual;
 - A student who is ill or injured must immediately inform his or her chaperone;
 - Students are expected to pay careful attention to their health needs, including getting

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enough sleep, keeping clean, and wearing dry clothing.

- 10. To ensure a reasonable state of alertness for the following day's activities, evening curfew hours will be set by the staff member charge and strictly observed by all students, including those 18 years of age and older.
- 11. A "buddy system" will be employed throughout the trip. Participants are expected to know where their "buddies" are at all times. No student shall leave the group or group's headquarters at any time during the trip without an authorized chaperone.
- 12. The parent/guardian of any student carrying prescribed medication will be required to provide advanced, written information to the staff member in charge describing the type of medication, instructions for its use, and adverse side effects that could be experienced by the student using the medication.
- 13. Whenever a student is in doubt about what to do, they are expected to seek advice from the staff member in charge or from a chaperone.
- 14. At all times, participants are to carry their passports, any necessary medical information, and emergency phone numbers designated by parents/guardians.
- 15. Failure of a student to adhere to applicable laws, policies and rules will result in consequences that may include the student being sent home immediately at their personal or family expense. This decision will be made after the staff member in charge has consulted with the student, the principal, and the student's parent/guardian.

I agree to abide by the rules and regulations stated above and to accept other decisions on appropriate behavior made by the adult(s) in charge of the extended field trip program.

Signature of Student: _____ Date: _____

I agree to the above rules and regulations which will govern my child's conduct while on this extended field trip program, as well as other decisions on appropriate behavior which may be made by the adult(s) in charge of this program.

Signature of Parent/Guardian: _____ Date: _____

Form Dated: December, 2004

Form Revised: July 17, 2023

Field Trip Guidelines 653.2