



Administrative Form 5311

**STUDENT AND PARENT/GUARDIAN FIELD/ACTIVITY TRIP
RULES AND AGREEMENT FORM**

(Please Print)

Student Name _____ Grade _____ ID# _____

Trip Location _____ City _____

Date(s) _____

To help ensure a successful trip, students shall adhere to the following guidelines of the Washoe County School District (District). These expectations are not intended to prevent enjoyment of the trip, but are designed to ensure the safety and well-being of all individuals on the trip.

In General: All rules and regulations of the District will apply.

1. Students will be considerate and respectful to all adults and to each other at all times.
2. Students are reminded of their responsibility to adhere to conduct which conforms to the accepted principles of right and wrong behavior and which is not contrary to the moral standards of the community. This includes any inappropriate, suggestive, or explicit sexual behavior.
3. Students will report any moral or behavioral infractions to the administrator or advisor in charge of the trip immediately.
4. Students will make suitcases, bags, purses/pockets available for inspection prior to departure. Parents are welcome to be in attendance during this procedure. Students will make suitcases, bags, purses/pockets available for inspection during or at the conclusion of the trip is requested by an administrator or advisor.

Specific Guidelines:

1. There is to be no use, possession, or sale of and/or association with alcoholic beverages or substances represented to be alcohol; controlled or illegal substances, to include paraphernalia; and/or tobacco or tobacco products, to include e-cigs.
2. Students will be expected to follow the itinerary, unless changes are announced, and be prepared to adhere to all time restrictions provided by the administrator or advisor.
3. Students are responsible for their own personal belongings and are expected to dress appropriately at all functions.
4. Bus conduct is expected to be within safe and acceptable standards. Clean up your mess. Electronic devices must have headsets.
5. Students will be held directly and financially responsible for any loss or damage during the trip, to an assigned room, the bus, restaurant, etc. Any deliberate damage or damage incurred from horseplay is the responsibility of the student.
6. Students must observe all civil laws and regulations (United States and foreign). Apprehension by law enforcement agencies leading to a substantiated charge will not be the responsibility of the District. Students may also be subject to discipline under the rules and regulations of the District.
7. If you bring medication, make sure it is noted on your Medical Permission Form. All medication must be in a correctly labeled prescription bottle, including the student's name. If there is a medical condition that requires special attention, list it on the form and make certain an administrator and/or advisor knows of the condition. The school

nurse will provide the trip administrator with a list of students whose medicine must be controlled by the administrator.

Hotel Rooms:

1. Room assignments will be made in advance and are not subject to change unless approved by the administrator or advisor.
2. Joint female/male room occupancy is prohibited **at all times**.
3. All rooms are to be checked, prior to occupancy, and all damage reported to the administrator or advisor immediately. Damage to rooms not reported or incurred as a result of occupancy will be the responsibility of the students occupying the room.
4. Students will be provided with the room numbers of all administrators, advisors, and chaperones. Should an emergency occur, students should immediately contact and administrator, advisor or chaperone.
5. Students will be in their assigned rooms at the scheduled curfew hours, and will respond promptly to the room check. Students will remain in their rooms once their rooms have been checked. Stay in your room unless there is an emergency fire alarm or you receive orders from emergency personnel.
6. Do not burn anything in rooms. This includes candles and incense.
7. Students are not allowed to make long distance telephone calls from their rooms. Students should travel with a cell phone or with a phone card.
8. Doors will be taped from the outside at the time your room is checked for the night. Any room found with tape missing or pulled will be referred for disciplinary action. If you have an emergency, call an administrator, advisor, or chaperone. Before opening the door for anyone, ask the person to identify himself. If he is not a District administrator, advisor, or chaperone, do not open the door; call a District administrator, advisor, or chaperone. If the person identifies himself as a member of the hotel staff, refer him to your floor chaperone's room. Do not open the door. If you have called for services from the hotel staff, let your advisor or administrator know.
9. Students are expected to exit their rooms in the case of an emergency fire alarm or orders from emergency personnel.
10. Lights out will be adhered to and students will be expected to use the time for sleeping and rest. Rooms which remain noisy after lights-out will be subject to discipline.

_____ Student Initials

_____ Parent/Guardian Initials