



## OUT-OF-TOWN OR OVERNIGHT TRAVEL FIELD TRIP BOOKLET

This booklet includes Rockwood School District policies and regulations relevant to out-of-town or overnight field trips. Please carefully review the requirements with your child.

In order for your child to participate in the field trip, you will be required to complete two forms:

- 1) Out-of-Town or Overnight Travel Field Trip Permission to Participate, Release of Liability, and Indemnity Agreement, [Form 5006](#).
- 2) Out-of-Town or Overnight Travel Field Trip Agreement and Student Information Form (either without a nurse attending on the trip [Form 5037](#), or with a nurse attending on the trip [Form 5038](#)).

These forms incorporate the information from this booklet and require you to acknowledge that you have reviewed this booklet with your child, and that you agree to abide by the requirements. In addition, we have included the [Code of Conduct](#) for the teacher, sponsor or coach responsible for the field trip. We want to make you aware of their commitments concerning this trip.

The links below contain information regarding district policies and regulations.

Please attend all informational meetings and make sure any questions you have about the trip are answered by the sponsor or school principal.

### **Policy 5662 and Regulation 5662 - Field Trips Involving Out-of-Town or Overnight Travel**

[Policy 5662 - Field Trips Involving Out-of-Town or Overnight Travel](#)

[Regulation 5662- Field Trips Involving Out-of-Town or Overnight Travel](#)

The policy and regulation address the following topics:

- Approval Procedures
- Plan for Appropriate Supervision
- Itinerary
- Communication
- While Traveling
- Insurance
- Finances
- Forms Needed
- Student Orientation Meetings
- Availability of Alcohol/Drugs/Tobacco Products
- Teacher/Sponsor Compensation
- Non-District Sponsored Field Trips

**Important: Please note if a student does not abide by the district behavioral guidelines as outlined in the [Student Discipline and Consequences handbook](#), the student may be sent home at the discretion of the teacher/coach/sponsor/chaperone, at the student's expense, and the student's family will be responsible for all financial and other consequences of the student's behavior. Any student whose behavior warrants the potential for being sent home will be addressed as the teacher/coach/sponsor/chaperone deems appropriate after a conversation involving the teacher/coach/sponsor/chaperone, the student, a parent or guardian and the principal or school administrator.**



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### Policy 2610 and Regulation 2610 - Student Code of Conduct

[Policy 2610 - Student Code of Conduct](#)

[Regulation 2610 - Student Code of Conduct](#)

The policy and regulation address the following topics:

- Assault – Secondary
- Assault – Elementary
- Bullying
- Bus Misconduct
- Damaging/Defacing Property
- Disparaging or Demeaning Language
- Disrespectful Conduct or Speech
- Disruptive Speech or Conduct
- Dress Code and Personal Appearance
- Extortion
- False Alarms
- Fighting
- Fire
- Fireworks/Explosives/Ammunition
- Gambling
- Gang/Hate Groups/Cults
- Habitual Behavioral Referrals to the Office
- Insubordination
- Matches or Cigarette Lighter
- Money, Students in Possession of Large Amounts
- Multiple Acts of Misconduct
- Personal Technology Devices
  - For elementary school
  - For middle school
  - For high school
- Refusal to Give Name
- Refusal to Report to Office
- Sexual Misconduct
- Stealing/Possession of Stolen Property
- Student Alcohol and Drug
  - Definitions, Related Policies, Procedures
  - Alcohol and Drug Process and Prevention
  - Discipline
  - General Prohibitions
  - Applicability of Prohibitions
  - Under the Influence/Possession of/or Possession of Related Paraphernalia
  - Selling or Distributing or the Intent to Sell or Distribute Alcohol, Drugs and Related Paraphernalia
- Students Congregating
- Students on Campus While Suspended
- Students on Campus While Assigned to In-School Suspension
- Technology
- Threats to Another Student/District Personnel
- Tobacco
- Truancy/Skipping Class
- Vandalism
- Weapons in School



## OUT-OF-TOWN OR OVERNIGHT TRAVEL FIELD TRIP BOOKLET

The Rockwood School District policies governing student behavior are in effect for the entire trip. The [Student Discipline and Consequences handbook](#) defines these rules and apply to student conduct while on a trip.

### **Policy and Regulation 2870 – Administering Medicines to Students**

[Policy 2870 - Administering Medicines to Students](#)

[Regulation 2870 - Administering Medicines to Students](#)

The policy and regulation address the following topics:

- Prescription Medication
- Over-the-Counter Medication (parent provided)
- Over-the-Counter Medication (standing orders)
- Emergency Medication
- Medication Administration and Control
- Failure of Student to Come For Medication or Refusal to Take Medication
- Field Trips and After School
- Health Room and Medications Accessibility Information
- Self-Administration of Medication
- Parent/Guardian Administration

If you have any questions about this booklet, please contact your trip sponsor or the school principal.