

ARLINGTON INDEPENDENT SCHOOL DISTRICT
MEMORANDUM

March 2, 2009

TO: Secondary Principals/Trip Sponsors

FROM: Marcelo Cavazos
Deputy Superintendent

RE: Student Trip Supervision

This is a reminder that the sponsors of trips should schedule a meeting with the principal prior to approval of the trip.

The following must occur during the trip.

1. Bus Travel/Air Travel
 - a. Bags inspected prior to the trip by sponsor and administrators.
 - b. Sponsors must either sit at back of the bus/airplane or inspect back of bus/airplane once an hour during the trip.
2. Hotel Regulations
 - a. Rooms inspected unannounced three times after curfew and before wake-up call.
 - b. Rooms inspected for inappropriate items each day.
3. If students violate *Code of Conduct* during the trip:
 - a. Lead sponsor must contact the principal or principal designee immediately if *Code of Conduct* has been violated.
 - b. Lead sponsor must submit a detailed statement of the activity which violated the *Code of Conduct* while on the trip.
 - c. Lead sponsor must attend each discipline conference of each student, Level 1, 2, 3 & 4.
4. Responsibility and conduct of employees and parent chaperones.
 - a. Employees and parent chaperones are expected to help in all aspects of student supervision while on the trip.
 - b. Employees and parent chaperones should not partake of any alcoholic beverages or tobacco products at any time during the trip.

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