

NEWTON

OUT OF STATE/OVER NIGHT TRAVEL POLICIES & PROCEDURES

1. Overnight travel trips are sanctioned events sponsored by Newton High School. This means that all school policies (*Student-Parent Handbook, Athletic Department Handbook, Faculty Handbook*) are to be enforced on said trips, and participants (athletes, coaches & parents) will be held to the rules and regulations outlined in each.
1. Students/Athletes should stay in a team room. Exceptions to this rule may be granted by the Head Coach/Sponsor for the following reasons: (a) an student/athlete staying with his parents saves the family money because they will also be making the trip & staying in the team hotel. (b) The student/athlete staying with his family will have his/her own bed for proper rest. (c) Increases the ratio of student/athlete to adult supervision by sharing the responsibility with parents.
2. Students/Athletes staying with their parents will abide by all the same rules & regulations set forth by Newton High School and specific teams (curfew, team meetings, etc.)
3. The coaching staff has the responsibility of room assignments & supervision of all team rooms. Student/Athletes may not switch rooms for any reason without approval from the Sponsor/Head Coach.
4. The Sponsor/Head Coach will communicate a set curfew each night. The sponsor/coaching staff will enforce this time with hallway & room checks as necessary. Student/Athletes that violate curfew rules will face disciplinary action consistent with their actions.
5. No fraternization between genders will take place inside of a hotel room. Any visiting between genders will take place in the hallway outside of the hotel room or in the hotel lobby with staff supervision.
6. No congregation of large groups of student/athletes inside a single hotel room unless there is a team meeting held by a member of a sponsor/coaching staff, or special circumstances approved by the Sponsor/Head Coach.
7. Athletes may not leave the premises of the hotel unless they are accompanied by a sponsor/coaching staff. If a student/athlete is going to leave an event, the

hotel or any other team activity they must get prior approval from the Sponsor/Head Coach, and accompanied by a member of the coaching staff or the student-athletes parent. The coaching staff should know the whereabouts of each athlete at all times.

8. The sponsor/coaching staff should communicate these travel policies, team rules & the Newton High School Drug/Alcohol policy with all student/athletes and parents prior to departure for the trip.
9. Any behavior that takes place on a trip that violates school policy must be communicated to school administration (Athletic Director) immediately following the events. The Athletic Director will forward this information to the Principal or Assistant Principal for proper disciplinary action.

I. FIELD TRIP SPONSOR (COACH OR TEACHER IN CHARGE)

1. No student should be allowed to accompany a group on a field trip until he/she has agreed to abide by the rules and has submitted the written consent of the parents for his or her participation in the activity.
2. The field trip sponsor (coach or teacher) should arrange a meeting of chaperones well in advance of the departure so that all parties understand the assignments and regulations. Students who are participating in the activity should be thoroughly indoctrinated as to the rules and regulations and the responsibilities of the chaperones prior to departure.
3. Reservations should be made early enough to insure satisfactory housing of the students. Reservations should be made well in advance of departure with complete plans for transportation within the city, plans for meals, etc. finalized. These arrangements are ultimately the responsibility of the field trip sponsor (coach or teacher) and should not be undertaken by the students. They should be confirmed in writing if made by telephone. Consider the following items when making such plans:
 - All students in the charge of a particular chaperone should be housed in adjacent rooms.
 - Attempt to have all students of the same sex housed in adjacent rooms.

4. All bags and belongings are subject to inspection. Beverages brought by the students must be sealed, labeled and may be kept in the cooler supervised by the coach, teacher or chaperone.
5. A curfew will be set by the coach or teacher in charge, and all members of the group will be notified.
6. When any mixed group travels at night, the coach or teacher in charge will announce a curfew hour. After this time there shall be segregation of genders.

II. NEWTON COACH/SPONSOR/CHAPERONE

1. A chaperone is an adult (21 years of age or older) who is willing to supervise and to care for the general welfare of the students for overnight games and events. A person may not serve as chaperone without having annually completed a volunteer application, having gone through District-required screening policies, and having been notified of approval by the principal.
2. The chaperone shall be of the same gender as students being chaperoned.
3. Chaperones will be on duty at all times during an overnight activity unless otherwise excused by the coach or teacher in charge.
4. Each chaperone will be assigned supervisory responsibility for no more than ten (10) students.
5. The field trip sponsor (coach or teacher) will assume head chaperone duties.
6. The chaperones are liaisons between the students and the staff. It is the responsibility of each chaperone to report misbehavior directly to the coach or teacher in charge.
7. The possession or use of alcohol, tobacco, controlled substances and firearms are prohibited when serving as a coach/sponsor/chaperone. This rule applies to spouses accompanying coaches/sponsors/chaperones.
8. Chaperones are to sit/stand with the spectators during the event.
9. The chaperones shall assign and supervise the following tasks:
 - Loading of all equipment on the transport vehicle prior to leaving.
 - Unloading of all equipment on the transport vehicle.
 - Obtaining ice and filling water coolers for the students.

- Loading the transport vehicle for the trip back home.
 - Unloading and cleaning out the transport vehicle upon the return.
10. Chaperones are required to ride the transportation vehicle to and from the event with the students.
 11. Chaperones are required to make sure that equipment and baggage does not block safety exits/aisles; all equipment/baggage must be secured.
 12. Chaperones should not retire until all students are checked in for the night, all visiting between rooms has stopped, and the chaperones are reasonably sure that the groups are quiet and in their rooms.
 13. Chaperones should be sure to check all rooms before leaving hotels and motels so that damages, if any, can be determined immediately, and to make sure nothing gets left behind inadvertently.
 14. Policies are of no value unless they are rigidly adhered to. It is not a matter of discretion on the part of the chaperones as to whether or not rules are followed.

Coach/Sponsor Signature: _____ /_____/_____

Asst. Coach Signature: _____ /_____/_____

Chaperone Signature: _____ /_____/_____

Chaperone Signature: _____ /_____/_____

Chaperone Signature: _____ /_____/_____

Chaperone Signature: _____ /_____/_____