

# WWCS POLICY FOR STUDENT TRIPS

**In an effort to provide the safest possible environment for the students of WWCS, this policy for student trips will be enforced on any and all trips that require students to be away from the property located at 14000 13 Mile Road, Warren, Michigan.**

Any trip taken away from the school is a privilege, not a right, and students are required to represent our school, as well as our Lord, in a responsible and Christ-like manner. This privilege could be revoked as a disciplinary measure if deemed necessary by school administration.

Any breach of this policy, either intended or omitted, could result in the student/students involved losing all privileges of attending any future school trips.

- A representative from the school (teacher, board member, administrator, coach) must accompany the group to represent the school and to be responsible for appropriateness of all decisions concerning the students while away from WWCS.
- School administration must approve all trip destinations and itineraries before students are allowed to select any desired trip and before any deposits are made.
- Parents must agree and sign all forms relevant to the cost of trip, chaperone/student rules and expectations, medical release forms, and any other forms deemed necessary by the school before student will be accepted to attend trip.
- All chaperones must be approved by the school board and must follow all written and implied rules of conduct that are expected of an adult accompanying a Christian school student group.
- All rules for conduct and student dress held within the WWCS Student Handbook and the WWCS Athletic Department Handbook must be adhered to on any school-sponsored trip.
- Students must sign an “expected behavior” form. They will then be held accountable for their behavior on the trip at the risk of being sent home at parent’s expense if they ignore the expectations.
- The school will not fund chaperones’ trips and chaperones should not expect fundraising efforts to benefit them. They will be fully responsible for their own expenses.
- All fundraising ideas must be approved by school administration and monies raised are used solely for the purpose of defraying the expense of the trip for the students.
- Parents are ultimately responsible for all expenses for their child if the fundraising efforts fall short of the goal.
- WWCS will not be responsible for any expenses incurred as a result of or by the trip unless prior approval of School Board has been obtained.
- For overnight trips, one parent will be required to stay in every hotel room with a reasonable number of students. Women **MUST** stay with girls and men **MUST** stay with boys. **NO EXCEPTIONS!** The chaperone in charge will determine a designated “lights out” time. After that time, no one is to leave the room, and televisions are to remain off.
- Any television or movie watched in the room must be rated PG or less. **NO EXCEPTIONS!**

- Siblings are discouraged from accompanying student participants during off-campus activities. Those siblings who travel with parents must stay with parents at all times. They will not be included in outing activities. Please remember, this is not a vacation.
- Boys in girl's rooms and girls in boy's rooms will not be tolerated and could result in a student/students being sent home immediately. **NO EXCEPTIONS!** Even siblings must adhere to this rule.
- No alcohol/tobacco is to be used by chaperones or students. Actions imitating the use of these substances will not be tolerated i.e. ordering "virgin" drinks, buying candy cigarettes.
- No public displays of affection i.e. holding hands, kissing, hugging, etc.
- If parents are going to be required to transport any child from WWCS, a school administrator, teacher, or school board member must grant approval. Upon parental agreement to transport WWCS students, that parent has thusly given his/her express approval to abide by all rules herein stated.
- Any WWCS students transported by school or commercial bus/plane will abide by the following: WWCS recognized representative (school administrator, school board member, teacher, and/or coach) has the right, at their discretion, to separate boys from girls by placing one group in the front of the transportation vehicle and one group in the back. This rule is a requirement, not an exception, if trip involves any overnight travel where students will be sleeping.
- Chaperones have the right to confiscate any materials (including but not limited to CDs, magazines, books, tee shirts, etc.) students bring on the trip that they deem inappropriate for a Christian school group. Students should remember that they are representing WWCS and our Lord and Savior, Jesus Christ, and therefore be prudent in their packing.
- No student's (or chaperones) desires or behavior will be allowed to, in any way, harm the group as a whole. The school representative has the right to warn, reprimand, or act in accordance with the above stated penalties if the undesired behavior continues or warrants immediate attention.
- If a parent accompanying the trip has their own vehicle, they will be permitted to drive only their own child in that vehicle with the school representative's approval. Written permission must be obtained from the parent if a non-custodial person wishes to take another child in their vehicle.
- WWCS students must ride in the transportation provided by the school unless prior written permission has been given to WWCS administration outlining the details of alternate transportation. Only the custodial parent will be allowed to remove his/her child from any trip to his/her own vehicle (e.g. away sporting events.)

## STUDENT EXPECTED BEHAVIOR FORM

I, \_\_\_\_\_, a student in good standing at Warren Woods Christian School, do hereby recognize that by signing this form, I agree to all rules set forth by the administration of WWCS. I will abide by the rules written in both the WWCS Student Handbook and the WWCS Athletic Department Handbook and any rules expressed by the adult chaperones assigned to the trip. I have read the WWCS Policy for Student Trips and understand that I am responsible for my actions and will therefore be held accountable for those actions should I choose to disobey. I understand that these rules are for my safety and for the safety of my fellow students. I will do my best to display a Christ-like attitude at all times and will represent my school proudly in order to be a Christian example as the Bible directs.

\_\_\_\_\_  
Student signature

## CHAPERONE EXPECTED BEHAVIOR FORM

I, \_\_\_\_\_, a parent chosen to chaperone a trip sponsored by WWCS, do hereby recognize that by signing this form I am agreeing to all rules set forth by the administration of WWCS. I will abide by the rules written in both the WWCS Student Handbook and the WWCS Athletic Department Handbook and any rules expressed by the school administration. I understand that my sole purpose on this trip is to provide adult supervision that will maintain a safe environment for the students from WWCS that have been entrusted to me. I must remain the “adult” in all circumstances and enforce the rules that have been set forth by WWCS in order to minimize my liability. I realize that other parents will be depending on me to be responsible in order to protect their children and that responsibility means knowing where my assigned children are AT ALL TIMES! I realize that this is not MY vacation but rather is an event that is being sponsored by WWCS to benefit the students of WWCS. I will display a Christ-like attitude at all times and will behave as is expected of a Christian adult. I also recognize that there will be a school representative to whom I must answer. I understand that I am not “in charge” and will take directions from the assigned school representative as necessary. If I have a problem, I will address the school representative in private and not risk an unnecessary display in front of the students. I understand that the children should be allowed to enjoy their trip within the guidelines mentioned and not suffer with unnecessary harshness or discipline.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date