



EL PASO INDEPENDENT SCHOOL DISTRICT

“Rules of the Road” for Overnight Travel

These guidelines are to be reviewed with students and parents prior to any overnight travel. Campuses and organizations may impose additional guidelines, as appropriate to the trip.

1. No male may be inside a female’s hotel room at any time for any reason. No female may be inside a male’s hotel room at any time for any reason. Students may not switch their assigned hotel room without prior approval of the trip sponsor. If caught, SAC may be assigned upon return to school, to everyone present inside the room. Further consequences may be assigned depending on the situation, up to and including immediate removal from the trip and being returned home at parents’ expense.
2. Once “Lights Out” is declared, every student must be in his/her assigned hotel room with the door closed and lights out. Keys will be taken up by the sponsor. The doors will be taped following bed check. If the tape is broken, everyone in the room may be assigned SAC upon return to the campus. If there is a perceived emergency during the night, other than a fire evacuation, the student must call the sponsor to open the door to the hotel room. Sponsors will take the tape off every morning and let the students out. Sponsors will conduct room/door checks throughout the night, to assure that students remain in their rooms and tape has not been disturbed.
3. Sponsors will establish a meeting location for students, in the event of a fire alarm at the hotel. Sponsors will assure that all students have evacuated appropriately and will then meet the students at the prearranged location, where roll will again be taken to confirm that all are present.
4. All students must participate in all activities set forth by sponsors. No student may deviate from the itinerary; all students must be on time for all scheduled meetings, events, and activities. All decisions about the trip will be made by sponsors ONLY! Students must be in groups of at least 2 or 3 at all times. This includes when going to the restroom. No one student is ever allowed to be by himself/herself at any time. Students who do not remain with the group or who are not in the correct areas, as reflected on the itinerary, including in their hotel room after lights out, will receive consequences on the trip and may be sent home at the expense of the parent/s.
5. Any student caught shoplifting or breaking the law; caught with any illegal item or substance, including but not limited to weapons, alcohol, drugs, or tobacco may be sent home at the expense of the parent/s and may be arrested, in accordance with provisions of the law. Upon arrival at school, the student will face disciplinary consequences set forth by the campus administration and the Student Code of Conduct.
6. Students are to be on their best behavior at all times, as they are representing their campus and EPISD. All disciplinary issues will be handled by trip sponsor(s) only. Sponsors will report all serious infractions immediately to the appropriate campus and/or district administrator, per the campus’ protocol. Severe disruptions will be dealt with appropriately, and may result in the student’s removal from the trip and return home, at the parents’ expense.
7. Students are to immediately notify their sponsor if they become aware that another student has violated a safety rule. Failure to do so may result in disciplinary consequences for the student who remained silent.
8. Disrespect will not be tolerated. Any disrespect toward chaperones, sponsors or others, including other schools, will result in disciplinary consequences on the trip as well as consequences upon arrival at school. Students are to be respectful of other hotel guests. There is to be no loud music, running in the halls, prank calling to other rooms, or disruptive behavior of any kind.
9. No one is to use the hotel room phone to make out-of-hotel phone calls. No movies and no room service may be ordered. No items may be taken from the hotel, to include hotel towels, robes, remotes, pillows, linens and the like.
10. Everyone is to maintain a positive attitude at all times. If things run late, something goes wrong, etc. everyone is to deal with all situations calmly. Any negative attitudes may prevent the entire group from participating in scheduled events. No emotional outbursts from students, including arguments, will be tolerated.



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- 11. Students must bring enough money for expenses, as set forth by sponsors and dress appropriately for each day’s activities and weather.
- 12. Parents may travel to the team/group/club’s destination but must do so on their own accord, not as a chaperone. Exceptions must be preapproved by campus administration. Parents traveling as chaperones for the trip must be officially cleared as volunteers by EPISD prior to preapproval by campus administration.
- 13. A parent or relative may not remove their student from assigned activities set forth by the sponsor. The group must travel as a group. If a parent insists on pulling their student away from the group, the parent forfeits their student’s spot on the team/group and will assume all financial responsibility for their student from that point forward. This includes remaining lodging, meals, airfare/bus/transportation, etc.
- 14. Other than health or safety issues, parents may not address the trip sponsor with any concerns dealing with their child during the trip and must wait until return to school.
- 15. Parents may not share lodging with their own child or any student who is a member of the traveling group while on the trip.

I have read, understand and agree to abide by all the Rules of the Road as stated above.

Student: _____

(Print Name)

(Signature)

(Date)

Parent: _____

(Print Name)

(Signature)

(Date)

Campus: _____ Organization: _____

Trip Location: _____ Trip Date (s): _____

Sponsor Name(s): _____

