

**Trips that include at least a one-night stay:**

Students who sign up to go on trips are students that have a very clear sense of the behavior that is expected of them in a variety of situations. Students are expected to be courteous, respectful, and considerate to each other, and to other travelers. Guidelines are not set to restrict the enjoyment of the trip, but to allow students to explore and learn within predetermined and safe parameters.

Failure to abide within the guidelines has the potential to unfairly spoil the adventure for the rest of the group. When guidelines are followed, students enjoy the freedom to appreciate a journey of a lifetime in the company of good friends.

**Attend a pre-travel meeting with parents** to discuss trip procedures, etiquette and guidelines regarding student travel. Present a consent form to parents and students regarding the guidelines of the trip.

**Always travel in pairs or in groups. Students may not go anywhere unless an adult is with them.**

**Hotel Behavior/ Etiquette**

Remember, when you are a guest in the hotels:

- Always keep voices down in the rooms and especially when walking in the hallways.
- Running in the halls is not permitted.
- Slamming of doors is not permitted.
- Call ahead before visiting other rooms.
- Only members of our group are allowed in the rooms.
- Leave rooms in the same or in better condition than found. Notify tour coordinators/ teachers if there are problems with room conditions.
- Show extreme respect for all hotel personnel.

**Restaurant Etiquette**

- It is good manners to eat what is offered. Please eat the meals that have been catered.
- No alcoholic beverages allowed at any time during the trip.
- Show gratitude for what is given.
- When at a restaurant that employs waiters or waitresses, a 15% gratuity tip should be left.
- Converse quietly with those at your table.
- Stay seated during meals.
- Use good table manners. (Chew with your mouth closed, don't talk with food in your mouth, etc.)

**Curfew for Students**

Curfew time will be 10:00 P.M. each night and is not negotiable. Students should be in the rooms by this time each evening unless there is an extended group tour.

## **Tour Guides**

Those who conduct tours are extremely proud of their professions and their job. We should be respectful in our behavior by being attentive.

*Attentive behavior includes:*

- keeping your focus on the speaker,
- listening quietly, and
- asking questions at the appropriate time.

*Some behaviors that show a lack of attention includes:*

- uninhibited yawning and stretching,
- rolling eyes,
- acting bored and uninterested,
- talking and laughing,
- popping gum,
- listening to ipods or playing video games.

**This is a sanctioned school trip. Parents and students are expected to stay with the group at all times, except during free time.**

## **Airport**

- Be at the departure gate of the terminal at least one hour (most airlines now require two hours ) before departure.
- Do not leave the airport.

## **Planes**

- Listen carefully and pay close attention to the instructions of the tour coordinator, the tour advisor and the flight personnel.
- Be respectful toward airline personnel and toward other passengers.
- Notify trained airline personnel when an unpleasant or uncomfortable situation occurs with another passenger. Also notify the flight attendants if there are questions regarding the seats, food, temperature, on-board entertainment, or if you feel any physical discomfort.
- Remain seated unless there is a need to use the restroom.
- Do not loiter in the aisles.
- Have your carry-on ready and move efficiently when boarding or departing the aircraft.

## **Bus**

- Always stay seated while the bus is in motion.
- If there is a need to visit with another passenger, exchange seats with the person next to them.
- The bus will leave promptly; so please be on time.
- Keep track of all personal items.

- Do not disturb the driver of the vehicle. The driver decides bus temperature and type of music. It is not negotiable. The bus driver will also determine the rest stops, so please take full advantage of schedule stops.

**I have read the rules above and will comply with each of them. Failure to comply with the above guidelines will result in a referral to school administration or to the admissions review board.**

---

Parent signature

---

Student signature