

## POLICY FOR SCHOOL FIELD TRIPS

In order to discipline and regulate the organization of school field trips and to avoid disputes or exceptions, **The Udine International School** Administration has deemed necessary the definition of general rules regarding the participation of students on trips organized by the school.

### GENERAL RULES:

- parents should be aware that school field trips are mandatory and are an important part and closely linked to the school curriculum. The outing is considered a lesson and students are given assignments to complete after their return. A school field trip is not to be considered a day off or a holiday in that it is usually an intense series of guided visits designed to consolidate the student's knowledge of the subject studied. Should parents for some reason not agree to send their child/children on a field trip organized by the school, they must notify the Principal. The student will be asked to come to school and attend regular lessons or else he/she will be considered absent;
- permission forms will be given out to parents for student participation in school field trips as well as a list of the one-day trips programmed;
- **registrations for field trips given into the Secretariat one week after the registration deadline will not be accepted.** The school may accept, in exceptional cases and upon evaluation, late registrations or the substitution of a participant with another one;
- parents must provide all the documents requested by the school for the trip and must pay strict attention to the deadlines for submission. The school reserves the right to exclude students from trips due to missing or late submission of documents;
- changes in the schedules or reservations cancelled will be treated according to the general conditions applied by the "tour operator" (bus company, activity organization, museum etc.) used by the School to organize the trip;
- all deposits made by participants will be entirely refunded should the field trip be cancelled by the school;
- deposits will not be refunded for cancellations not made by the school;
- refund of balance payments may be possible in exceptional circumstances (i.e. proven illness) and the school will consider each case separately;
- the school will avoid any type of discrimination when organising activities; all trips will be organised and open to all members of the classes for whom the activity is being organised;
- all field trips organised by the school are open only to students with a positive scholastic performance. Students who do not respect the disciplinary procedures of the school or have been assigned detention periods may be excluded from these activities during the disciplinary period. In this case, the school will reserve the right not to refund the registration fee already deposited;
- students who have accumulated serious disciplinary measures can be definitely excluded from any future participation in school field trips. It is at the school's discretion whether or not to implement this disciplinary measure.

### DISCIPLINARY RULES:

**UIS** would like to wish all students and chaperones a pleasant and interesting time during our school field trips. We expect every student to behave responsibly as a worthy representative of the school. Although all school rules (see **UIS** handbook) apply during school trips, certain special rules must be respected. Parents are asked to review these guidelines which their child will be expected to follow during the trip. **UIS** has established these guidelines in order to ensure maximum security and well-being during school field trips. We wish to call your attention to the following:

- students must be punctual and respect departure times for field trips. The school will not wait for late comers;
- we expect every student to be courteous to all chaperones and to any other persons associated with the field trip (guides, drivers, hostesses, etc...). Directions given by chaperones, guides, animators, hotel personnel, bus drivers, etc. are to be followed promptly and cheerfully, without grumbling;

- no student is to use or be in possession of alcoholic beverages, cigarettes or tobacco, illegal drugs, dangerous weapons or harmful substances of any kind;
- no student is to use foul, profane, or abusive language with anyone;
- if students are accommodated in hotels or hostels they must respect hotel and peer property – any damage caused by students must be reimbursed by parents. No student is to be outside of his/her room after curfew, except to use toilets if they are located outside the room. The chaperones will set curfew times according to their best judgment and according to what is responsible or necessary under the circumstances;
- when on tours, walking trips, etc..., every student is to stay with his group and with the chaperone assigned. The chaperones must know where every student is at all times;
- when a field trip is taken to another school, we expect students to be courteous to everyone associated with the host school, including teachers, coaches, parents, etc. During games and tournaments, we expect all our players and spectators to observe the rules of good sportsmanship and to be courteous to opponents and officials;
- students must not engage in any activity which can be considered hazardous and pose a threat to the students' well-being. Students in doubt about an activity must consult their group leader;
- parents will be asked to come and pick up their child in advance should he/she not follow instructions, show behaviour problems or cause problems to the community (a behaviour document will be included in the participation forms and must be signed by parents as well as students);

#### TRAVEL REQUIREMENTS:

- although the school's insurance policy covers accidents, it is parents' responsibility to ensure that their child/children bring the original of their "tessera sanitaria" with them during overnight school trips. It is also parents' responsibility to inform the school of any significant medical or behavioural problems which may affect student participation in a trip;
- we also ask parents to ensure that their children always bring the original of a valid identity card during overnight school trips within Italy;
- when travelling abroad, students must now possess a valid passport or identity card valid for minors travelling outside Italy without their parents;
- pocket money and personal effects are the sole responsibility of students;
- unless otherwise specified, students must wear a full uniform during school field trips, including the school cap **UIS** logo which is essential for security reasons; students can be immediately identified in a crowd. Students who are not wearing a complete uniform will not be allowed to participate in school trips;
- during overnight field trips, we kindly ask parents to make sure that students bring only suitcases in trolley form the size accepted by airlines as carry-on luggage.

#### SECURITY RULES:

- the school will take precautions and work on prevention at all times;
- the school will already be acquainted with accommodations (and therefore with their security standards) or inspect the premises upon arrival. All security and evacuation facilities will be presented to students by the chaperones as well as accommodation personnel upon arrival. Students will be warned of hazards and cautioned to follow all rules relating to security. They must also follow rules and guidelines set down by the accommodation and /or animation personnel;
- balconies adjacent hotel rooms are off limits and students will be strictly forbidden to access them;
- after curfew, students must remain in their rooms at all times solely with the students who have been assigned to their room by the chaperones. In case of problems, students must call their chaperones;
- the school will use only transportation companies with proven and documented safety standards as well as adequate insurance coverage;
- when travelling on a coach, students must remain seated at all times;
- parents of students who do not abide by security rules will be asked to come and pick them up wherever the field trip is taking place.