



College Station ISD

Student Organization Overnight Travel Guidelines

CSISD Student Travel Guidelines

To be distributed to students with CSISD Student Travel Discipline Contract

Purpose Statement

The following policy has been developed and approved so that any student traveling with a CSISD student organization has the proper medical release forms, consent from the student's parent(s) or guardian(s) and has signed the discipline contract. This policy upholds the standards set by CSISD as well as the CSISD student organization.

Supervision

A CSISD employee or chaperone will supervise and accompany the participants during all activities on the trip. Students will be required to check-in with their assigned staff/chaperone periodically, as established by the sponsor. In the event that male and female participants attend an overnight trip, and if it is possible, arrangements will be made for a male and female chaperone to attend as well.

Medical Emergencies

In the event of an emergency medical situation the parent will be contacted as soon as possible. If the parent cannot be contacted the alternative emergency person will be contacted. The attached medical release form will be taken on the trip, so that in an emergency situation appropriate medical attention can be sought immediately.

Discipline Policy

The CSISD Student [Code of Conduct](#) will be in effect for the duration of all student travel.

Curfew

- A curfew of 10:00 PM is standard for all overnight trips.
- Exceptions may be made by the sponsor in the event that the sponsor establishes an earlier time or the contest, show, or convention goes past 10:00 PM.
- Chaperones will enforce the curfew with room checks at 10:00 PM.

Room Checks

- Room checks will be conducted at curfew and as needed between the hours of 10:00 PM and 6:00 AM.
- Room checks should consist of listening for noise coming from within the room and checking the halls within the vicinity for noise or attendees of the activity. In the event that noise is heard inside the room, the assigned chaperone will knock on the door and inquire.

Damages/Incurred Expenses

- The student and his/her parents will be expected to pay for any and all damage related to student behaviors that result in loss or damage to property.
- Students and his/her parents will be responsible for any long-distance calls, charges to the room, etc. although every effort will be made by the sponsor to decline these services at check-in.
- If the student is unable to attend due to academic ineligibility or cancellation at the last minute, they will not receive a refund for any costs previously incurred.

Major Infractions

The students will conduct themselves in a manner that reflects and follows the CSISD [Student Handbook](#) and [Code of Conduct](#).



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In the event that any student breaks CSISD policy or the policy set forth by the CSISD student organization, that student will be dealt with immediately and the appropriate discipline will be initiated and documented. The High School Principal will be notified immediately.

If a student violates the following stated sections of the policy, his or her parents will be contacted. In the event that a parent or guardian cannot be contacted the alternative emergency contact person, given by the parent, will be contacted. A CSISD administrator will be contacted and the student may be sent home at the expense of the parents or guardian. If it is a day trip, the parents/guardians will be required to come pick up the student. CSISD administration will conduct an investigation and follow discipline procedures in accordance with the CSISD [Code of Conduct](#) as appropriate. Any misbehavior may affect the student's future participation in CSISD student organization travel.

The items below are considered major infractions.

- The student is found outside of his/her room after curfew (without notifying the chaperone)
- The student has left the designated area without permission
- The student is found with any amount of drug, alcohol, vape or tobacco products
- The student is found to have partaken of any drug, alcohol, vape or tobacco product
- A male is found in a female's room or a female is found in a male's room without permission from the chaperone and a chaperone is not present
- Any student is physically fighting with another person
- Any other violation deemed as a major infraction by the advisor

In the event that you as a student find yourself around somebody violating any of the previous policies, if at all possible you are to separate yourself from that scene. The student must contact a chaperone and inform them of the situation once they have separated from it. In the event that the student is able to separate from that situation but does not, then the previously stated policy will be initiated and the student could be sent home as well.

Any illegal behavior outside the jurisdiction of the CSISD student handbook and code of conduct will be subject to legal action.

Minor Infractions

In the event that a student violates any other CSISD or CSISD student organization policy that is not deemed a major infraction, the infraction will be documented and that student's discipline will be carried forth once the group returns to College Station. The student's actions and discipline will then be turned over to the appropriate CSISD administrator.

****Please keep this as a record of your contract with the student organization****



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CSISD Student Travel Discipline Contract

School Year: _____

Student Contract:

I, _____ hereby agree to the previous stated guidelines set forth by CSISD and the CSISD student organization, _____. In the event that I violate a major infraction I know that my parents/guardians and the proper CSISD administrators will be contacted and I will be picked up by my parent/guardian or sent home at my parent(s)/guardians(s) expense. I pledge to uphold the standards and policy set by CSISD and the CSISD student organization.

Student Signature: _____

Date: _____

Parent Contract:

I, _____ hereby support and agree with the previously stated policy set forth by CSISD and the student organization. I realize that in the event that my student violates any major infractions I will be contacted, appropriate CSISD administrators will be contacted and I will be required to pick up my son/daughter or they will be sent home at my expense. I have given an alternative emergency contact person in the event I am unable to be reached. I support the standards set forth by CSISD and the CSISD student organization.

This contract can be used by the sponsor of a CSISD student organization for multiple events over the course of the designated school year.

Parent Signature: _____

Date: _____

Primary Phone: _____

Alternate Phone: _____

Alternative Emergency Contact Person: _____

Alternative Emergency Contact Person Primary Phone: _____

Alternative Emergency Contact Person Alternate Phone: _____



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CSISD Student Travel Medical Form

Name	School Year
Home Phone Number	Date of Birth
Address	
City, State, Zip	
Parent/Guardian Name	Parent/Guardian Phone Number
Emergency Contact	Emergency Contact Phone Number
Family Physician	Physician's Phone Number
Name of Person Responsible for Your Medical Bills (Guarantor)	Do you have any known allergies: If yes please list:
Guarantor's Employer	
Insurance Company	Do you have a history of allergies, heart condition, diabetes, asthma, epilepsy, rheumatic fever other existing medical conditions? If yes, please explain.
Insurance Plan Number	
Insurance Group Number	
Insured ID Number	
Are you taking any medications? Are you currently under medical treatment? If yes, please explain	Do you have any physical restrictions? If yes, please explain.

In the event the parent/guardian cannot be contacted, we authorize the College Station ISD representative:

- a) To represent us before any medical institution where it may be necessary to send our son/daughter while he/she is under its care;
- b) To give, in our name, the necessary authorization for surgery or medical treatment in case of emergency, when medical authorities deem it indispensable;
- c) To represent us while he/she is under supervision of school activities

This medical form and authorization can be used by the sponsor of a student organization for multiple events over the course of the designated school year.

Signature of Parent/Guardian _____ Date _____