GULL LAKE
Community Schools

Overnight Student Trip Request and Guidelines

Trip Name	**Kalamazoo Eagles Hockey Cheboygan Tournament**		
School	High School	Grade Level(s)	9-12
Destination Location	Cheboygan Ice Arena, Cheboygan, MI	School Days Missed	½ day
Departure Date and Time	Friday, December 18	Return Date and Time	Saturday, December 19
Trip Leader Name	JD Kalleward	Trip Leader Position	Varsity Hockey Coach
# Students	21 (8 are Gull Lake Students)	# Chaperones including Trip Leader	3 coaches plus all parents.
How does this trip support district goals, and how will students benefit?		Participation provides them with an opportunity to develop skills and character traits that extend beyond the classroom. It reinforces personal responsibility and appropriate conduct while representing their school and community while providing an educational experience for our student-athletes.	
Describe the planned Chaperone team, including staff positions and relationships to participating students.		Hockey coaches as well as all parents attend. Players stay in rooms with parents. Parents are responsible for their own child.	
Describe planned lodging and transportation, including lodging contact numbers and carrier or tour guide liability insurance, if applicable.		Parents transport their own player. All team members will stay at the Holiday Inn.in Cheboygan.	
Summarize emergency arrangements and the lodging, curfew, and overnight supervision plan.		Players are in rooms with their respective parents. Coaches will also be in two rooms at the same location. Parents are responsible for supervising their own child.	
Provide the estimated costs (total and per-student), funding sources, collection and safeguarding procedures, and plans for financial assistance.		Room rate is $104. Each parent reserves their own room for their family and pays the hotel directly. The hockey account will cover the fees for the coaches rooms (2)	
How will you communicate with families before, during, and after the trip and notify teachers of student absences?		Students are responsible for coordinating with their teachers to make up any missed work in class. Teachers are notified prior to their absence that it is a school related absence and all work is still the responsibility of the student. Communication to parents occurred at the pre-season parent meeting on November 2.	

Planned pre-trip review date	Monday, November 2, 2026
Additional Notes	

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These guidelines apply to all overnight trips sponsored by Gull Lake Community Schools, including academics, athletics, fine arts, clubs, competitions, and camps, and must be followed in conjunction with Board Policies 3105 (Visitors and Volunteers), 5506 (Field Trips), and 5508 (Extracurricular and Athletic Trips).

The **Trip Leader** must submit this completed packet, including the request form and signed acknowledgments, and obtain all required approvals before travel. Administrative approval means documented authorization under district policy.

Defined Terms

- **Trip Leader:** The district staff member designated by the principal, athletic director, or authorized designee as the district's responsible representative for the trip.
- **Chaperone:** A district-approved adult assigned to supervise students. The Trip Leader also fulfills Chaperone responsibilities when supervising students.
- **Approving Administrator:** The administrator authorized under district policy to approve the trip or a trip-related decision.
- **Handbooks:** All applicable district, building-level student, athletic, and program handbooks, including their Codes of Conduct. These expectations apply throughout the trip.

1. Purpose & Responsibility

€ Overnight trips must support district educational, extracurricular, athletic, or developmental goals and reflect District policies and expectations established in the Handbooks.

€ The Trip Leader is responsible for required approvals, approved Chaperones, permission forms, and implementation of the supervision, communication, and safety procedures in these guidelines. € Chaperones must be at least 18 years old and may not be currently enrolled as high school students. Student participants, including those age 18 or older, may not serve as Chaperones or count toward the supervision ratio. € Exceptions to these guidelines require advance written approval from the Approving Administrator. Exceptions may not waive applicable law or Board policy. When an immediate emergency requires action, the Trip Leader must take appropriate steps to protect students and notify administration as soon as practicable.

2. Supervision

€ Students must be supervised by approved Chaperones throughout the trip, with at least one Chaperone for every eight students, minimum of two adults required for all overnight trips. Administration may require additional supervision based on student age, needs, activities, location, or level of risk.

€ All Chaperones must complete district-required background checks and approvals. Only approved participants and Chaperones may accompany the group or stay in student lodging areas unless administration approves an exception in advance.

€ The Trip Leader must assign students to specific Chaperones, maintain an accurate roster, and establish attendance checks. Chaperones must account for assigned students, monitor their whereabouts, enforce expectations, and promptly report concerns to the Trip Leader.

€ The Trip Leader must maintain required emergency contacts and medical information and plan for medical, accessibility, dietary, and other student needs. Medications must be handled according to district policy. Chaperones must receive the information necessary to fulfill their assigned responsibilities while protecting student confidentiality.

€ The Trip Leader must review emergency procedures with Chaperones, including obtaining assistance, accounting for students, and maintaining supervision. Significant injuries, illnesses, accidents, missing students, safety concerns, and serious disciplinary matters must be promptly reported to administration and parents/guardians as appropriate. Emergency assistance must not be delayed while awaiting administrative direction.

3. Transportation

€ Transportation must follow district policy and approved procedures. Students must use district-approved transportation unless an authorized administrator approves an exception in advance.

€ Student drivers may not transport other student participants unless expressly permitted by district policy and approved by administration, with required parent/guardian authorization.

€ The Trip Leader must maintain attendance, approved pickup, and authorized release procedures. Transportation changes must receive required administrative approval, be documented, and be communicated to affected families and Chaperones.

4. Lodging, Curfew & Overnight Supervision

€ Sleeping arrangements must provide appropriate privacy and account for student age, developmental level, individual needs, and required accommodations.

€ The Trip Leader must establish sleeping assignments before occupancy. Students may not change assignments or enter other sleeping areas or undesignated common areas without permission from the Trip Leader or designated Chaperone.

€ The Trip Leader must establish, communicate, and enforce a curfew.

€ The lodging plan must place the Trip Leader and Chaperones close enough to students to provide effective supervision.

€ The Trip Leader must assign Chaperones to specific rooms or groups, establish and document evening attendance checks, and explain how students can contact a Chaperone overnight. Checks must respect student privacy.

€ Student rooms should generally be limited to four students and remain within occupancy limits. Cabins, dormitories, and other group lodging require an approved supervision and privacy plan appropriate to student ages and needs.

5. Student Conduct & Safety

€ Handbook and District policy expectations apply throughout the trip. The Trip Leader must review applicable provisions and trip-specific expectations with students, address violations, and promptly report concerns to administration.

€ Students shall be informed they are expected to report unsafe or inappropriate behavior to the Trip Leader or a Chaperone.

€ Prohibited conduct includes violations of the Handbooks and district policies concerning substances, weapons, hazing, bullying, harassment, intimidation, and other unsafe behavior. Students may not leave approved areas without permission.

€ Misconduct may result in removal from activities, early return, exclusion from future trips, and school disciplinary action, up to and including expulsion when warranted under district policy and applicable law. The Trip Leader must consult the administration regarding serious disciplinary decisions.

€ When early return is necessary, administration and the Trip Leader must coordinate a safe return plan with the parent/guardian. The student must remain appropriately supervised until released to an authorized person. € Any planned bag checks must follow district policy, applicable law, and administration-approved procedures, with advance notice provided to students and families. A bag search based on reasonable suspicion requires prior approval from the Approving Administrator.

6. Technology & Privacy

€ Before departure, the Trip Leader must communicate phone and technology expectations to students and parents/guardians, including district technology, acceptable-use, and digital citizenship requirements. € Students, the Trip Leader, and Chaperones may not photograph, film, or otherwise record others in bathrooms, changing areas, sleeping areas, or other settings where privacy is reasonably expected.

€ The Trip Leader and Chaperones must promptly address and report suspected privacy violations.

7. Parent/Guardian Communication

€ Before departure, families must receive the itinerary; departure and return times; transportation and lodging details; trip and emergency contacts; packing needs; student expectations; relevant medical and emergency procedures; and costs, payment deadlines, refund terms, and significant anticipated expenses.

€ The Trip Leader must obtain a completed permission form signed by each student's parent/guardian before participation, subject to district procedures for students legally authorized to provide their own consent. € Administration may require a parent/guardian meeting based on student age, trip length, activities, or other circumstances. Families must receive required information regardless of meeting attendance. € The Trip Leader must communicate significant itinerary changes, delays, or other developments affecting students or families.

8. Pre-Trip Review

€ The Trip Leader must conduct a documented pre-trip review with students, parents and Chaperones covering behavior expectations; supervision and attendance procedures; lodging and curfew; boundaries and privacy; transportation; technology; emergency procedures; how to reach a Chaperone; and reporting unsafe or inappropriate behavior

€ The Trip Leader must document the review date, participants, materials provided, and required follow-up. Students or Chaperones who miss the review must complete a documented alternative before participating.

9. Adult Conduct & Professional Boundaries

€ The Trip Leader and Chaperones must model professional behavior, maintain appropriate boundaries, and follow

District policies.

€ The Trip Leader and Chaperones must avoid being alone with an individual student in a private sleeping area whenever reasonably possible. When individual assistance is necessary, use an observable setting or involve a second approved Chaperone when practicable.

€ If an emergency requires an individual interaction in a private setting, the student's immediate safety takes priority. The circumstances must be reported and documented afterward.

€ The Trip Leader and Chaperones may not consume alcohol, use marijuana or illegal drugs, misuse controlled substances, or be impaired by any substance during the trip. District tobacco and nicotine restrictions also apply. € The Trip Leader and Chaperones must follow required reporting procedures. Reporting a concern to the Trip Leader does not replace an individual's separate reporting obligations under law or district policy.

10. Financial Expectations

€ District and group funds, purchases, reimbursements, and financial records must be handled according to district policies and procedures.

€ Significant changes in costs must receive required approval and be communicated to affected families before additional commitments are made.

Trip Name	**Kalamazoo Eagles Hockey Cheboygan Trip**

Overnight Trip Leader Acknowledgment

Initials:		I have reviewed and understand the K–12 Overnight Student Trip Guidelines, applicable district policies, and relevant Handbooks. I agree to fulfill the Trip Leader responsibilities, maintain appropriate student supervision and professional boundaries, and seek administrative clarification as needed.
Initials:		I understand that I must submit a signed copy of these guidelines with my Overnight Trip Request Form for administrative review and School Board approval.
Signature/Date		11/2/26

Approving Administrator Acknowledgment

Initials:		I have reviewed the Overnight Trip Request Form and Overnight Trip Guidelines with the Trip Leader.
Initials:		I accept responsibility for verifying, before departure, that the required pre-trip review with students and parents/guardians has been completed and documented by the Trip Leader.
Signature/Date		11/9/26

€ Trip Approved Board of Education Signature _____ Date: _____

€ Trip Not Approved Board of Education Signature _____ Date: _____