

TRIP POLICIES & PROCEDURES

* **Drugs, Alcohol, or Weapons:** If students are in possession of any drugs, alcohol, or weapons, they get one chance to turn them into their parent or a sponsor. If it is turned into a sponsor, the parent will be made aware. If caught while on the trip with one of these items after this chance, parents will be called to pick up their child.

* **Cell Phones:** Cell phones are not permitted on mission trips. However, they are allowed for limited use on other trips. We strongly encourage limited use of cell phones because we want to foster an environment where students can connect with one another on a personal level. If a student is using their cellphones during designated times where cell phones are not permitted (i.e. worship, small group, etc.), parents will be contacted to determine whether a student will remain in possession of their cell phone for the duration of the trip.

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*Lodging: Students are divided into same sex rooms for sleeping arrangements. They are not allowed to be in each others room unless there is permission from the Student Minister. If found in the wrong room they can/will be sent home.

*Conferences/Camps: We are often under the rules and guidelines of a conference or camp. These organizations will usually have their own set of rules. These rules will be applied to our group.

*Medications: If a student requires prescription medication. Parents will need to fill out a brief med card to notify us of when and how much is to be distributed to the child while on the trip. The medication will be stored in a zip-loc bag under the supervision of an adult. Students will go to that person for the medication. Inhalers and epi-pens are the exception.

*Sickness:

Covid tests and masks will be available to be used at anytime.

If a student develops a fever or tests positive for covid:

1. the student will be isolated to the best of our abilities,
2. a sponsor will be assigned to supervise and care for the student,
3. parents will be notified in order to make medical decisions for their child,
4. all parents of students that went on the trip will be notified,
5. and the group will have their temperature checked daily while we are at the event until we return home.

If the trip is within 5 hours of Manor Woods, parents may be required to pick up their student.

If an adult sponsor develops a fever or tests positive for Covid, a standby emergency trip sponsor will take their place and the appropriate procedures above will apply.

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*Injury: If a student is severely injured or needs medical attention, 911 will be called and/or parents will be notified immediately.

*Self-Harm & Abuse: If a student confides in another student or adult, it is to be reported to the student minister. The minister will contact parents to get the help that is needed for the student and parents.

Maryland is a mandatory reporting state. If abuse is reported or suspected, ministers are required to contact the authorities.