

SOP: Pre-trip Student Briefing on Rules, Behavior, and Expectations

This SOP details the process for conducting a **pre-trip student briefing** covering essential rules, expected behavior, and overall trip expectations to ensure student safety, compliance, and a positive experience. It includes guidelines on communication, student responsibilities, conduct standards, emergency procedures, and the importance of respecting hosts and environments during trips.

1. Purpose

To ensure all participating students understand the rules, behavioral expectations, safety procedures, and overall objectives of the trip, fostering a respectful and secure environment throughout the excursion.

2. Scope

This SOP applies to all students, chaperones, and staff involved in school-sponsored trips, both on and off campus.

3. Responsibilities

- **Trip Coordinator:** Organize and lead the briefing.
- **Chaperones:** Support the coordinator, enforce guidelines, and supervise students.
- **Students:** Attend the briefing and adhere to all instructions and rules provided.

4. Procedure

1. **Schedule the Briefing:**
 - Set a date/time for the briefing at least 2 days prior to departure.
 - Ensure attendance is mandatory for all participants.
2. **Prepare Materials:**
 - Printed copies of rules and expectations.
 - Emergency contact list and itinerary.
 - Code of conduct and discipline procedures.
3. **Conduct the Briefing:**
 - Welcome students and introduce chaperones/staff.
 - Review the itinerary and key trip details.
 - Discuss general rules (attendance, curfews, dress codes, prohibited items, etc.).
 - Explain expected behaviors, including respect for hosts, environments, and peers.
 - Describe consequences for rule violations.
 - Outline student responsibilities (time management, keeping belongings safe, etc.).
 - Review emergency procedures (meeting points, communication protocols, who to contact).
 - Answer student questions; clarify any uncertainties.
4. **Distribute Materials:**
 - Hand out copies of rules, emergency contacts, and the trip itinerary.
5. **Documentation:**
 - Take attendance at the briefing.
 - Have students sign an acknowledgement form indicating they understand and will comply with the guidelines.

5. Emergency Procedures

- Review the protocol for emergencies (accidents, lost students, severe weather, etc.).
- Identify designated meeting points and supervisors for emergencies.
- Provide students with all relevant emergency contact information.

6. Communication Guidelines

- Ensure students have a way to contact chaperones at all times (cell numbers, group messaging apps, etc.).
- Set check-in times and procedures.

7. Respect for Hosts and Environments

- Emphasize the importance of representing the school positively.
- Discuss proper etiquette when visiting different locations or interacting with hosts and the public.

8. Revision and Review

This SOP should be reviewed annually or after each trip for necessary updates based on feedback and incident reports.

Approval: _____ **Date:** _____