

## **Overnight Trip Rooming Assignment Guidelines**

These guidelines apply to off-campus in-state or out-of-state overnight travel by students for curricular or extracurricular purposes.

These guidelines do not anticipate every situation that might occur, and the needs of each student must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of students while maximizing the students' social integration and minimizing stigmatization of students.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of district property, and the rights and welfare of other students. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the conduct and discipline code.

During the trip, all reports of bullying, harassment, or retaliation in violation of Policy JICDE must be promptly forwarded to the building principal. The building principal or designee will take appropriate action to promptly investigate all complaints or reports received. School administration will promptly investigate and resolve any reported bullying or harassment that could impact the students taking the trip.

In the planning of sleeping arrangements during overnight trips, the needs of students shall be assessed on a case-by-case basis in accordance with guidelines published in [Board Policy AC-E-3](#). See [Board Policy JB](#) and [Board Policy AC](#) for further guidance regarding accommodations.

Students requiring a reasonable accommodation to participate in off-campus travel should contact school administration in advance of the trip. Any such accommodations for hotel rooms shall be communicated to the trip sponsor in writing. Any student who needs or desires increased privacy may be provided with a reasonable accommodation, which may include a private room.

If selected overnight facilities present barriers to providing appropriate accommodations for student needs, trip chaperones/sponsors should contact their supervisor for guidance.

Students may not request rooming assignments. Separate rooms are provided only in limited circumstances depending on the reasonable accommodation needs of a student. Students are discouraged from booking their own travel. To the extent a student privately books a separate room, the student shall be responsible for paying the full cost of those accommodations. Students should be provided separate beds for the number of room occupants as facilities allow. All room accommodations shall also have a separate, locking changing area for students to use for bathing and changing clothes. Students shall be required to use these separate changing/bathing areas.

To protect student confidentiality, do not give any third-party information about other students. Do not send or post student rooming lists. You may verbally notify a student 24 hours prior to the trip departure of their assigned roommate.

Student room assignments will not be modified during the trip unless dictated by unforeseeable circumstances and with notice to school administration.

Trip chaperones/sponsors will not share rooms with students.

[TSD Form F](#)

[TSD Form H](#)