

## AP 308-11 Guidance Regarding Overnight Arrangements for Students

Because this procedure cannot cover every possible situation which might be encountered on an overnight field trip, the following outlines a number of concerns respecting student safety and security which should serve as guidance when arranging and supervising overnight field trips.

1. Student travel in a private vehicle is understandably an issue of concern to parents. Even though commercial transportation has been arranged to the site of the activity, parental permission must be obtained concerning arrangements made for travel in non-commercial vehicles while in the host community (to and from events, etc.).
2. It is important to ensure that the selected accommodation will provide a safe and positive experience for students, and that no student is placed in a situation that might cause him/her to feel uncomfortable or at risk.
  - 2.1 Billeting: Assigned accommodation must be pre-approved by the host principal. Students are to be billeted in pairs of the same gender.
    - 2.1.1 The supervisor must ensure a process is in place to check on students' comfort and safety at their place of Billet, students shall be given a contact telephone number for use in an emergency.
  - 2.2 Commercial Accommodation: A number of issues related to student safety and security should be considered when commercial accommodation is used. Arrangements should reflect the standards reasonably expected by parents to safeguard the wellbeing of their children.
    - Due regard should be given to the availability of unsuitable viewing material while on a field trip. Movie material must be age appropriate and must not include "R" rated material. The supervisor should pre-arrange the blocking-out of access to paid television programs.
    - Care should be taken to make inaccessible, items available in a hotel/motel room "snack bar", which often includes alcoholic beverages.
    - Students should never be left without adult supervision in commercial accommodation; at least one supervisor (district employee) must be on the premises at all times when students are present.
    - No co-ed sleeping arrangements or intimate physical contact between students should be permitted, either while traveling or at the destination.