

**INDEPENDENCE 30 SCHOOL DISTRICT  
OVERNIGHT ACTIVITY PROTOCOLS AND PROCEDURES**

**I. PURPOSE**

The purpose of these protocols and procedures is to provide guidelines that will ensure the safety of students, District personnel, and chaperones on overnight field trips, thereby allowing District personnel and chaperones to maintain control and maximize learning opportunity. This policy is supplemental to the Board Policies adopted by the Board of Education of the Independence 30 School District, and students, staff, and chaperones are expected to abide by those policies during the course of the trip.

**II. APPROVAL**

As with any field trip, the Instructional Sponsor must receive approval for all overnight field trips prior to committing to the trip (e.g. submitting registrations, securing transportation, booking hotels, etc.). The approval form can be completed and submitted online, and must be submitted at least (30) days in advance of the trip where practicable. Where thirty days prior notice is not practicable (e.g. qualifying for state competition taking place in three weeks), exceptions will be made on a case-by-case basis.

**III. PERMISSIONS**

In addition to the general online authorization for field trips completed online, parents/guardians of students wishing to attend an overnight trip must complete the "Overnight Activity Permission, Consent, and Release" (Exhibit A). For activities or programs with multiple overnight trips each school year (e.g. choirs, speech and debate, certain sports teams, etc.), one signed form per student per school year is sufficient.

For trips that are not sponsored by the District, parents and sponsors will be required to complete additional forms.

**IV. SUPERVISION**

Students on approved trips are under the jurisdiction of the District and are subject to all applicable policies, rules, and regulations. Student safety and supervision is the primary responsibility of the District staff member sponsoring the trip ("Instructional Sponsor"). Instructional Sponsors, other certificated personnel, and approved chaperones shall accompany students on all overnight trips.

All overnight trips must be supervised by a minimum of two (2) adults, one of which must be a school staff member (typically the Instructional Sponsor). The student-to-adult ration shall not exceed ten (10) students to one (1) adult for overnight trips. These

Non-District Sponsored Events

When a teacher or other district employee wishes to organize, lead, or otherwise promote a field trip that is not district/school sponsored, the employee must distribute a statement that clearly explains the trip's non- affiliation with the District to parents of all participants. A copy of the statement must be submitted to the principal of the school and the Superintendent or designee.

On such trips, District's supervision of students shall meet the requirements outlined above. Additionally, the District shall not compensate any District staff member for attending such trip, nor will District vehicles be used to transport staff or students related to the trip. Any insurance required for such trips will also not be the District's responsibility to obtain. It is further understood that District funds will not be used to pay for such trips.

### Guidelines for Overnight Stays in Hotels or Other Sleeping Accommodations:

The following guidelines will apply to overnight stays in hotels or other sleeping accommodations. The Instructional Sponsor is primarily responsible for ensuring that these guidelines are followed and enforced.

- A. The Instructional Sponsor will assign a student captain to each hotel room. Student captains will be responsible for the following :
  - 1. Securing room keys
  - 2. Keeping noise levels to a minimum
  - 3. Immediately notifying the assigned chaperone if the actions or conduct of the room members are not in compliance with the District's discipline code contained in Board Policy 2610 or the guidelines contained herein.
- B. The Instructional Sponsor will ensure that each hotel room is occupied by students of the same biological gender. To the extent possible, the Instructional Sponsor shall refrain from assigning students of different biological genders to the same hotel floor. If it is necessary to have students of the same biological gender on the same floor, the Instructional Sponsor will refrain from assigning students of different biological genders to adjacent hotel rooms.
- C. The Instructional Sponsor will attempt to assign students in the same chaperone groups to hotel rooms in close proximity.
- D. District students shall only share a room at a hotel or other accommodation with other District students. Under no circumstances will students from other districts share a room with District students.
- E. The Instructional Supervisor will set a curfew each night; all members of the group will be notified. Students and chaperones are expected to adhere strictly to the curfew. Students are not permitted to leave their room after curfew until the next morning, unless in case of an emergency or authorized by an adult supervisor.
- F. Under no circumstances should students of opposite biological genders visit each other's overnight accommodations at any time. If students of opposite biological genders wish to socialize prior to curfew, they must do so either in the hotel lobby or other public area of the hotel.
- G. Under no circumstances should students leave the premise of the overnight accommodation without receiving permission from the Instructional Sponsor. Any student leaving the overnight premise must be accompanied by a chaperone.
- H. Students are not permitted to use the swimming pool or hot tub in overnight accommodations.

### **V. MEDICATION**

The following guidelines will apply to students requiring medication during overnight field trips:

- A. All students requiring medications during a field trip must have the medication approved by the school nurse in accordance with Board Policy 2870.
- B. Medications must be provided in the appropriate dosage, stored in a pharmacy or manufacturer-labeled container, and include proper dosing instructions.
- C. Only the Instructional Sponsor will be authorized to administer medications to students. Any Instructional Sponsor administering medications to students must: :
  - 1. Ensure that medications are stored in a secure place
  - 2. Return any unused medication to the student's parent or guardian or the school nurse at the end of the trip
  - 3. Receive proper training, as a nurse's designee, to administer medications.
- D. If a student has received prior authorization for self-administration of medications under Board Policy 2870, he or she is permitted to self-administer pre-approved medications on overnight trips.

## **VI. STUDENT EXPECTATIONS**

Students are expected to display behavior in accordance with the District's discipline code as articulated in Board Policy 2610. Behavior that violates Board Policy 2610 or jeopardizes the safety of others will be documented and reported to the building principal. Consequences will be determined in accordance with Board Policy 2610.

Students are also expected to abide by the following Student Conduct Practices and Procedures for overnight trips, which must be acknowledged by each student in the Overnight Permission, Consent, and Release prior to attending the overnight trip:

- A. There shall be no defacing of public property. Any damages to any property or furnishing in the hotel rooms, or other accommodations, or building must be paid for by the individual responsible.
- B. Students shall keep their adult advisors informed of their activities and whereabouts at all times.
- C. Students should be prompt and prepared for all activities.
- D. Students shall keep their adult supervisors informed of any physical or medical limitations that would prevent the student from participating in any of the above-mentioned activities.
- E. No alcoholic beverages or narcotics in any form shall be possessed by students at any time, under any circumstances.
- F. No smoking will be permitted.
- G. No students shall leave the activity site or the premise of the overnight accommodation (except for authorized activities) unless permission has been received from the Instructional Supervisor and accompanied by a chaperone.
- H. Appropriate dress is expected.
- I. Students shall be responsible for complying with all Policies of the district's Board of Education while participating in the overnight trip, including the District's Board Policy 2610 pertaining to student conduct.
- J. Students of opposite biological genders are not permitted to be in each other's overnight rooms at any time. If student of the opposite biological gender wish to socialize, they may do so prior to curfew in the hotel lobby or other public area.
- K. Curfew will be enforced. Curfew means students will remain in assigned rooms until the following morning.
- L. Students shall not engage in any lewd, indecent, sexual, or obscene act or expression. Students shall not engage in verbal, physical, or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

## **VII. INSTRUCTIONAL SPONSOR EXPECTATIONS**

The responsibilities and expectations of instructional staff members who are supervising the overnight trip are as follows:

- A. Secure the necessary approval from the District prior committing (e.g. submitting registrations, securing transportation, booking hotels, etc.) to the overnight trip.
- B. Ensure that the overnight trip has adequate adult supervision. Adequate adult supervision is defined as one (1) adult chaperone to every ten (10) students.
- C. Assign Chaperones to student groups.
- D. Ensure that each chaperone has submitted a signed "Activity Chaperone Acknowledgement and Release" (Exhibit B) prior to attending the trip.
- E. Ensure that each parent has submitted a signed "Overnight Activity Permission, Consent, and Release" form prior to attending the trip. (Note: for activities with multiple overnight trips each school year, one signed form per student is sufficient for the school year). For trips that are not sponsored by the school, sponsors and student will be required to complete additional forms.
- F. Prior to each overnight trip, ensure that rules and expectations related to behavior and safety have been communicated to students. These must include, the "Guidelines for Overnight Stays in Hotels or other

Sleeping Accommodations” outlined in Subpart IV. The following reminders should also be given:

1. To the extent possible, students are to stay with their assigned group and Chaperone
  2. Students are expected to abide by the District’s discipline code (Board Policy 2610)
  3. Students are not to use alcohol, tobacco, illegal drugs, or use prescription drugs in an unauthorized manner; a zero tolerance policy is in effect at all times.
- G. Be aware of students on prescribed medications and following the medication guidelines contained in Subpart V.
- H. Count the number of students or take a roll call each time the group departs from any given location.
- I. Ensure that the “Guidelines for Overnight Stays in Hotels or Other Sleeping Accommodations” in outlined in Subpart IV are implemented and enforced by chaperones.
- J. Do not retire to your overnight room until you are sure that all students are checked in for the night (by curfew) and all visiting between rooms has stopped.

### **VIII. VOLUNTEER CHAPERONE EXPECTATIONS**

Chaperones must be either District employees or any other adult (over 21 years of age) approved by the principal and sponsor of the field trip. Those individuals will:

- A. Meet the eligibility requirements to volunteer in the District before the trip is scheduled to depart.
- B. Have completed a satisfactory criminal background check as required by Board Policy 1425.

The responsibilities and expectations of the Chaperones supervising an overnight trip are as follows:

- A. Be on duty at all times during an overnight trip unless otherwise excused by the Instructional Supervisor in charge.
- B. To the extent practicable, stay with the assigned group.
- C. Monitor the behavior of the assigned group.
- D. Report student misbehavior to the Instructional Supervisor or other teacher in attendance.
- E. Enforce the District’s discipline code contained in Board Policy 2610.
- F. Adhere to established guidelines for District-sponsored functions, as well as additional guidelines as developed by the Instructional sponsor.
- G. Attend any designated information or procedural meetings prior to and during the field trip as required by the school principal, Instructional Sponsor, or designee.
- H. Sign the “Overnight Activity Chaperone Acknowledgement and Release” form prior to attending the overnight trip.
- I. Refrain from the use of alcohol, tobacco, illegal drugs, and the unauthorized use of prescription drugs while attending an overnight trip.
- J. Do not engage in any illegal or immoral activity during the overnight trip.
- K. Become familiar with student expectations as outlined in these guidelines and as stated by the Instructional Sponsor. Do not give permission to students to do anything that contradicts the written or spoken instruction of these guidelines or the Instructional Sponsor.
- L. Do not retire to your assigned overnight room until all students are checked in for the night (by curfew) and all visiting between rooms has stopped.
- M. Enforce the curfew as designated by the Instructional Sponsor
- N. Ensure that students of opposite biological genders are not visiting each other’s overnight accommodations.

EXHIBIT A

INDEPENDENCE 30 SCHOOL DISTRICT
OVERNIGHT ACTIVITY PERMISSION, CONSENT AND RELEASE

The [SCHOOL OR PROGRAM] will be taking an overnight trip to \_\_\_\_\_ on
\_\_\_\_\_. (Note: If the school program will take multiple overnight trips in any given school year,
please indicate as such, and this form will be sufficient for each of those trips in the given school year.)

TRAVEL CONSENT

I hereby give my son [ ] daughter [ ], \_\_\_\_\_,
student number \_\_\_\_\_, permission to participate in the activities listed above.

MEDICAL CONSENT (Please Type or Print)

I, \_\_\_\_\_, \_\_\_\_\_
(NAME OF PARENT/GUARDIAN) (RELATIONSHIP TO STUDENT)

of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
(NAME OF STUDENT) (AGE) (STUDENT NUMBER)

of \_\_\_\_\_, \_\_\_\_\_
(COMPLETE HOME ADDRESS, INCLUDING ZIP CODE) (PHONE)

hereby authorize in advance any necessary medical treatment required by \_\_\_\_\_ while
he/she is participating in any of the activities listed above.

Other Emergency Phone Numbers: Parent Work \_\_\_\_\_

Parent Cell \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_
(Parent or Guardian Signature) (Date)

Health Insurance Co. Name: \_\_\_\_\_ Group No.: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_
(BILLING ADDRESS) (PHONE NUMBER) Policy No.: \_\_\_\_\_

Family Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_
(street) (city)

Allergic to: \_\_\_\_\_
(LIST ALL MEDICATIONS)

## STUDENT CONDUCT PRACTICES AND PROCEDURES

- M. There shall be no defacing of public property. Any damages to any property or furnishing in the hotel rooms, or other accommodations, or building must be paid for by the individual responsible.
  - N. Students shall keep their adult advisors informed of their activities and whereabouts at all times.
  - O. Students should be prompt and prepared for all activities..
  - P. Students shall keep their adult supervisors informed of any physical or medical limitations that would prevent the student from participating in any of the above-mentioned activities.
  - Q. No alcoholic beverages or narcotics in any form shall be possessed by students at any time, under any circumstances.
  - R. No smoking will be permitted.
  - S. No students shall leave the activity site (except for authorized activities) unless permission has been received from the Instructional Supervisor or chaperone.
  - T. Appropriate dress is expected.
  - U. Students shall be responsible for complying with all Policies of the district's Board of Education while participating in the above-mentioned activity, including the District's Board Policy 2610 pertaining to student conduct.
  - V. Students of opposite biological genders are not permitted to be in each other's overnight rooms at any time. If student of the opposite biological gender wish to socialize, they may do so prior to curfew in the hotel lobby or other public area.
  - W. Curfew will be enforced. Curfew means students will remain in assigned rooms until the following morning.
  - X. Students shall not engage in any lewd, indecent, sexual, or obscene act or expression. Students shall not engage in verbal, physical, or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.
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*I approve the student named on side one to attend and travel to school-related activities. I realize that violation of any rules can result in the immediate return of the student, at his or her own expense, to his/her home community. Furthermore, I have read and fully understand the Student Conduct Practices and Procedures and agree to comply with these conduct guidelines. I am aware of the consequences that will result from violation of any of the above guidelines.*

### **ACKNOWLEDGEMENT OF PERSONAL LIABILITY AND RELEASE OF LIABILITY**

I assume any risk that may arise from my child's transportation to, participation in and transportation from the above-described overnight trip/activity. I accept full responsibility for any and all medical expenses for any injuries that occur to my child as a result of my child's transportation to, participation in and transportation from the above-described overnight trip/ activity.

By signing this form, I hereby release the Independence 30 School District, its Board, its Board members, administrators, directors, officers, teachers, employees, assigns, and volunteers (the "Released Parties") from and against any and all claims, demands, actions, complaints, suits or other forms of liability that any of them may sustain arising out of or in any way related to any damage or injury caused to my child through my child's transportation to, participation in and transportation from the above-described overnight trip/activity. (the "Released Claims").

I also agree to indemnify and hold harmless the Released Parties from the Released Claims, including any and all related costs, attorney fees, liabilities, settlements, and/or judgments.

**SIGNATURE**

I understand that I have the ability to refuse to sign this Form.

I confirm that I have carefully read this “OVERNIGHT ACTIVITY PERMISSION, CONSENT AND RELEASE” Form and agree to its terms knowingly and voluntarily. I also confirm that I am the parent or legal guardian of the child identified in this Form.

I have signed this CONSENT AND RELEASE this \_\_\_ day of \_\_\_\_\_, 20\_\_.

This CONSENT AND RELEASE has been read and is understood by me.

\_\_\_\_\_  
*(Parent or Guardian Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Student Signature)*

\_\_\_\_\_  
*(Date)*

## EXHIBIT B

### INDEPENDENCE 30 SCHOOL DISTRICT OVERNIGHT ACTIVITY CHAPERONE ACKNOWLEDGEMENT AND RELEASE

I, \_\_\_\_\_, volunteer as a chaperone for the \_\_\_\_\_

overnight trip to \_\_\_\_\_ on \_\_\_\_\_.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

#### Background Checks

As a volunteer chaperone on an overnight trip, you are responsible for completing a satisfactory criminal background check and a check of the child abuse/neglect registry maintained by the Missouri Department of Social Services. **Satisfactory checks must be completed and submitted to the District before you will be authorized to accompany students on the overnight trip.**

#### Chaperone Conduct and Responsibilities

Please carefully review the following guidelines related to your conduct and responsibilities as a Chaperone on an overnight trip:

- You are on duty at all times during an overnight trip unless otherwise excused by the Instructional Supervisor in charge.
- To the extent practicable, stay with your assigned group.
- Monitor the behavior of the assigned group.
- Report student misbehavior to the Instructional Supervisor or other teacher in attendance.
- Enforce the District's discipline code contained in Board Policy 2610.
- Adhere to established guidelines for all District-sponsored and non-District sponsored functions, as well as additional guidelines as developed by the Instructional sponsor.
- Attend any designated information or procedural meetings prior to and during the field trip as required by the school principal, Instructional Sponsor, or designee.
- Sign the "Overnight Activity Chaperone Acknowledgement and Release" form prior to attending the overnight trip.
- Refrain from the use of alcohol, tobacco, illegal drugs, and the unauthorized use of prescription drugs while attending an overnight trip.
- Do not engage in any illegal or immoral activity during the overnight trip.
- Become familiar with student expectations as outlined in the "Overnight Activity Protocols and Procedures" and as stated by the Instructional Sponsor. Do not give permission to students to do anything that contradicts the written or spoken instruction of these guidelines or the Instructional Sponsor.
- Do not retire to your assigned overnight room until all students are checked in for the night (by curfew) and all visiting between rooms has stopped.
- Enforce the curfew as designated by the Instructional Sponsor.
- Ensure that students of opposite biological genders are not visiting each other's overnight accommodations.



**Acknowledgement of Personal Liability and Release of Liability**

I assume any risk that may arise from my child’s transportation to, participation in and transportation from the above-described overnight trip/activity. I accept full responsibility for any and all medical expenses for any injuries that occur to my child as a result of my child’s transportation to, participation in and transportation from the above-described overnight trip/ activity.

By signing this form, I hereby release the Independence 30 School District, its Board, its Board members, administrators, directors, officers, teachers, employees, assigns, and volunteers (the “Released Parties”) from and against any and all claims, demands, actions, complaints, suits or other forms of liability that any of them may sustain arising out of or in any way related to any damage or injury caused to my child through my child’s transportation to, participation in and transportation from the above-described overnight trip/activity (the “Released Claims”).

I also agree to indemnify and hold harmless the Released Parties from the Released Claims, including any and all related costs, attorney fees, liabilities, settlements, and/or judgments

**Signature**

I understand that I have the ability to refuse to sign this form.

I confirm that I have carefully read this “OVERNIGHT ACTIVITY CHAPERONE ACKNOWLEDGEMENT AND RELEASE” and agree to its terms knowingly and voluntarily.

I also confirm that I am an eligible adult chaperone (over 21 years of age), and I have completed or will complete prior to the overnight trip a satisfactory criminal background check and a child abuse/neglect registry check.

I have signed this CONSENT AND RELEASE this \_\_\_ day of \_\_\_\_\_, 20\_\_.

This Acknowledgement and Release has been read and is understood by me.

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*(Chaperone Signature)*

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*(Date)*