



OVERNIGHT TRIP WITH MINORS CHECKLIST

THESE PROCEDURES ARE DESIGNED TO ACCOMPANY BP/AP 4300 FIELD TRIPS AND EXCURSIONS, AND THE FIELD TRIPS AND EXCURSIONS OPERATING PROCEDURES. MINORS ARE THE PRIMARY RESPONSIBILITY OF THE DISTRICT'S TRIP ORGANIZER FROM THE TIME OF DEPARTURE UNTIL THE MINOR IS RELEASED TO HIS/HER/THEIR PARENT/ GUARDIAN.

1. GENERAL

Identify a parent/guardian that will attend the overnight trip and be responsible for supervision of the minor where feasible (highly recommended).

- If the parent/guardian chooses to assign a chaperone ("Chaperone"), the Chaperone must be at least 25 years old, approved through the Volunteer Bureau, and cleared through Live Scan fingerprinting.
- Ensure all District employees attending the trip have completed Mandated Reporting training within in the last 12 months.
- Obtain a District's Release of Liability and Medical Treatment Authorization form ("Waiver") signed by the parent/guardian.

Distribute the copies of the District's Code of Conduct (BP 5529) to the minor,
 parent/guardian, and Chaperone (if applicable) before the trip, and ensure they understand that the same rules apply while on the trip.
- Provide parent/guardian with a planned itinerary for the trip, including departure time, place, major events/activities, travel arrangements, planned stops, lodging information, time for return, and place for return.
- Notify parent/guardian of how food and drink will be provided on the trip, and confirm whether the minor has any food allergies or special dietary requirements.
- Review any medical concerns with the parent/guardian and Chaperone (if applicable) before the trip.
- Provide parent/guardian with the cell phone number of the District contact person on the trip.
Ensure parent/guardian provides a contact phone number in case of an incident on the trip.
 - If a Chaperone will be attending the trip, ensure the Chaperone provides a cell phone number to the Trip Organizer.
- Bring a First Aid kit on the trip. At least one District employee or Chaperone must be certified in CPR and First Aid.
- Document any incidents on the District's Incident Report form and submit to the VP of Instruction, Dean, and Risk Management within 24 hours.

2. TRANSPORTATION

Verify that the minor is being driven by their parent/guardian or Chaperone.

- If the parent/guardian or Chaperone cannot drive the minor to the trip location, arrange for professional transportation or charter bus services (“District-sponsored Vehicles”).

- Confirm that each District-sponsored Vehicle is supervised by at least one District employee; however, District employees may never be one-on-one with a minor in a vehicle.

- Ensure minors are never driven in a vehicle by District employees or volunteers.

3. SUPERVISION

- Ensure the minor is supervised by either the parent/guardian, Chaperone, or District employees at all times.

- Restrict minors from leaving the group. Never allow a minor to explore on their own or with other students without supervision.

- Establish a process for regular accounting for all minors, both periodically and when activities change.

- Avoid being alone with the minor out of the view of others.

Ensure District employees do not socialize or spend time with minors outside of

- District-sponsored activities. This includes but is not limited to activities such as going out for meals, movies, shopping, and/or recreational activities.

- Avoid posting minors’ images or other personally identifiable information online.

Avoid maintaining personal contact with a minor outside of school by phone, email,

- instant messenger, chat rooms, or social networking websites beyond homework or other legitimate school business without including the parent/guardian.

4. SLEEPING ARRANGMENTS

- Ensure the minor rooms with the parent/guardian or Chaperone.

Prohibit minors from entering the rooms of other students. Minors should remain in

- their assigned rooms. Any minor wishing to socialize with other students should do so in designated, supervised areas.

- Ensure the Trip Organizer stays in the same hotel as the students.

- Provide minor and parent/guardian or Chaperone with an orientation on where/how to locate District employees and emergency exit plans.

Communicate to minor and parent/guardian or Chaperone that any activity that occurs

- overnight that violates the Code of Conduct or makes the minor uncomfortable must be reported to District employees as soon as possible.

- Establish and enforce a curfew or “lights out” time.

By signing this form, I acknowledge that I have carefully read and understand all District Board Policies and Administrative Procedures regarding Field Trips, the Field Trip Operating Procedures, and this Overnight Trip with Minors Checklist, and that I agree to abide by its/their terms and conditions.

Signature of Trip Organizer

Date

Print Name of Trip Organizer