

Roseau High School

Overnight Student Trip

Planning Guide

Activity: _____

Teacher in Charge: _____

OVERNIGHT STUDENT TRIP

Introduction

In reference to the supervision of students, the board of education of School District #682 has stated, in part..."student groups must be supervised and under the teacher's direct control at all times".

In the Code of Ethics for Minnesota Teachers, published by the Minnesota Board of Teaching, item number 2 states: "A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety."

Student supervision, control, and protection have always been recognized as significant duties of the teacher. In the school and in the classroom these duties become routine and second nature to us all. When we leave this setting, particularly for an overnight activity, these duties take on a new concept of greater magnitude. Therefore, it becomes necessary to plan more thoroughly to ensure that all the factors have been considered which could affect the health, safety, and welfare of every student involved.

This planning guide has been developed to assist you in considering all the factors which could affect your students. It also provides you with a logical and sequential plan for developing any overnight student activity. By following this guide, you will be reminded to complete the planning tasks along a timeline. Also, when completed, it will serve as documentation that you, along with this administration, have displayed reasonable effort to provide supervision, control, and protection for each student on your proposed overnight student activity.

Planning for MSHSL State Competition

The planning guide has been developed to assist you in considering many factors which could affect the health, safety, and welfare of each student accompanying you to state competition. Since this is a Minnesota State High School League activity, much planning required in this guide has already been done by the league. Therefore, only a few sections must be completed by you before departure. There are outlined after the instructions for completing the paperwork required.

Instructions:

1. Enter departure date: _____
2. Using a calendar, determine the deadline dates by counting back the required school days for each.
3. Submit the completed sections of the guide and the required documents to the athletic/activities director by the required deadlines.

Items required **three school days** prior to departure:

1. Proposed Activity Sheet
2. Student Participation Checklist
3. Student Health Concerns
4. Chaperone List

Items required **two school days** prior to departure:

1. Review of Preliminary Plans
2. Roommate Arrangements

Planning Deadlines (for Activities other than MSHSL State Competition)

Instructions:

1. Enter proposed departure date: _____
2. Using a calendar, determined the deadline dates by counting back the required school days.
3. Missing a deadline may put the activity in jeopardy.

Preliminary Proposal Items Required (25 school days)

- Proposed Activity
- Travel Request

General Planning (17 school days)

- Student Participation Checklist
- Student Health Concerns
- Chaperones
- Emergency Illness or Injuries
- Sunday Church Arrangements
- Review of Preliminary Plans???

Specific Planning (10 school days)

- Rules
- Emergency Contact Information
- Parent Communications
- Pre-Approved Absences, Student/Parent Statements
- Review of Preliminary and General Plans???

Attendance Accounting (3 school days)

- Conference with Administrator???

Final Planning and Approval (2 school days)

- Roommate Arrangements

Proposed Activity

Proposed Activity: _____

(Request this be tentatively put on school calendar.)

Final Destination: _____

Departure: Day _____ Date _____ Time _____

Location _____

Return: Day _____ Date _____ Time _____

Location _____

Estimated number of students involved: _____

Number of adult chaperones proposed: _____

Itinerary:

(Chaperone duties are to be assigned now. Chaperone names may be entered later.)

Note: Supervision by chaperones will vary for each activity. The various kinds of duties, supervisory responsibilities, and activities for which they apply are outlined here.

<u>Duties</u>	<u>Supervisory Responsibility</u>	<u>Kind of Activity Where Applicable</u>
Be available to students	Chaperones arrange to remain in central location so every student knows where to find them, if needed.	Arena/sport activities, shopping center, movie, conventions/workshops, restaurant/meals.
Accompany all students	Chaperones are to remain with students as part of their group.	Travel on bus, eat at fast food restaurant, business/factory tour.
Accompany small groups	Small group of students assigned to each chaperone for activity. Chaperone to accompany the students.	Three groups to do three varying leisure time activities, each with a chaperone.
Provide direct supervision of area	Control entering and being entertained. Control student and visitor movement. Schedule room checks, lights out, hall patrol, etc. Inform students of expectations.	Hotel / motel overnight activity.
Direct supervision of students	Each student to be under immediate supervision and in visual contact with a chaperone at all times.	High risk activities: swimming, horseback riding, travel/dangerous neighborhood.

Itinerary breakdown: Day: _____ Date: _____

Time	Activity	Chaperone(s) Assigned (24-hour supervision required)	Chaperone Duties (see "duty" column above)
6:00 am	_____	_____	_____
7:00 am	_____	_____	_____
8:00 am	_____	_____	_____
9:00 am	_____	_____	_____
10:00 am	_____	_____	_____
11:00 am	_____	_____	_____
12:00 pm	_____	_____	_____
1:00 pm	_____	_____	_____
2:00 pm	_____	_____	_____
3:00 pm	_____	_____	_____
4:00 pm	_____	_____	_____
5:00 pm	_____	_____	_____
6:00 pm	_____	_____	_____
7:00 pm	_____	_____	_____
8:00 pm	_____	_____	_____
9:00 pm	_____	_____	_____
10:00 pm	_____	_____	_____
11:00 pm	_____	_____	_____
12:00 am	_____	_____	_____
1:00 am	_____	_____	_____
2:00 am	_____	_____	_____
3:00 am	_____	_____	_____
4:00 am	_____	_____	_____
5:00 am	_____	_____	_____

Student Participants and Checklist

Name	Student Statement	Parent Statement	Pre-Approved Absence
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			

Name	Student Statement	Parent Statement	Pre-Approved Absence
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
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39.			
40.			
41.			
42.			
43.			
44.			
45.			
46.			
47.			
48.			
49.			

Name	Student Statement	Parent Statement	Pre-Approved Absence
50.			
51.			
52.			
53.			
54.			
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66.			
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69.			
70.			
71.			
72.			
73.			
74.			

Name	Student Statement	Parent Statement	Pre-Approved Absence
75.			
76.			
77.			
78.			
79.			
80.			
81.			
82.			
83.			
84.			
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93.			
94.			

Pick up enough pre-approved absence forms to cover your group from the high school office. Give them to the students, along with the parent information bulletin at least seven (7) days prior to the date of departure. They are to be collected and recorded, along with the student/parent statements at least three (3) days prior to the date of departure.

Maintain a record of signed student/parent statements and completed pre-approved absence forms returned. Follow up as necessary. Use the checklist above for this purpose. This record must be completed three (3) days prior to departure and the statements and pre-approved absence forms are to be turned in to the assistant principal.

Student Health Concerns

The following students have health problems which merit special considerations (verified by the school nurse).

<u>Student</u>	<u>Problem</u>	<u>Special Considerations</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Chaperones

Confirm and list the chaperones assisting with this activity. Enter chaperone names into the itinerary form above, making sure supervision is covered at all times.

<u>Name</u>	<u>Phone #</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Emergency Illness or Injuries

- Any student having a health condition requiring special considerations shall report this to the head chaperone the day of departure.
- A student will be taken to the nearest hospital emergency room whenever it is deemed necessary by the chaperones. The board accepts no responsibility for medical costs. Parents are expected to have sufficient health/hospitalization insurance.
- Parents will be informed by phone if emergency medical treatment is required.

Sunday Church Arrangements

If the trip extends over a Sunday or a religious Holy Day, how do you plan to provide for those wishing to worship? (check one)

_____ We will provide any student transportation to the church of their choice on Saturday evening, Sunday, or on a religious Holy Day if the request is made.

_____ Does not apply

Rules for the Trip

1. All Roseau Board of Education policies and rules will apply for the duration of the trip.
2. In the interest of the safety, security, and welfare of each student, all directions shall be followed the first time they are given.
3. While on this activity, the chaperones' decisions will be final, in all matters governing the conduct of students.
4. All requests for variances from the schedule of activities must be in writing, signed by a parent, and submitted to the teacher/coach in charge no later than five (5) school days prior to the date of departure.

List additional, more specific rules here.

Emergency Contact Information for the Group

Day: _____ City: _____ Motel: _____ Phone: _____

Day: _____ City: _____ Motel: _____ Phone: _____

Day: _____ City: _____ Motel: _____ Phone: _____

Day: _____ City: _____ Motel: _____ Phone: _____

Day: _____ City: _____ Motel: _____ Phone: _____

Parent Communications

1. Prepare and type an information bulletin to be used as a means of informing parents of all trip details. Use the outline on the following pages as a guide.
2. The last page of the information bulletin is to serve as the student's compliance statement and the parent's statement requesting student participation. It is to be collected, along with the pre-approved absence report at least three (3) days prior to the date of departure.
3. The information bulletin is to be distributed no later than seven (7) days prior to the departure date.

Parent Information Bulletin

for

(list activity here)

The (...list student group...) is planning (...list activity...) for (...list days and dates...). To keep you informed of all the details, we've prepared this information for your reference and convenience. Please read it carefully, detach the form to return to school, then keep this bulletin in a convenient place as a quick reference until after the trip.

1) Rationale for the Trip:

- i) (...In a short paragraph explain why this trip is necessary...)

2) Time Schedule:

- i) Use information from the itinerary. Be sure to include day, date, time, location of departure and return.
- ii) The last statement should read: "In the event we will return later than stated, we will inform you at least one hour in advance."

3) Expenses and Financial Needs:

- i) The (...student group name...) will pay the expenses for (...itemize...).
- ii) The school district will pay the expenses for (...itemize...).
- iii) Each student will have to pay for (...itemize...).
- iv) Each student will need approximately \$_____ (state amount) to cover the necessary expenses. The student should bring extra money to cover extra things such as snacks, shopping, etc.

4) Clothing and Luggage:

- i) (...use this space to comment about this, as required...)

5) Emergency Illness or Injury:

- i) Any student having a health condition requiring special considerations shall report this to the head chaperone the day of departure.
- ii) A student will be taken to the nearest hospital emergency room whenever it is deemed necessary by the chaperones. The board accepts no responsibility for medical costs. Parents are expected to have sufficient health/hospitalization insurance.
- iii) Parents will be informed by phone if emergency medical treatment is required.

- 6) Emergency Messages for Us, While on the Trip:
 - i) In case of an emergency in which you need to reach your child, we may be reached as follows, during the trip: (...list contact information...)
- 7) Sunday or Religious Holy Day Worship:
 - i) (...list the statement from that section, if applicable. Otherwise, omit this item...)
- 8) Chaperones:
 - i) The following adults have consented to chaperone the group on this trip:
 - ii) (...list all chaperones...)
- 9) The following rules shall apply to students on this trip:
 - i) All Roseau Board of Education policies and rules shall apply for the duration of the trip.
 - ii) In the interest of the safety, security, and welfare of each student, all directions shall be followed the first time they are given.
 - iii) While on this activity, the chaperones' decisions shall be final, in all matters governing the conduct of students.
 - iv) All requests for variances from the schedule of activities must be in writing, signed by a parent, and submitted to the teacher/coach in charge no later than five (5) school days prior to the date of departure.
 - v) (...list more specific rules here...)
- 10) Teacher in Charge
 - i) (...teacher's name...) is responsible for this activity. If you have additional questions, (...he/she...) may be reached at (...contact information...).
- 11) Departure and Return Information:
 - i) (...departure information; day, date, time, location...)
 - ii) (...return information; day, date, time, location...)

Teacher Name: _____

Date: _____