

	<b>ATHLETICS &amp; ACTIVITIES AND RISK MANAGEMENT GUIDELINES FOR ROOM ASSIGNMENTS DURING OVERNIGHT FIELD TRIPS</b>	Effective Date: <b>08/01/2024</b>
		Supersedes No.: <b>n/a</b>
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<b>Introduction</b>	<p>These guidelines address the management of room assignments for all overnight field trips sponsored by the Poudre School District. In compliance with District Policy AC – Nondiscrimination/Equal Opportunity, the Poudre School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, marital status, veteran status, age or disability in overnight field trip room assignments.</p>
<b>Assigning Rooms</b>	<ul style="list-style-type: none"> <li>Prior to an overnight field trip, the District employee sponsoring the trip (the “Trip Sponsor”) will notify parents/guardians (Parents) that students will be given the opportunity to request preferred roommates. Parents are encouraged to engage their students in conversation regarding their roommate preferences.</li> <li>Students will be given the opportunity to confidentially indicate roommate preferences. This information will not be shared with students or parents. <ul style="list-style-type: none"> <li><b>Best Practice:</b> <i>Students complete a confidential form listing their top five (5) preferences in ranked order.</i></li> </ul> </li> <li>The Trip Sponsor will make every attempt to match students with at least one of their preferred roommates.</li> <li>Room assignments: <ul style="list-style-type: none"> <li>Domestic Overnight Travel: room assignments will be completed and shared with students as early as possible, prior to departure. At the very latest, room assignments will be shared 24 hours prior to departure.</li> <li>International Travel: because lodging arrangements and the number of beds per room is not always known at the time of departure, the names of all potential roommates will be shared with students as early as possible and at least 24 hours prior to departure.</li> </ul> </li> <li>After sharing room assignments or list of potential roommates with students, the Trip Sponsor will email parents informing them this information has been provided to the students. The Trip Sponsor will not disclose specific information in the email. <ul style="list-style-type: none"> <li><b>Best Practice:</b> <p><i>Email for Domestic Overnight Travel to parents reads... “Room assignments for [add domestic overnight trip] have been made.</i></p> <p><i>Your student has been informed of their room assignment. If you have questions or concerns, please have a conversation with your student regarding room assignments, prior to our departure. If you have additional questions or concerns, please reach out to the Trip Sponsor.”</i></p> <p><i>Email for International Travel to parents reads... “The names of potential roommates for [add international trip] has been made available to students. If you have questions or concerns, please have a conversation with your student regarding the list, prior to our departure. If you have additional questions or concerns, please reach out to the Trip Sponsor.”</i></p> </li> </ul> </li> <li>Students will be assigned three (3) or more to a room unless the lodging arrangements do not allow. A parent may request a single room for their student. These requests will be honored if the lodging accommodations allow, and the Parent pays any difference in the cost. Otherwise, rooms with two (2) students or fewer will only be considered with prior approval from a building administrator, except in the case of international travel as noted above.</li> </ul>



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### Room Assignment Changes

- Room assignments may not be changed without informing the parents of all impacted students. Every attempt should be made to speak with the parents directly.

**Example:** Hotel did not hold enough rooms, requiring room assignments to be adjusted on site.

**Best Practice:** Trip Sponsor calls and speaks directly with parents of all impacted students informing them that room assignments have been adjusted. The Trip Sponsor will send a follow up email documenting the change in room assignments, without disclosing specific information about the room assignments or students who were impacted.