



Procedures for Assigning Rooms for Overnight Student Trips

In accordance with Board Policy 6:240, Field trips and educational tours are encouraged when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

These guidelines are designed to support staff in planning room arrangements for overnight field trips with students.

When planning an overnight field trip, D128 Tour Leaders should take the following steps:

1. Tour Leaders review the Student Travel Needs information obtained from the LSTs.
2. Tour leaders meet with the LST or school nurse to discuss any students who have unique health needs, a Gender Support Plan, or who may otherwise need individualized considerations in advance of, or during, the overnight field trip.
3. If needed, Tour Leaders will partner with LST staff to meet with the students identified in step #2. The discussion will review the student's preferences and concerns relating to the trip.
4. All students who will participate in the trip must complete this [to communicate their roommate preferences and any concerns or questions related to the assignment of roommates](#). The link provided is the approved form. If a trip sponsor wishes to gather additional information, they may add additional questions to the approved form.
5. Tour Leaders assign rooms by students' gender identity and roommate preferences.
 - Students will be assigned to rooms with students of their same gender identity. Exceptions to this guidance must be sent to and approved by the tour leader and Assistant Superintendent for Teaching & Learning.
 - Students with individualized needs related to sex or gender should be assigned first.
 - It is recommended that trip sponsors create multiple versions of room assignments to account for variations in room types based on the hotel.
 - If possible, it is recommended that trip sponsors book additional rooms in case they are needed. In case of troubleshooting, the tour sponsor can work with the Assistant Superintendent of Teaching and Learning and the travel agent to book additional rooms during the trip.
6. Once assignments have been confirmed, trip sponsors share information about the trip with families, including the names of only the other students in their student's room.
 - If a student or parent is concerned about their student's room assignment, alternative arrangements will be considered for their student.
 - Tour leaders should not share the names of students in other rooms with other students or parents/families.

**Reminders and Guiding Principles:**

- When accommodations allow, D128 requires a minimum of 3 students per room.
- D128 does not allow students to stay in individual rooms. Students requesting or requiring an individual room must be approved by the Assistant Superintendent for Teaching & Learning in advance of the trip. If an emergency or extraordinary circumstance occurs during a trip requiring a student to stay in a single room, the tour leader will attempt to communicate this to the students' caregivers and the Assistant Superintendent as soon as possible.
- Decisions about roommates and room arrangements will be based on a triangulation of input from the student, the student's family, the tour leader, and the LST.
- D128 guidance is for a minimum occupancy of 3 students per room. If a student wishes to sleep in a single bed, they may request this and, if available, would incur any additional cost for this accommodation.
- The law protects transgender, nonbinary, and gender-nonconforming students by calling for equal and full access to all school programs and activities.
- Any student seeking more privacy will work with their LST and tour leader to seek options that may be provided for additional privacy. If individual student requests for privacy go beyond that which is available to other students and incurs additional costs, these costs may be paid by the student
- Any claimed privacy concern of another student is not a reason to limit use by any other student, including those with unique health or gender support plans. Confidentiality laws and requirements continue to apply to students in the context of overnight trips. A trip is not a basis to disclose or require disclosure of a student's health conditions, disabilities, or transgender, nonbinary, or gender-nonconforming identity without the student's consent.

Resources:

- *ISBE:*