

INDEPENDENT SCHOOL DISTRICT #877 POLICY

Buffalo-Hanover-Montrose

INDEX TITLE Education Programs **SERIES NO.** 600
District Approved Activities/Field Trips
POLICY TITLE Requiring Supervision **CODE NO.** 610
FORM REF. 610

I. PURPOSE

The purpose of this policy is to define the supplemental extra-curricular or co-curricular activities sponsored by the School District such as approved field trips for which the School District assumes supervisory responsibilities. All other activities are excluded from School District sponsorship and supervisory responsibility, no matter who may sponsor the activity, no matter where it is held, and no matter how it is promoted. This policy provides guidelines for student trips. This policy does not affect curricular related responsibilities of professional employees either within or outside of the basic school day.

II. GENERAL STATEMENT OF POLICY

Generally, the School Board expects that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Adequate supervision will be provided for all field trips. Parental consent will be required for all students participating in field trips. For students who do not wish to participate in an instructional field trip, accommodations will be provided at the school. For optional trips, parents will be informed that said trip is voluntary on behalf of the students.

A. In order for a field trip to gain School District sponsorship, a field trip must have pre-approval pursuant to this section. School District sponsored field trips will be categorized within three general areas: (1) Instructional Trips, (2) Optional Trips and (3) Overnight Trips:

1. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. 123B.37 Prohibited Fees)

2. Optional Trips

This category pertains to those trips in which students voluntarily participate and which may or may not take place outside the regular school day. Optional field trips will generally be scheduled so that students miss a minimum number of school days, and preferably when school is not in session. Financial contributions by students may be requested. (Minn. Stat. 123B.36, (Authorized Fees)

3. Overnight Trips

- a. Trips may be instructional or optional, and must be requested well in advance of the planned activity.
- b. An overnight trip request form must be completed and approved at each level: activities director, principal **and** superintendent, **and will be communicated** to the school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies.
- c. Overnight co-curricular trips that entail one night, MSHSL regional or state competition do not need superintendent approval or school board communication.

4. Out-of-state and international travel

These trips must go through a two-step approval process unless the out-of-state request is for one day only:

- a. The Optional Field Trip/Overnight or Out-of-State Trip Form #610 must be submitted to and tentatively approved by the School Board in concept a minimum of 90 days prior to the departure date for out-of-state trips and a minimum of 180 days prior to the departure date for international trips. The School Board will either (1) give tentative approval so the options can be planned in full to meet all other timelines specified in this policy and accompanying regulations, or (2) deny the request. The data submitted for tentative approval must address the following:

Purpose of the trip:

1. Provides a unique, educational experience for the students.
2. Provides an environment of preparation that cannot be achieved locally.
3. Provides a level of competition suitable for the program.

Fundraising/fees

1. Equitable access for all students (classroom) or team members to participate based on cost and fundraising activities.

2. If possible a variety of fundraising activities to include individual student and group events should be made available.

Communication

1. Demonstrated opportunities for parental and student input in the planning process
 2. Development of an itinerary demonstrating sufficient supervision and agenda that accomplishes stated purpose of the trip.
- b. The field trip must receive final School Board approval at least 60 days prior to the departure date. This is to be accomplished by means of the consent agenda section of the school board meeting agenda.

The group will be responsible for the cost of international trip insurance coverage that will be mandatory for the trip approval.

The school board recognizes that school sponsored activities can earn the right, may self select, or be invited to participate at the national level. With its approval of an optional trip, the school board assumes no responsibility for any costs associated with such trips. However, the school board acknowledges and supports the efforts of booster clubs and similar organizations in providing optional trip opportunities for students.

C. Field Trip Regulations

1. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
2. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students. Procedures are to include, but are not limited to: approval request time line-minimum of 15 days prior to departure, purpose of the trip, alternative dates if appropriate, itinerary, trip rules, curfew for overnight trips, chaperone duties (1 per every 12 students), and permission slips/emergency information.
3. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
4. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
5. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 - a. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or

injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be property registered and insured.

- b. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section IV, C.5.a., if practicable. If preapproval by administration of the use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

Legal References: Minn. Stat. 123B.36 (Authorized Fees)
Minn. Stat. 123B.37 (Prohibited Fees)
Minn. Stat. 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
Minn. Stat. 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)
Sonkowsky v. Board of Educ. For Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

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