



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**October 1, 2015**

**AGENDA ITEM: 10.5**

**TOPIC: Field Trips and Extended Travel Policy 606**

**BACKGROUND:** Field Trips and Extended Travel Policy 606 and Activities Requiring Long Distance Travel Policy 607 need updating.

**PROCESS:** The School Board Policy Committee has reviewed both policies. They are proposing that updated Policy 606 cover both policies and that the title be changed to "Field Trips and Student Travel" and that Policy 607 be discontinued.

**RECOMMENDATION:** First reading of this policy.

## **FIELD TRIPS AND ~~EXTENDED~~ STUDENT TRAVEL**

### **I. PURPOSE**

The purpose of this policy is to identify the requirements surrounding a school-sponsored trip and outline the general processes to be followed for consideration and approval of trip requests.

### **II. GENERAL STATEMENT OF POLICY**

It is the general expectation of the school board that all student trips will be well-planned, conducted in an orderly manner, and held in safe environments. It is recognized that field trips may afford invaluable learning and life experiences for students. Such trips are encouraged to be relevant to the students' academic or extracurricular activity experiences.

### **III. DEFINITIONS**

- A. A 'Field Trip' is defined as a school-sponsored experience for a class or group of students that involves participants leaving the premises of their normal school building(s). It does not include regularly scheduled transition between school buildings for normal activities.
- B. Types of Field Trips:
1. Curricular: a field trip that is a required part of any class' required curriculum. ~~Even though the field trip is a required part of the curriculum, students whose parents object to their student's participation in the field trip may meet the class requirements through alternate assignment.~~
  2. Academic Supplementary: a field trip of a single day or multiple days involving overnight stay designed to enhance students' academic experiences. This type of field trip would most typically encompass a class or grade level's travel to an experience such as an arts performance, nature center, governmental body, museum or cultural event. It is expected that these types of trips will be minimal and occur predominantly outside of the school day.
  3. Competitive Co-Curricular or Activity: a field trip that affords a sports team or group of activity participants to travel to a location where a meet, game, match, or other competitive event is being held.

4. ~~Life Enhancement: a field trip whose predominant purpose is enjoyment and life enrichment for participants. This type of field trip would most typically encompass travel to: observations of professional or school-based sporting events; amusement parks; recreation areas such as skiing centers or roller rinks; or parks where the academic value is nominal or incidental to the primary recreational nature of the event.~~
- C. Extended Travel: destination is located more than 100 miles from the point of origin of the field trip and/or involves participants having an overnight stay irrespective of distance to the destination.
- D. International Travel: destination is located outside of the contiguous 48 states.

#### **IV. PROCEDURES**

- A. All field trips must have an identified organizer in charge of the planning and execution of the activity. More than one person may serve as organizer but all must be clearly identified and agree to organizer status.
- B. Fees:
  1. No fees may be charged for a Curricular field trip.
  2. Separate fees are not generally charged for Competitive Co-Curricular or Activity trips. Rather, fees for such trips are anticipated to be covered by any normal activity participation fees. However, it is recognized that, occasionally, unexpected supplementary opportunities may arise that the coach / advisor, together with the Activities Director, deem desirable for team or group participation. In such a case, reasonable fees to cover the unexpected additional cost may be charged to participants. No group or team member shall be penalized in any fashion for not participating in such a supplementary opportunity. The phrase "supplementary opportunity" does not apply to post-season playoffs, championships, or similar types of opportunities, unless such opportunities require Extended Travel or International Travel.
  3. Reasonable fees may be charged to cover transportation, entrance, or similar expenses for Academic Supplementary field trips. Each building principal will encourage the building Parent Teacher Organization (PTO) to consider the possibility of creating a fund to assist students in need with fees for such field trips. In NO event will any such student in need be personally identified to any member of the PTO. Irrespective of the availability of PTO assistance funds, no student currently identified as being eligible for free or reduced price lunch will be denied the opportunity to participate in an Academic Supplementary trip due to inability to pay fees. For the purposes of this paragraph, the term 'PTO'

includes other similar district approved organizations that may be willing and able to supply funding.

4. ~~Reasonable fees will be charged to cover transportation, entrance, or similar expenses for Life Enhancement field trips. If available, PTO assistance funds may be accepted to assist students in need with fees for such field trips. In NO event will any such student in need be personally identified to any member of the PTO. If a Life Enhancement field trip is being offered to an entire class or grade level at a building as the standard activity for the school day(s), no student currently identified as being eligible for free or reduced price lunch will be denied the opportunity to participate in the field trip due to inability to pay fees.~~

5. ——— All fees gathered for field trips will be appropriately accounted for by the organizer and handled according to standard district practices. This includes appropriate documentation of receipt of fees being provided to each student as those fees are received.

C. All Competitive Co-Curricular or Activity trips must be approved in advance by the Activities Director. Extended Travel must be approved, according to the attached form, by the Superintendent at least one month prior to the field trip. International Travel must be approved, according to the attached form, by the Superintendent at least six months prior to the field trip. All other types of field trips must be approved in advance by the building Principal. Either the Activities Director, building Principal or Assistant Principal, as appropriate, will be responsible for ensuring that necessary communication has occurred with the district's transportation department.

D. The district's transportation department will be presumed to be the provider of transportation unless: 1) the department is unable to provide transportation at the appropriate times; 2) the field trip requires International Travel; 3) the team or group will provide their own or parent-supplied transportation; or 4) other circumstances exist that make selection of an alternative mode of transportation desirable, subject to the approval of the Director of Business Services. In no event will students be transported by staff in their staff personal vehicles unless the requirements of the Transportation Policy 531 are met.

E. ~~Extended Travel must be approved by the Superintendent at least one month prior to the field trip. International Travel must be approved by the Superintendent at least six months prior to the field trip.~~

F. Each student participant must have permission from a parent / guardian to participate in any field trip. This includes field trips to another in-district school building.

F. The following provisions will be in place for any Extended Travel or International Travel:

1. ——— Any contract with an outside company to manage the travel must be reviewed by the school board's attorney prior to entering into the contract.

2. The trip organizer and the responsible administrator will assess the district's and/or tour provider's liability coverage for adequacy.
  3. Information will be provided to students and chaperones clearly identifying what fees are refundable and under what circumstances.
  4. The trip organizer will consider safety or security risks at the destination, and will consult U.S. State Department advisories for all destinations outside of the United States.
  5. There will be a risk / crisis management plan in place for the trip. The plan will address all of the following areas and others as identified as necessary: Student injury; one or more students becoming separated from the group; plans for emergency evacuation of one or more group members.
  6. Any trip outside of the United States will be registered with the local U.S. Embassy.
  7. Students and chaperones must provide appropriate medical disclosures and releases. These documents must be reviewed by the school board's attorney.
  8. There will be at least one in-person mandatory informational meeting with students, parents and chaperones to cover information related to the trip, including expectations around standards of conduct.
- G. The standard minimum expectation for chaperones for field trips is at least one adult to each 15 students. A higher number of students to each adult may be considered based upon the age and maturity of the students and the nature of the activity involved and must be approved in writing by the building Principal or Activities Director. A larger number of chaperones may be required based upon the age and maturity of students. Field trips involving students in grades K-2 will generally require a standard minimum expectation of at least one adult chaperone for every 8 students. When a field trip involves Extended Travel or International Travel, or if the trip so requires due to particular circumstances, the trip organizer will ensure appropriate ratios of chaperones, taking gender of participants into account. All chaperones who are not district employees must sign a copy of the Chaperone Guidelines, attached to this Policy, which will be held in the school office.
- H. For trips that require more than three chaperones, a minimum of 25% of the chaperones will be regularly-employed school district employees. Exceptions may be made at the discretion of the Principal or Activities Director if a large number of chaperones are involved. All school district expectations of employees shall apply at all times to all employees who are serving as chaperones. Volunteer chaperones must sign an agreement outlining expectations of behavior and consequences of not meeting those expectations. No adults will participate in the transportation or other activities involved with any field trip unless that adult is identified as a chaperone for the field trip.

- I. The field trip organizer shall carry appropriate student emergency health and contact information for all participating students.
- J. The student code of conduct applies in all respects at all times to students participating in field trips, as do all usual employee expectations, and local laws of any destination.
- K. The Superintendent has the discretion to cancel any field trip at any time if s/he determines that proceeding with the field trip may unduly jeopardize students' health or safety. In such a case, the school district will attempt to facilitate return of any previously-paid fees, but the school district is not responsible for reimbursing any fees to students or chaperones when those fees have already been paid to other organizations related to the trip. Students or chaperones participating in any activity involving substantial pre-payment of fees are encouraged to seek a reputable travel insurance policy.
- L. Any employee who organizes a trip with district students must clearly identify whether the trip is school-sponsored or not. To be a school-sponsored trip, all approval and other procedures in this policy must be followed.

***Legal References:***

Minn. Stat. §123B.37 (Prohibited Fees)

Minn. Stat. §123B.36 (Authorized Fees)

***Attachments:***

- A. Chaperone Guidelines
- B. Extended/Overnight Activity Request
- C. Activities Requiring International Travel - Part A
- D. Activities Requiring International Travel - Part B

ADOPTED: 09/20/76

REVISED: 05/30/13

## **Attachment A to Policy 606**

### **Chaperone Guidelines**

Thank you for volunteering to chaperone our trip. Below you will find our chaperone expectations and a place for you to sign to indicate your agreement to adhere to these expectations.

These guidelines apply to chaperones who are selected to attend:

- day off-campus field trips/activities.
- overnight off-campus field trips/activities.
- overnight on-campus field trips/activities.

Chaperones will:

- be adult members of a student's family or the student's personal care attendant.
- not bring other children on the trip.
- complete a criminal background check.

Chaperones must:

- set a good example for students.
- insist upon good behavior from the students in the group by maintaining a respectful dialogue with students and reiterating the rules of acceptable behavior.
- refer students to a teacher if behavior problems persist.
- be attentive to the needs of the students and understand they are the students' primary adult contact.
- advise the teacher if a student requests medication for any reason. Only authorized staff can administer medication of any kind.
- follow the directions and guidelines of the teacher in charge of the trip.
- abstain from all tobacco products, alcohol, illegal or synthetic drugs, profanity, and verbal and physical abuse during the trip. This includes both on and off the premises where the students are located.
- respect the privacy and confidentiality of all students and adults on the trip.
- limit cell phone use to calls that are of an urgent nature. Talking on your cell phone detracts from your ability to fulfill your duties as a chaperone.
- remain with their assigned group at all times during activities.

- be willing / able to intervene with student issues / needs at all times.
- assist with room monitoring at night.

Other expectations:

- In most circumstances, the chaperone will not be alone with a student.
- During an overnight trip, the chaperone shall not:
  - use the showers when students are using them.
  - be the only adult present in a room where children are sleeping.
- When doing bed checks or when children are sleeping, female chaperones shall only supervise female students and male chaperones shall only supervise male students.
- Exceptions may be granted regarding these expectations by the building principal.

Parents will be informed of the exceptions.

**If there is any suspicion, or if you are found with alcohol, tobacco, illicit or synthetic drugs during our trip, the following will occur: you will be required to leave the premises, ~~be driven to the nearest hotel accommodations,~~ and be expected to pay for your own lodging and transportation home. Failure to abide by any of the other expectations will meet with consequences appropriate to the circumstance, ranging from a request to discontinue the behavior to being required to leave the group, as indicated above. Law enforcement officials may be notified if appropriate. If you are required to leave, there will be no refund of any payment you may have made.**

I, \_\_\_\_\_, agree to follow the above expectations  
(print name)

as part of my role as chaperone for the field trip experience. I understand that failure to sign this contract will lead to the loss of my role as chaperone for the trip.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



**Attachment B to Policy 606**

**Forest Lake Area School District  
Extended/Overnight Activity Request  
For Domestic Travel in Contiguous 48 States**

***Please contact the Supervisor of Accounting for airfare and hotel payment requests.***

This request must be submitted to the responsible principal not less than one month prior to the proposed trip or activity.

Activity/Team Making This Request and Advisor or Coach \_\_\_\_\_

Trip Start Date: \_\_\_\_\_, 20\_\_\_\_  
Month Day  
Trip End Date: \_\_\_\_\_, 20\_\_\_\_  
Month Day

For a total of \_\_\_\_\_ night(s). Return time: \_\_\_\_\_

Destination: \_\_\_\_\_  
City or Town, State

\_\_\_\_\_ Specific Location and Phone Number

Purpose or Need for the Overnight:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Female Students: \_\_\_\_\_ Number of Male Students: \_\_\_\_\_

Number of Female Chaperones: \_\_\_\_\_ Number of Male Chaperones: \_\_\_\_\_

Chaperone Guidelines signed and on file? \_\_\_\_\_

Number of Days the Students Will Miss School: \_\_\_\_\_

Number of Days the Teacher Is Absent \_\_\_\_\_

How Many Substitute Teachers Will Be Needed? \_\_\_\_\_ For How Many Days? \_\_\_\_\_

How Will The Group Be Transported? \_\_\_\_\_

Name of Company, Phone and Contact: \_\_\_\_\_

Activities Director or Principal Comments: \_\_\_\_\_

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**INITIAL REQUEST FOR APPROVAL**

Teacher/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AD's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approved / Not Approved

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approved / Not Approved

Superintendent's: \_\_\_\_\_ Date: \_\_\_\_\_ Approved / Not Approved

**ITEMS TO BE COMPLETED AFTER INITIAL APPROVAL, TO GET FINAL APPROVAL:**  
**Attachments:**

1. Trip Itinerary - Attach.
2. Plan For Supervision (how will students be monitored)? - Attach.
3. Attach list of students
4. Attach list of Chaperone Names and Cell Phone Numbers:

5. Lodging Information:

Name of Hotel: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

Hotel Phone Number: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Website: \_\_\_\_\_

6. Costs:

To Students:

Lodging: \_\_\_\_\_

Transportation: \_\_\_\_\_

Meals: \_\_\_\_\_

Other: \_\_\_\_\_

To Advisor:

Lodging: \_\_\_\_\_

Transportation: \_\_\_\_\_

Meals: \_\_\_\_\_

Substitutes: \_\_\_\_\_

Other: \_\_\_\_\_

To District:

Lodging: \_\_\_\_\_

Transportation: \_\_\_\_\_

Meals: \_\_\_\_\_

Substitutes: \_\_\_\_\_

Other: \_\_\_\_\_

**FINAL APPROVAL**

AD's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment C to Policy 606**

**Procedures Related to Policy 606**

**Activities Requiring International Travel**

**(Travel Outside Contiguous 48 States)**

When planning an activity which requires long distance, overnight travel and falls under policy 606, complete Part A of this form and submit it to the Superintendent as soon as plans are formulated but not yet finalized. Part A must be completed and submitted prior to final confirmation with a tour company, students, parents, and any other individual or organization associated with the activity. No money should be collected or paid prior to submission and approval of Part A. The Superintendent will review the request and make a decision regarding initial approval within two weeks.

**PART A**

1. Identify trip organizer(s):

For each trip organizer, please indicate: name; school(s) of assignment; grade level(s) / subject area(s) of assignment; item(s) or area(s) responsible for planning; specific benefit to this staff member's students or assignment area of participating in this trip. Please indicate the lead trip organizer. Chaperones who are directly involved with the planning of the activity and whose class or assignment will benefit from the activity will be provided substitutes for the days absent from school during the time of the activity. NOTE: It is expected that all named are proposed to participate in the trip. If this is not the case, please clearly indicate.

a.

b.

c.

d.

2. Is this trip being proposed in coordination with any other group, school or other entity (not referencing travel agency)? If yes, please identify the organization and the person responsible for trip organization.
  
3. Discuss the following information: Proposed destination; purpose and relevance to instructional activities; criteria for selecting students to participate; anticipated approximate number of student participants; anticipated number of needed chaperones; proposed location(s); proposed dates; estimated cost per student; nature of proposed transportation; known security, health or safety risks of the destination; proposed agency / company to organize the trip; prospective fund-raising events. Attach any information that will clarify or expand upon the above information.

4. Anticipated ratio of chaperones to students \_\_\_\_\_
5. Anticipated ratio of male chaperones to male students \_\_\_\_\_
6. Anticipated ratio of female chaperones to female students \_\_\_\_\_

7. If the number of chaperones needed is likely to exceed the number of trip organizer chaperones, where does the lead trip organizer anticipate being able to procure additional chaperones?

8. Will there be a travel agency or tour company responsible for the management of this trip? If yes, please identify. PLEASE NOTE THAT THE CONTRACT WITH THE COMPANY MUST BE REVIEWED BY THE SCHOOL BOARD'S ATTORNEY BEFORE SIGNING.

Signature of lead trip organizer \_\_\_\_\_

Date \_\_\_\_\_

Principal's signature \_\_\_\_\_

Date \_\_\_\_\_

The Superintendent will review the request and make a decision regarding initial approval within two weeks.

Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Approved with revisions, as noted \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Attachment D to Policy 606**

**Activities Requiring International Travel  
(Travel Outside Contiguous 48 States)**

**PART B**

After Part A has been returned and the activity has been approved, Part B should be completed and returned to the Superintendent for final approval at least six months before the activity. The Superintendent will review the request and make a decision regarding final approval within two weeks.

After approval, if ANY of the information on this form changes, notice must be submitted in writing both to the responsible Principal as well as the Superintendent.

1. Identify trip organizer(s):

For each trip organizer, please indicate: name; school(s) of assignment; grade level(s) / subject area(s) of assignment; item(s) or area(s) responsible for planning; specific benefit to this staff member's students or assignment area of participating in this trip. Please indicate the lead trip organizer. Chaperones who are directly involved with the planning of the activity and whose class or assignment will benefit from the activity will be provided substitutes for the days absent from school during the time of the activity. NOTE: It is assumed that all named are proposed to participate in the trip. If this is not the case, please clearly indicate.

a.

b.

c.

d.





4. List any other chaperones who are not school district employees. Chaperones who are not district employees will require a criminal background check and a signed copy of the Chaperone Guidelines. If chaperones have had a criminal background check within the past year, another one is not required. Criminal background checks should be kept on file at the district office.

Chaperone Name \_\_\_\_\_ CBC Complete? \_\_\_\_\_ Guidelines signed? \_\_\_\_\_

5. Ratio of chaperones to students \_\_\_\_\_

6. Ratio of male chaperones to male students \_\_\_\_\_

7. Ratio of female chaperones to female students \_\_\_\_\_

8. Describe, in detail, the supervision schedule for students.

9. Describe the time line and events of communication regarding this trip to students and parents. Include in the time line when payments will be due.

10. How and when was the liability coverage for the District and/or the tour operator assessed for adequacy?

11. When did the school board's attorney review the contract with the tour operator? Please attach documentation regarding this review.

12. Please attach a statement of the risk / crisis management plan, which must contain at least the following: safety or security risks at the destination; results of search of U.S. State Department advisories; plan to register the trip with the local U.S. Embassy; and emergency plans for student injury, one or more students becoming separated from the group, or unplanned evacuation of one or more group members.

Signature of lead trip organizer \_\_\_\_\_

Date \_\_\_\_\_

Principal's signature \_\_\_\_\_

Date \_\_\_\_\_

The Superintendent will review the request and make a decision regarding final approval within two weeks.

Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Approved with revisions, as noted \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

Date \_\_\_\_\_