

610 FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is 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. Student trips will be categorized within three general areas:

A. 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 subject to review and approval of the building principal and 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. (Minnesota Statutes section 123B.37)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minnesota Statutes section 123B.36)

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).

2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

D. Out of State Trips

1. Trip Approval

- A. Trips are to be educational and directly related to the school's curriculum
- B. The building principal will work in direct coordination with the group presenting a travel request.
- C. The building principal will be the first to receive and review all travel requests. The principal will provide feedback and initial approval or denial subject to Board review. Administrative approval will be granted to develop a detailed travel proposal for final Board approval. *THIS IS NOT TRIP APPROVAL.*
- D. The Board must give final approval of all travel requests. Overnight trips for MSHSL sports and district activities as a natural occurrence of participation in School board recognized organizations, does not require Board approval but must be coordinated with school administration.
- E. The school board will either:
 - i. Approve and support the trip;
 - ii. Ask for clarification or more information;
 - iii. Deny approval for the trip.
- F. Trip advisors should not purchase tickets, make travel deposits, secure hotel rooms, fundraise, or pay any admission fees for any portion of the travel program until board approval has been received.

2. Travel Process

- A. Students must have parent permission for any school-related trips.
- B. School trips are not vacations, they are academic experiences, and the goal of any student travel is to give the students a great learning experience while on the trip.
- C. Students will have an application process for the trip that will include a short essay stating why they want to attend the trip and what they hope to gain from the experience.
- D. Past and present student behavior will be taken into account by the school officials for all students on out-of-state trips. Students with disregard for school rules may be excluded from travel if necessary to ensure the safety and educational benefit of others in the trip.
- E. Students who are suspended from school in violation of MSHSL rules during the time period between trip sign up and departure of the trip, may not be allowed to participate at the discretion of the building principal.
 - i. In the event that a student is not allowed to travel on a trip, only money that is refundable by the travel company will be returned to the student. All fundraising dollars generated by the student will go toward the travel expenses of other students

participating in the trip.

- F. All expenses (with the exception of those referenced in Section II.D.1.D) incurred on the trip must not be charged to the school district. (Ex: parking fees, tolls, subways, etc.)
- G. Student travel expenses should be shared with the school board in a short presentation format at the conclusion of the trip. This presentation is the responsibility of the lead teacher(s) and students participating in the trip.
- H. Space on the trip may be limited based upon the type of trip, transportation being used, availability of chaperones, and other factors which would require the district to limit the number of students allowed on any given trip.

3. Eligible Students

- A. Only current students in good standing may participate in school sponsored trips. High school graduates are not considered current students.

4. Planning for the Trip

- A. Parents/Guardians and students must attend ALL planning meetings. failure to attend planning meetings may prohibit the student from participating in the trip.
- B. There will be major meetings to attend any school trip.
 - i. Sign-up/initial trip overview, goals, and expectations
 - ii. Fundraising for the trip.
 - iii. Pre-departure meeting (packing, safety, emergency plans, etc.)
 - iv. Chaperone meeting-Chaperones will be required to attend to discuss supervisory roles and responsibilities while on the trip.

5. Fundraising

- A. The building principal and lead teacher(s) will work together in coordinating fundraising efforts for the trip once board approval has been received.
 - i. The students will be presented multiple, service-oriented fundraising to help offset the cost of their trip.
 - ii. Student fundraising is completely voluntary.
 - iii. Fundraising efforts must be in compliance with school rules and policies.
 - iv. Fundraising efforts should not solely consist of door-to-door sales. Service-oriented fundraising will more likely receive approval.

6. Consequences for Misbehavior During the Trip
 - A. All the rules of conduct and discipline found in the school's student handbook, district policies, and MSHSL eligibility rules apply to all students on the trip.
 - B. Students will automatically be sent home for the following:
 - i. Possession, use, or distribution of alcohol, controlled substances and/or weapons with the exception of those explicitly used for competitions and are properly stored during travel. (i.e., Royalton Clay Target Team)
 - ii. Fraternizing
 - C. The building principal will make the decision if someone is to be sent home for violating a student handbook or district policy or rule.
 - D. If it is necessary that a student be sent home from an out-of-state trip, the parents will be responsible to pay for the return of their child and one supervising chaperone.
 - E. Depending on the severity of the behavior, the student may be subject to further school consequences at the conclusion of the trip.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. 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.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Extracurricular Activities)

Insurance)

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)

Cross References:

Royalton Policy 423 (Employee – Student Relationships)

Royalton Policy 506 (Student Discipline)

Royalton Model Policy 707 (Transportation of Public School Students)

Royalton Policy 709 (Student Transportation Safety Policy)

Royalton Policy 710 (Extracurricular Transportation)