

INDEPENDENT SCHOOL DISTRICT #877 POLICY

Buffalo-Hanover-Montrose

INDEX TITLE Education Programs SERIES NO. 600

POLICY TITLE Field Trips CODE NO. 610

FORM REF. 610

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 school board recognizes and supports the value of field trips as a complement of the regular curriculum and activity program. It is the general expectation of the school board 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.

All field trips must have the approval of the principal or designee. Student trips will be categorized within two 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 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)

B. 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))

1. Trips that involve one or more overnight stops fall into this category.

- 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 (if appropriate), 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.
2. Requests for out-of-state and international travel fall into this category and must go through a two-step approval process:
- 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. 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:
 - 1. Purpose of the trip
 - a. Provides a unique, educational experience for the students.
 - b. Provides an environment of preparation that cannot be achieved locally.
 - c. Provides a level of competition suitable for the program.
 - 2. Fundraising/fees
 - a. Equitable access for all students (classroom) or team members to participate based on cost and fund raising activities.
 - b. If possible a variety of fund raising activities to include individual student and group events should be made available.
 - 3. Communication
 - a. Demonstrated opportunities for parental and student input in the planning process
 - b. 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.
3. 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.

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. 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), permission slips/emergency information, and etc.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle. **In the event a school owned vehicle is not available, a staff member's private vehicle may be used. Driver's using their private vehicle to transport students (for a defined schedule) will complete Class III Training, be able to show proof of insurance, and understand before the trip that personal, private vehicle insurance assumes liability. (Staff Handbooks) Staff Members who have not completed Class III Training may transport students on a case-by-case basis with administrative approval and parent/guardian permission.**

Legal References: Minn. Stat. 123B.36 (Authorized Fees)
Minn. Stat. 123B.37 (Prohibited Fees)
Minn. Stat. 123B.49 (Cocurricular and Extracurricular Activities; Insurance)

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