

*Adopted:* November 8, 2010

*Revised:* October 8, 2012

## **566 STUDENT EXTENDED TRIP POLICY**

### **I. PURPOSE**

The Becker School District recognizes the educational value that can result from travel. To maximize that value and provide safeguards for students, staff, and parents, the following policy shall govern major trips.

### **II. GENERAL**

In general, plans should be developed which require a minimum loss of instructional school time. Whenever possible, trips should be scheduled during non-instructional days. Major trips should not exceed 10 days in total length. Participation in any trip will be voluntary.

### **III. DEFINITION**

A trip will be regarded as a major trip if it is school related and one or more of the following conditions exist:

- A. The trip involves travel in excess of 200 miles from the Becker district border.
- B. The trip involves overnight lodging of one (1) night or more.

### **IV. STUDENT ELIGIBILITY**

- A. Permission, Medical Information, and Liability Waiver Forms must be signed by the guardian and student.
- B. The student must be academically eligible at the most recent grading period.
- C. The student must be eligible for Minnesota High School League activities at the time of the trip.

### **V. APPROVAL**

- A. Routinely scheduled district, region, state or national events, tournaments, other regularly scheduled annual events, or school sponsored co-curricular activities scheduled by the activities director can receive final approval by the building principal. Any advisor contemplating a major trip of this nature should seek prior approval from his/her building principal.
- B. All other student major trips should first seek approval for planning from his/her building principal. Upon approval and/or modification of the plan by the principal, the advisor and principal will discuss the proposal with the superintendent. The superintendent will approve, disapprove, or recommend modifications to the proposal. No formal applications, publicity, or discussion with the students should take place before completing this step.

1. A formal trip proposal will be made to the Becker School Board at least 60 days prior to the proposed trip. The proposal shall include the following:
    - a. How the trip is related to the school class/activity
    - b. Destination, itinerary, and the number of school days involved
    - c. Transportation
    - d. Housing
    - e. Chaperons/Supervisors
    - f. Probable number of students involved
    - g. Proposed rules for the trip
    - h. Approximate total and individual costs
    - i. Fund raising plans
  2. The Becker School Board will either approve or reject the proposal. After School Board approval promotion and fund raising for the trip may begin.
- C. The superintendent shall have the authority to approve student major trips when circumstances are such that the advisor learns that students have become eligible for a student major trip before the next regularly scheduled school board meeting will occur. The superintendent shall consider approving the trip under the guidelines established by this policy. The superintendent shall inform the school board that he/she approved or denied the student major trip and provide the relevant information to the school board at its next regularly scheduled meeting.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)  
*Sonkowsky v. Board of Educ.*, 2002 WL 535078, 2002 U.S. Dist. Lexis 6197 (D. Minn. 2002) (unpublished)