



## FIELD TRIPS

POLICY:	610
ADOPTED:	12/17/01
REVISED:	08/22/22

### 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

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. Student trips will be categorized within ~~these 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. (Minn. Stat. 123B.37, Prohibited Fees)

#### B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day, but not overnight. 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 before being advanced to the superintendent for final approval. The superintendent will give consideration to factors involved in the trip including, but not limited to, the age and grade level involved, the number of out of school trips, the distance and time involved, staffing, instructional costs and benefits. Financial contributions by students may be required. (Minn. Stat. 123B.36 Authorized Fees). The organizers of any supplementary field trip in which students are required to make financial contributions shall attempt to provide multiple opportunities so all students may have the ability to earn money to cover the cost of the field trip.

#### C. Extended Trips

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).

1. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.
2. Extended field trips should be scheduled during non-school days whenever possible.
3. The school board will approve or deny any extended field trip occurring on non-school days, excluding non-sanctioned trips. ~~The school board will approve or disapprove any extended field trip that will take place during non-school days, including the summer months.~~

**D. Non-Sanctioned Trips**

1. Any trip occurring during the summer recess, except trips planned as part of the regular summer school program, is considered non-sanctioned.
2. Trips organized by individual parents, parent groups, community partners or employees acting as independent contractors or agents are non-sanctioned and are not school board approved field trips.
3. Total responsibility for non-sanctioned trips or tours rests with the individual(s) and agency sponsoring them. Inver Grove Heights Schools assumes no legal or financial responsibilities for non-sanctioned field trips.
4. Students absent from school for a non-sanctioned field trip are not excused for attendance.¶

**III. Regulations for Instructional, Supplementary, and Extended Field Trips**

- A. School rules of conduct and student discipline for students and employees shall apply to all student trip activities.
- 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.
- D. 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.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  1. 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 properly registered and insured.

2. An employee must obtain pre approval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If pre approval by administration of 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.

#### **IV. 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 (Co-curricular and 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 (8<sup>th</sup> Cir. 2007)

**Cross References:** Policy 403 - Discipline, Suspension, and Dismissal of School District Employees  
Policy 423 - Employee-Student Relationships  
Policy 506 - Student Discipline  
Policy 707 - Transportation of Public School Students  
Policy 709 - Student Transportation Safety Policy  
Policy 710 - Extracurricular Transportation  
[Procedure 601.1 Non-Sanctioned Field Trips](#)



POLICY:	611
ADOPTED:	10/07/02
REVISED:	04/24/23

**I. Purpose**

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

**II. General Statement of Policy**

The Compulsory Attendance Law (Minnesota Statutes section) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

**III. Conditions for Home Schooling**

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

**IV. Immunization**

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4 and 12 on the appropriate Minnesota Department of Education form to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

**V. Textbooks, Instructional Material, Standard Tests**

Upon formal request as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany student materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

**VI. Student Support Services**

Upon formal request as required by law, the school district will provide student support services in the form of health services and counseling and guidance services to a home-schooled child as provided under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

## **VII. Extracurricular Activities**

Resident students who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

## **VIII. Shared Time Programs**

Enrollment in class offerings of the school district:

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time student on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any students on a shared-time basis.
- B. The school district may limit enrollment of shared-time students in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time students to classes.
- C. These provisions do not make a determination as to whether shared time programs should be offered to any student. These provisions require that home-schooled children be treated the same as all other nonpublic school children.

## **IX. Optional Cooperative Arrangements**

### **A. Activities.**

- 1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or home school students are not residents of the school district.

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League ~~bylaws.~~ ~~Bylaw 403.00.~~ The approval of such an arrangement shall be at the discretion of the school board and must meet all the following stipulations:

- a. The home school must become a member of the Minnesota State

High School League in accordance with the rules of the Minnesota State High School League.

- b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
  - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

**B. Transportation Services.**

1. The school district may provide nonpublic non-regular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion, control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

***Legal References:***

Minn. Stat. § 120A.22 - Compulsory Instruction  
Minn. Stat. § 120A.24 - Reporting  
Minn. Stat. § 120A.26 - Enforcement and Prosecution  
Minn. Stat. § 121A.15 - Health Standards; Immunizations; School Children  
Minn. Stat. § 123B.36 - Authorized Fees  
Minn. Stat. § 123B.41 - Definitions  
Minn. Stat. § 123B.42 - Textbooks, Individual Instruction or Cooperative Learning Material; Standard Tests  
Minn. Stat. § 123B.44 - Provision of Pupil Support Services  
Minn. Stat. § 123B.49 - Co-curricular and Extracurricular Activities  
Minn. Stat. 123B.86 - Equal Treatment – Transportation  
Minn. Stat. 123B.92 - Transportation Aid Entitlement  
Minn. Stat. § 124D.03 - Enrollment Options Program

Minn. Rules Chapter 3540 - Nonpublic Schools

***Cross References:*** Policy 509 - Enrollment of Nonresident Students  
Policy 510 - School Activities



## COPYRIGHT LAW

POLICY:	616.1
ADOPTED:	01/12/78
REVISED:	06/26/23

### I. Purpose

The purpose of this policy is to reflect in writing the Inver Grove Heights School District's commitment to follow federal copyright laws and provide parameters for employees and students.

### II. General Statement of Policy

It is the policy and practice of the Inver Grove Heights Community School District to adhere to the requirements of the United States Copyright Law (Title 17, United States Code, Section 101, et seq. and the Technology, Education and Copyright Harmonization Act Amendments of 2002) and the Digital Millennium Copyright Act of 1998.

- A. The school board of education prohibits employees and students from duplicating copyrighted materials not specifically allowed by:
- the copyright laws;
  - fair use guidelines;
  - licenses or contractual agreements;
  - other permissions.
- B. ~~A. (1) the copyright laws, (2) fair use guidelines, (3) licenses or contractual agreements, or (4) other permission.~~ Employees and students who violate the copyright law do so at their own risk and assume all liability for their actions. They may also be subject to disciplinary action or willful infringement of the law or for the unauthorized use of district equipment to duplicate copyrighted materials. ~~using district equipment for duplication that is prohibited.~~

### III. Definitions

“Copyright” means the exclusive legal right to reproduce, publish, and sell the matter and form of a literary, musical, or artistic work.

### IV. Responsibility

The district will establish and implement appropriate procedures, prepare and distribute copyright guidelines, and provide for resources to assure that all district personnel and students are advised of current copyright law interpretations so that they can perform their duties and complete their assignments within the intent of the law. Employees and students are to adhere to all provisions of Title 17 of the United States Code titled

“Copyrights” and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

**Legal Reference:** United States Copyright Act (Title 17 U.S.C. § 101 et seq.)  
TEACH Act of 2002 (Technology, Education and Copyright Harmonization Act)  
Digital Millennium Copyright Act (DMCA) of 1998  
~~P.L. 94-553 Federal Copyright Law of 1976 U.S. Code, Title 17 ¶¶  
and Digital Millennium Copyright Act of 1998~~

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**Cross Reference:** 409 Employee Publications, Instructional Materials, Inventions and Creations