

Adopted: 8-13-90

Revised: 10/20/08

DISTRICT POLICY NO. 10190

**ALBERT LEA AREA SCHOOLS
DISTRICT 241**

K-12 Student Field Trips (Major Magnitude)

OVERVIEW:

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

In general, plans should be developed which require a minimum loss of teacher/student school time. When possible, trips should be scheduled during vacation times, and should not exceed 10 days in total length.

Field trips of major magnitude may be undertaken only once every two (2) years by any specific group, team, or club unless there is School Board action to waive this guideline.

Participation in any trips should be voluntary; there should be no sanctions resulting from non-participation. All major magnitude trips shall be self-supporting.

DEFINITION:

MAJOR MAGNITUDE - A field trip will be regarded as "Major Magnitude" if it occurs during the school year or summer and either of the following conditions exist:

- A. the trip involves travel in excess of 500 miles from Albert Lea
- B. the trip involves overnight lodging of more than two nights

NOTE: This policy is not intended to include routinely scheduled district, region or state events, tournaments, or other regularly scheduled annual events.

GAINING APPROVAL:

- A. Any advisor who is contemplating a trip should first seek approval for planning from his/her building principal. After receiving approval or modification of the plan by the principal, the advisor and principal will discuss the proposal with the Superintendent. The Superintendent will either approve or disapprove the proposal. No formal

applications, publicity, fundraising or discussion with students should take place before completing this step.

- B. A formal trip proposal will be made to the School Board at least six months prior to the proposed trip. The proposal shall include the following:
1. How the trip is related to the activity
 2. Location to be visited, general itinerary, and number of school days involved
 3. Transportation plans
 4. Housing plans
 5. Probable number of students involved
 6. Approximate individual cost
 7. Plans for funding the trip, including a process for assisting families with financial needs, and how these plans are to be communicated with parents and students

The Board will either reject the proposal or approve the final planning of the trip as outlined in this policy under the supervision of the principal. Only after School Board approval may promotion and fundraising for the trip begin.

FINAL PLANNING:

Final planning by the advisor and principal will include the following:

1. Provide a day-by-day itinerary. Include specific schedule times and student activities for all time periods of the trip.
2. If a travel agency is involved, give the name, address, phone number and cost involved.
3. List the lodging site(s) name, address, phone numbers and cost of housing
4. List transportation company name, address, and phone numbers
5. List any admissions and fees
6. List specific fund-raisers, including company name and representative's phone number
7. Prepare fiscal accounting plans for revenue which is consistent with district accounting procedures
8. List the chaperones accompanying the trip. School District employees will accompany the trip as chaperones. Other adult delegations, approved by the group advisor and principal, may be selected to serve in the capacity as chaperones.
9. Assure that no other persons will be permitted to travel with the group other than:
 - students in the approved school group
 - chaperones
 - travel agents, tour guides or bus drivers providing service to the trip
10. Assure that if a child is released to their parents/guardians during the trip for other than medical reasons, that the child may not rejoin the trip.

PRE-DEPARTURE CHECK LIST:

- A. Prepare a final list of participants, chaperones, and advisors with their addresses, phone numbers and emergency/health information. Give a copy to the principal and Superintendent.
- B. Have on file, and take along on the trip, the following certificate for each participant:

CERTIFICATE OF INTEREST / PERMISSION / EMERGENCY RELEASE

To Group Advisor:

Having read the cover letters which outline the proposed Major Magnitude Trip, we are interested in and give permission for our child _____, to participate.

We realize that a possibility of injury or emergency may occurs during travel. If an injury occurs and we cannot be reached, we release our son/daughter to your care. We understand that there is no insurance coverage provided. If my child is sent home early for emergency or disciplinary reasons, we agree to reimburse the school district for all added expenses relative to that action.

Date

Parent or Guardian

Child's date of birth:

Parent's home address:

Parent's home phone:

Parent's work phone:

Private physician's name:

Physician's phone number:

Date of last tetanus booster:

Medical Insurance Co. and Policy Number:

Medications

Notarized statement from a non-traveling parent

If parents cannot be reached, contact:

Their phone number is:

Any allergies, known physical defects, etc. son/daughter has:

- C. Prepare a list of chaperones. There shall be one chaperone for each 25 students, except on Foreign trips, which shall require at least one chaperone per each 15 students.
- D. Suggest an appropriate amount of spending money per participant.

- E. If participating in meets or contests which require special sanctions, obtain any necessary approval in writing from the governing body - such as the Minnesota State High School League, for example.
- F. List a breakdown of financial responsibility
- G. Update/revise the itinerary/schedule of the trip.
- H. In printed information to parents and students, include the following statement on MEDICAL PROBLEMS: "Medical problems will be handled according to the group advisor's best judgment. If the problem seems serious enough, we will attempt to call the parents. If they cannot be reached, we will treat each child as we would our own. We will use the Certificate of Interest / Permission / Emergency Release as authorization of treatment."
- I. In printed information to parents and students, include the following statement on BEHAVIOR PROBLEMS: "All State High School League Rules as well as the policy and rules of the Albert Lea Area Schools are in effect as long as we are on the trip. Any serious infraction of these rules (particularly the use of tobacco, drugs, or alcohol) will not be tolerated. If such an infraction occurs:
 - 1. Parents will be notified as soon as possible
 - 2. The student and a chaperone will be sent home on the earliest form of public transportation at parent's expense
- J. In printed information to parents and students, include the following statement on EMERGENCY PROCEDURES:
 - 1. Immediate remedial action should be taken by the group advisor in the event of any emergency.
 - 2. School authorities such as the Principal, Director of Instruction or Superintendent should be notified by telephone of any such incident and consulted regarding possible action on the part of the group advisor.
 - 3. Parents and guardians of students involved should be notified as soon as possible by the group advisor or by local school authorities.
 - 4. Local school authorities and parents/guardians should be notified of subsequent actions taken by the group advisor.
 - 5. A final report regarding each individual incident must be filed in writing to the building principal with a copy to the Superintendent within ten (10) days of the return of the group.

AFTER THE TRIP:

- A. An informal report shall be made to the Superintendent and the Principal within seventy-two (72) hours after return to Albert Lea.

- B. A formal report of the trip shall be made by the group advisor at a regularly scheduled meeting of the School Board at the next convenient date following return.

FOREIGN TRIPS:

Foreign trips, in addition to the preceding guidelines, are subject to the following:

- A. Meet the medical requirements for exit and return to the United States
- B. Meet the medical requirements for entry and return from the foreign nations to be visited
- C. Obtain required passport/visa documents
- D. Secure appropriate foreign travel insurance (obtained by district).
- E. Duration of trips:
 - 1. North America - 14 days maximum
 - 2. Other nations - 21 days maximum
- F. Be aware and make parents and students aware of the severe peril of law violations in foreign nations, especially for drug offenses.