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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 Floodwood 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. (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. 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. (Minn. Stat. § 123B.36, Authorized Fees)

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.

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.
- 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 preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval 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. APPROVAL PROCESS FOR DOMESTIC OVERNIGHT TRIPS

Before any promotion of a domestic overnight trip takes place, a Field Trip Request must be submitted to the school principal for review and recommendation. After review, the trip advisor will submit the plan to the school board at least four (4) weeks prior to the trip, unless four weeks' notice is not possible (e.g., sectional or state tournament game), in which case the request will be submitted as soon as possible prior to the trip.

- A. The School Board will review the request and approve or deny it.
- B. Each overnight field trip request may be approved if the provisions of this regulation (and accompanying procedures) have been complied with and:
 - 1. It offers safe and meaningful experiences and value for participants;
 - 2. There are meaningful alternative learning opportunities available for non-participants, and
 - 3. Chaperone are available to attend within the guidelines presented in district handbooks, except when not feasible and as approved by the school board.
- C. Voluntary trips must be considered supplementary to the district educational program.

V. Approval Process for International Overnight Trips

Before any promotion of an international trip takes place, a letter of intent and a Field Trip Request must be submitted to the school principal for review and recommendation. After review, the trip advisor will submit the plan to the school board at least 6 months prior to the trip.

- A. At least 6 months prior to trip – Before any promotion of an international trip takes place, a Letter of Intent for International Field Trips must be approved.

1. The Letter of Intent shall first be submitted to the school principal for review and recommendation. After review, the trip advisor will submit the Letter of Intent with the principals recommendation to the school board at least six (6) months prior to the trip.
2. The School Board will review the Letter of Intent which shall approve or deny it.

B. Sections IV, B and C above shall also apply to international trips.

VI. INSURANCE

School-sponsored trips are automatically included in the district's liability insurance coverage. There may be coverage limitations or additional requirements for international trips.

VII. TRAVEL AGENCY REQUIREMENT FOR INTERNATIONAL TRIPS

Airfare, accommodations and planned itinerary events for school-sponsored international trips must be booked through a domestic and reputable travel agency, unless the uniqueness of the trip requires that arrangements for the trip be facilitated through the expertise of an agency or organization located in the destination country. Reputability may be evidenced by membership with the International Airlines Travel Agent Network or the American Society of Travel Agents, or by other means, such as proof of insurance and bonding. Any written agreement required by the travel agency must be approved by the district legal department prior to signature. To ensure timely legal review takes place, organizing staff must submit any written travel agency agreement to the relevant director as soon as possible, preferably with the Letter of Intent (if available at that time).

VIII. ~~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 (Cocurricular and Extracurricular Activities; Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)
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: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 423 (Employee – Student Relationships)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)