

# INDEPENDENT SCHOOL DISTRICT #877 POLICY

## Buffalo-Hanover-Montrose

**INDEX TITLE** Education Programs **SERIES NO.** 600

**POLICY TITLE** District Approved Activities/Field Trips **CODE NO.** 610  
Requiring Supervision **FORM REF.** 610

### I. PURPOSE

The purpose of this policy is to define the supplemental extra-curricular or co-curricular activities sponsored by the School District such as approved field trips for which the School District assumes supervisory responsibilities. All other activities are excluded from School District sponsorship and supervisory responsibility, no matter who may sponsor the activity, no matter where it is held, and no matter how it is promoted. This policy provides guidelines for student trips. This policy does not affect curricular related responsibilities of professional employees either within or outside of the basic school day.

### II. GENERAL STATEMENT OF POLICY

The school board recognizes and supports the value of School District sponsored activities including field trips as a complement of the regular curriculum. However, because of the limited resources of the School District, not all activities and field trips may receive School District sponsorship and resulting supervision.

Employees of the School District are prohibited from using School District time or resources to promote or otherwise engage in non-School District sponsored activities or field trips, except as provided in this policy. Employees may not use school related relationships with students, parents/custodians of students, or colleagues to private advantage.

Employees may not use School District time or resources except under the following four circumstances:

1. School District pre-approved field trips;
2. School District pre-approved activities;
3. Tutoring for private profit, if School District-established procedure is followed; and
4. Use of School District Facilities pursuant to Facility Use Application process.

### III. DEFINITIONS

- A. "School District resources" include but are not limited to School District time, facilities, directories or other data, clerical staff, office supplies, copying and scanning equipment, and telephone and Internet services.

- B. “School District time” refers to an employee’s duty time and professional responsibility beyond the basic duty day.

#### IV. SCHOOL DISTRICT PRE-APPROVED FIELD TRIPS

- A. Generally, the School Board expects 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.
- B. In order for a field trip to gain School District sponsorship, a field trip must have pre-approval pursuant to this section. School District sponsored field trips will be categorized within two general areas: (1) Instructional Trips, and (2) Optional Trips.

- 1. 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)

- 2. 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)

- a. Trips that involve one or more overnight stops fall into this category.
  - i. Trips may be instructional or optional, and must be requested well in advance of the planned activity.
  - ii. 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.
  - iii. Overnight co-curricular trips that entail one night, MSHSL regional or state competition do not need superintendent approval or school board communication.

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

C. Field Trip Regulations

1. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
2. 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), and permission slips/emergency information.
3. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
4. 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.
5. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  - a. 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 property registered and insured.
  - b. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section IV, C.5.a., if practicable. If preapproval by administration of the 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.

V. TUTORING BY SCHOOL DISTRICT EMPLOYEES

- A. Employees of the School District who wish to tutor District students for profit must comply with the following rules and procedures:
  - 1. All tutoring of students done by School District employees must occur during the employee's own time and outside the employee's duty day.
  - 2. Employees may not use School District time or resources to promote their private for profit tutoring, with the exception of using School District facilities where all provisions of Section VII below are met.
  - 3. In addition to the requirements set forth in Section VII, employees using School District facilities for private for profit tutoring must inform the parent/guardian of the tutored child that they should issue an IRS form 1099 for the compensation paid to the tutor.
- B. In no event shall private tutoring for profit by School District employees be considered a School District sponsored activity, regardless of whether the tutoring occurs in a School District facility.
- C. Professional employees have the ongoing responsibility outside of the student day to perform professional duties. This policy may not be construed to limit that professional responsibility.

## **VII. APPROVED USE OF SCHOOL DISTRICT FACILITIES BY SCHOOL DISTRICT EMPLOYEES**

- A. No School District employee may use School District facilities for non-School District sponsored activities absent School District approval of the employee's Facility Use Application.
- B. School District employees may use School District facilities for non-School District sponsored activities, including but not limited to private tutoring, provided the following procedure is followed:
  - 1. Employees seeking to use School District facilities for non-School District sponsored activities must complete a Facility Use Application form, and must abide by *all rules and regulations* associated with doing so, including but not limited to paying the facility use application fee, as well as the applicable Facility Use rate.
- C. The mere use of School District facilities pursuant to the Facility Use Application process does not render an activity School District sponsored.

## **VIII. ENFORCEMENT**

- A. Any School District employee in violation of this policy is subject to disciplinary action, including but not limited to, nonrenewal, suspension, termination, or discharged as deemed appropriate by the School Board.

**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 (8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

**Administrative Offices**  
**Buffalo, Minnesota 55313**

**DATE OF ADOPTION**      February 27, 2006

**DATE OF REVIEW**      September 23, 2013

**DATE OF APPROVAL**      October 28, 2013