

## **Policy Committee**

Monday, June 14, 2021 6:00 PM

Waconia City Hall, 201 S Vine Street, Waconia, MN 55387

### **1. 500 STUDENTS**

1.A. 511 Fundraising

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 511

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2003

## 511 STUDENT FUNDRAISING

### I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

### II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

### III. RESPONSIBILITY

- A. ~~It shall be the responsibility of the~~ The building administrators shall be responsible for ~~to~~ developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. ~~It shall be the responsibility of the~~ The superintendent shall be responsible for ~~to~~ providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

### IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and

scope of student fundraising activities approved pursuant to this policy.

***Legal References:*** Minn. Stat. § 120A.20 (Age Limitations; Pupils)  
Minn. Stat. § 123B.09, Subd. 8 (Duties)  
Minn. Stat. § 123B.36 (Authorized Fees)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)  
[MSBA/MASA Model Policy 713 \(Student Activity Accounting\)](#)

## **511 STUDENT FUNDRAISING**

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- A. It shall be the responsibility of the building administrators to develop recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved in advance by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. It shall be the responsibility of the superintendent to provide coordination of student fundraising throughout the school district as deemed appropriate.
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Minn. Stat. § 123B.36 (Authorized Fees)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)

Policy Adopted: May 14, 1973

Amended December 11, 1978 / August 10, 1981 / June 14, 1993 / February 13, 1995 / June 10, 1996 / November 10, 1997 / January 12, 2004 / January 14, 2010

Reviewed: December 2018

Independent School District No. 110

Waconia, Minnesota

2. **600 CURRICULUM**

2.A. 610 Fieldtrips

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 610

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2012

## 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 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 , assistant principal or special education director

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 which may include support from booster clubs or similar organizations

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 community education activities

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).

and are not considered part of a predetermined school district competition schedule

All extended trips are voluntary and participation or non-participation status may not influence grades, or future placement, treatment or opportunity for students.

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. ~~In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office and such use must be approved in accordance with Policy 710, Extracurricular Transportation.~~
- 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. 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 (8<sup>th</sup> Cir. 2003)

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

## **610 FIELD TRIPS AND STUDENT TRAVEL**

### **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. The school board also acknowledges and supports the efforts of booster clubs and similar organizations in providing extended travel opportunities for students. Student travel will be categorized within five general areas:

#### **A. Instructional Trips**

This category pertains to trips that take place during the school day, relate directly to a course of study, and require student participation. These trips shall be subject to the review and approval in writing of the building principal, assistant principal, or special education director, and shall be financed by school district funds within the constraints of the school building budget, which may include support from student tuition, or booster clubs or similar organizations (Minn. Stat. § 123B.37, Prohibited Fees). These trips are subject to District 110 Policy 707 - Student Transportation.

If overnight stays take place in this category the following guidelines apply:

1. Must be requested 9-12 months in advance, including a detailed request form with a tentative itinerary, which must be completed and approved by the building principal, assistant principal, or special education director.
2. A detailed final trip itinerary must be provided to the building principal, assistant principal, or special education director within 4 months of departure to obtain final approval. It will include appropriate detail while maintaining a degree of flexibility that allows slight modifications intended to enhance the quality of the trip, improve upon its organization, or allow for unforeseen changes of circumstance. The building principal, assistant principal, or special education director may modify approval timelines for contingencies or emergencies.
3. Medical emergency information for students and chaperones must be on file with the building principal or special education director and the trip organizer, and student medications must be administered according to Policy # 516 – Student Medication.
4. Parent/guardian authorization must be obtained for all travelers, including completion and submission of the Student Behavior Requirements form (see Appendix VIII).
5. All policies regarding chaperones should be followed (see item III - Chaperones, and Appendix VII - Field Trip and Travel Chaperone Agreement).

#### **B. Extra-Curricular Trips**

This category pertains to trips and/or travel in which students participate in a school district sponsored activity that has a pre-determined competition schedule set and approved by the district. This category does not include rotational trips (see section II, item C, Extended Trips, number 2) that are taken by the music or other departments.

If overnight stays take place in this category the following guidelines apply:

1. Must be requested 9-12 months in advance, including a detailed request form with a tentative itinerary, which must be completed and approved by the activities director, building principal, or assistant principal. It is expected that efforts will be made to schedule extra-curricular student trips during non-student school days. In the event that students will need to miss school days, the proposal must include the rationale for scheduling the trip at that time.
2. A detailed final trip itinerary must be provided to the activities director, building principal, or assistant principal within 4 months of departure to obtain final approval. It will include appropriate detail while maintaining a degree of flexibility that allows slight modifications intended to enhance the quality of the trip, improve upon its organization, or allow for unforeseen changes of circumstance. The activities director, building principal, or assistant principal may modify approval timelines for extra-curricular or athletic competitions, post-season events, or contingencies or emergencies.
3. If they are not already on file, medical emergency information for students and chaperones must be placed on file with the building principal and the trip organizer, and student medications must be administered according to Policy # 516 – Student Medication.
4. Parent/guardian authorization must be obtained for all travelers, including completion and submission of the Student Behavior Requirements form (see Appendix VIII).
5. All policies regarding chaperones should be followed (see item III - Chaperones, and Appendix VII - Field Trip and Travel Chaperone Agreement).

### C. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which may take place outside the regular school day. Examples of trips in this category involve student activities, clubs, summer activities, community education activities, and other special interest groups. These trips are subject to review and approval of the activities director, program advisor, and/or the school principal or assistant principal. Financial contributions by students may be requested, as well as support from booster clubs or similar organizations. A financial assistance or scholarship process will be established at each school building to assist students with their financial contribution to the supplemental trip. (Minn. Stat. § 123B.36, Authorized Fees.) These trips are subject to District 110 Policy 707 – Student Transportation.

1. Supplementary Trips that involve an overnight stay.
  - a. Supplementary trips that involve an overnight stay will be overseen by Community Education. This includes the promotion of the trip, fees collection, identification and background checks of chaperones, selection of and contracting with outside vendors and

transportation providers, oversight of passport and guardian permission procedures, gathering of participant medical information, etc.

b. Medical emergency information for students and chaperones must be on file with the building principal and/or Community Education and the trip organizer, and all student medications must be administered according to Policy # 516 – Student Medication.

- i. For students who must travel with medications, all medications must be kept in the original container and appropriately labeled for the student. If the student needs prescription medications while on the field trip, medication(s) must be appropriately labeled by a pharmacist in accordance with law. All medications will be administered in a manner consistent with instructions identified on the label.
- ii. All medications administered on the field-trip will be administered by a field-trip chaperone that has been designated and trained by health services staff. Designee will complete appropriate training for medication administration by district health services staff. Students may self-carry the following prescription medications (epi-pens, insulin, and inhalers) after completion of the *Authorization to Self-Carry Medications* Form (see Appendix X). *NOTE: ISD 110 will not provide any stock medications, in accordance with Minnesota Department of Health – Guidelines for Medication Administration in Schools.*
- iii. For students that require specialized medical procedure(s) during the field trip a health plan will be developed by the field-trip coordinator, parent/guardian, student and health services staff. All medical procedures performed during a field trip will be administered by a field-trip chaperone that has been designated and trained by health services staff. *Note: Parent/guardian must alert field-trip coordinator in advance of their student's specialized medical procedure(s). Adequate timing is needed (48 hours or more) to develop a health plan for the student during the field trip.*

c. Parent/guardian authorization must be obtained for all travelers, including completion and submission of the Student Behavior Requirements form (see Appendix VIII).

d. All policies regarding chaperones should be followed (see item III - Chaperones, and Appendix VII - Field Trip and Travel Chaperone Agreement).

e. Care should be taken to make sure that trips are competitively priced.

f. A financial and experiential report for supplementary trips will be made to the building administration or Community Education within 60 days after completion of the trip.

#### D. Extended Trips

This category pertains to trips that involve one or more overnight stays and are not considered part of a predetermined school district competition schedule (i.e., Extra-Curricular Trips).

1. All Extended Trips are voluntary and participation or non-participation status may not influence grades or future placement, treatment, or opportunities for students. An extended trip must be requested 9-12 months in advance, and a detailed request form, including a tentative itinerary and fundraising plan, must be completed and approved at each level: student/parent; Activities Director or principal/assistant principal; and superintendent. It is expected that efforts will be made to schedule extended student travel during non-student school days. In the event that students will need to miss school days, the proposal must include the rationale for scheduling the trip at that time. A detailed trip itinerary must be provided within 4 months of departure to obtain final approval by the school board. It will include appropriate detail while maintaining a degree of flexibility that allows slight modifications intended to enhance the quality of the trip, improve upon its organization, or allow for unforeseen changes of circumstance.

2. Extended trips which exceed the 600 mile radius (based on variation of MSHSL Bylaw 410.00 § 2A) will observe a rotational schedule to avoid overlapping extended trip costs. Exceptions can be made on an individual basis. Extended Trip organizers should take particular care to minimize trip costs whenever possible.

3. Extended Trips and supplementary trips that involve an overnight stay will be overseen by Community Education. This includes the promotion of the trip, fees collection, identification and background checks of chaperones, selection of and contracting with outside vendors and transportation providers, oversight of passport and guardian permission procedures, gathering of participant medical information, etc.

4. Medical emergency information for students and chaperones must be on file with the building principal and/or Community Education and the trip organizer, and all student medications must be administered according to Policy # 516 – Student Medication.

- c. For students who must travel with medications, all medications must be kept in the original container and appropriately labeled for the student. If the student needs prescription medications while on the field trip, medication(s) must be appropriately labeled by a pharmacist in accordance with law. All medications will be administered in a manner consistent with instructions identified on the label.
  - a. All medications administered on the field-trip will be administered by a field-trip chaperone that has been designated and trained by health services staff. Designee will complete appropriate training for medication administration by district health services staff. Students may self-carry the following prescription medications (epi-pens, insulin, and inhalers) after completion of the *Authorization to Self-Carry Medications* Form (see Appendix X).

*NOTE: ISD 110 will not provide any stock medications, in accordance with Minnesota Department of Health – Guidelines for Medication Administration in Schools.*

- d. For students that require specialized medical procedure(s) during the field trip a health plan will be developed by the field-trip coordinator, parent/guardian, student and health services staff. All medical procedures performed during a field trip will be administered by a field-trip chaperone that has been designated and trained by health services staff.
  - a. *Note: Parent/guardian must alert field-trip coordinator in advance of their student's specialized medical procedure(s). Adequate timing is needed (48 hours or more) to develop a health plan for the student during the field trip.*

5. Parent/guardian authorization must be obtained for all travelers, including completion and submission of the Student Behavior Requirements form (see Appendix VIII).

6. All policies regarding chaperones should be followed (see item III - Chaperones, and Appendix VII - Field Trip and Travel Chaperone Agreement).

7. Care should be taken to make sure that trips are competitively priced.

8. A financial and experiential report for extended trips will be made to the building administration or Community Education within 60 days after completion of the trip.

#### E. International Trips

This category pertains to any trip, which requires travel outside of the continental United States and/or requires travelers to carry a birth certificate or passport. All international trips must be requested in writing 18 months in advance of the trip. A fundraising plan proposal must be submitted with the tentative trip proposal. It is expected that efforts will be made to schedule international student travel during non-student school days. In the event that students will need to miss school days, the proposal must include the rationale for scheduling the trip at that time. A final detailed trip itinerary must be submitted in writing, and final written approval must be obtained from the activities director, building principal, superintendent, and school board at least 6 months prior to the trip. It will include appropriate detail while maintaining a degree of flexibility that allows slight modifications intended to enhance the quality of the trip, improve upon its organization, or allow for unforeseen changes of circumstance. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies. All International Trips will be overseen by Community Education via the same rules as those for Extended Trips.

2. International Trips are voluntary and participation or non-participation status may not influence grades or future placement, treatment, or opportunities for students.

3. Medical emergency information for students and chaperones must be on file with the building principal and/or Community Education and the trip organizer, and all student medications must be administered according to Policy # 516 – Student Medication.

e. For students who must travel with medications, all medications must be kept in the original container and appropriately labeled for the student. If the student needs prescription medications while on the field trip, medication(s) must be appropriately labeled by a pharmacist in accordance with law. All medications will be administered in a manner consistent with instructions identified on the label.

a. All medications administered on the field-trip will be administered by a field-trip chaperone that has been designated and trained by health services staff. Designee will complete appropriate training for medication administration by district health services staff. Students may self-carry the following prescription medications (epi-pens, insulin, and inhalers) after completion of the *Authorization to Self-Carry Medications* Form (see Appendix X).

*NOTE: ISD 110 will not provide any stock medications, in accordance with Minnesota Department of Health – Guidelines for Medication Administration in Schools.*

f. For students that require specialized medical procedure(s) during the field trip a health plan will be developed by the field-trip coordinator, parent/guardian, student and health services staff. All medical procedures performed during a field trip will be administered by a field-trip chaperone that has been designated and trained by health services staff.

- a. *Note: Parent/guardian must alert field-trip coordinator in advance of their student's specialized medical procedure(s). Adequate timing is needed (48 hours or more) to develop a health plan for the student during the field trip.*

4. Parents'/guardians' authorization must be obtained for all travelers, including completion and submission of the Student Behavior Requirements form (see Appendix VIII). Proof of necessary passports and/or birth certificate copies for all travelers must be obtained prior to departure.

5. All policies regarding chaperones should be followed (see item III - Chaperones, and Appendix VII - Field Trip and Travel Chaperone Agreement).

6. Care should be taken that all trips are competitively priced.

7. A financial and experiential report for international trips will be made to the building administration or Community Education within 60 days after completion of the trip.

### III. CHAPERONES

The number and gender of adult chaperones must be provided appropriate to the age and maturity level, gender, and needs of students. The ratio of at least one chaperone for every 12 students is recommended.

B. All chaperones for extended trips and international trips must sign a chaperone expectation form (see Appendix VII – Field Trip and Travel Chaperone Agreement) and undergo a District 110 background check either at their own expense or at the expense of the organization sponsoring the trip.

### IV. STUDENT CONDUCT

All students are subject to and the organizer is responsible for enforcing compliance with the District 110 Code of Ethics, Minnesota State High School League Student Code of Responsibilities, District 110 Policy 506 – Student Discipline, and the Student Behavior Requirements Form (see Appendix VIII). Any student who violates these guidelines while on the trip may be sent home from the trip at the parent's or guardian's expense.

### V. TRANSPORTATION

Transportation for all trips is subject to District 110 Policy 707 – Student Transportation. All air travel must be provided by a commercial airline.

### VI. NON-APPROVED TRIPS

A. Staff, booster clubs, or similar organizations entering into contracts or agreements with commercial agencies without formal district approval do so at their own risk. As such, any extended trip not approved by the district is considered a private venture. Prior to committing financial resources to a trip not sponsored by the district, participating students and parents must sign a release form indicating they understand the trip to be of a private nature and not sponsored, endorsed, or approved by the district (see Appendix IX).

B. Employees engaging in a private venture, cooperating with, receiving benefit from, or serving as agents for a commercial agency, shall not use school work time, materials or other district resources to promote, plan, organize, or recruit students for the non district-sponsored trip.

LEGAL REFERENCES:

Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities; Insurance)  
Minn. Stat. § 148.271 (Nurse Practice Act)  
*Sonkowsky v. Board of Educ. For Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)  
MSHSL Official Handbook, Beliefs  
MSHSL Official Handbook, Calendar of State Events  
MSHSL Bylaw 206.00 § 2  
MSHSL Bylaw 410.00 § 2A

CROSS REFERENCES:

Policy 412 (Expense Reimbursement)  
Policy 421 (Gifts to Employees)  
Policy 413 (Harassment and Violence Policy)  
Policy 418 (Drug-free Workplace/Drug-free School)  
Policy 419 (Tobacco Free Environment and Enforcement)  
Policy 423 (Employee-Student Relationships)  
Policy 433 (Volunteer Service in District 110)  
Policy 501 (School Weapons Policy)  
Policy 506 (Student Discipline)  
Policy 510 (School Activities)  
Policy 511 (Fundraising)  
Policy 514 (Bullying Prohibition Policy)  
Policy 516 (Student Medication)  
Policy 706 (Acceptance of Gifts)  
Policy 707 (Transportation of Public School Students)  
Policy 709 (Student Transportation Safety Policy)  
Policy 710 (Extracurricular Transportation)  
Policy 908 (District Acceptance and Use of Contributions from Individuals and Groups for Educational Program Support)  
Policy 911 (Booster Communications)  
District 110 Code of Ethics, District 110 Team/Parent Handbook, Policies/Guidelines

## APPENDIX I

### **610 FIELD TRIPS AND TRAVEL PROCEDURES FOR INSTRUCTIONAL AND EXTRA- CURRICULAR TRIPS**

#### **I. TENTATIVE TRIP PROPOSAL**

A. A tentative trip proposal is required for all instructional and extra-curricular trips. It is intended to provide the administration and school board with background information about the proposed trip. The tentative trip proposal should include the following information:

1. Name of the organizer
2. Destination
3. Purpose of the trip and its educational benefits
4. Trip dates, highlighting school days missed
5. Transportation arrangements
6. Lodging and meal arrangements
7. Budget, including estimated cost to each student and chaperone
8. Funding sources/proposed fundraising activities or events
9. Availability and type of financial assistance or scholarships
10. Number of student participants
11. Number of school staff chaperones
12. Number of non-staff adult chaperones
13. Provisions for obtaining necessary parent/guardian permissions for all travelers.

B. It is expected that efforts will be made to schedule student travel during non-student school days. In the event that students will need to miss school days, the proposal must include the rationale for scheduling the trip at that time.

#### **II. FINAL TRIP ITINERARY**

The final trip itinerary is required for all instructional and extra-curricular trips. It will include appropriate detail while maintaining a degree of flexibility that allows slight modifications intended to enhance the quality of the trip, improve upon its organization, or allow for unforeseen changes of circumstance. A final itinerary is intended to provide the administration with pertinent details about the trip. No instructional or extra-curricular trip will receive final approval without the submission of a final trip itinerary.

## APPENDIX II

### 610 FIELD TRIPS AND TRAVEL PROCEDURES FOR EXTENDED AND INTERNATIONAL TRIPS

#### I. TENTATIVE TRIP PROPOSAL

A. A tentative trip proposal is required for all extended and international trips. It is intended to provide the administration and school board with background information about the proposed trip. The tentative trip proposal should include the following information:

1. Name of the organizer
2. Destination
3. Purpose of the trip and its educational benefits
4. Trip dates, highlighting school days missed
5. Transportation arrangements
6. Lodging and meal arrangements
7. Budget, including estimated cost to each student and chaperone
8. Funding sources/proposed fundraising activities or events
9. Availability and type of financial assistance or scholarships
10. Number of student participants
11. Number of school staff chaperones
12. Number of non-staff adult chaperones
13. Provisions for obtaining necessary parent/guardian permissions for all travelers.
14. Provisions for obtaining necessary passports or copies of birth certificates for all international travelers.

B. It is expected that efforts will be made to schedule student travel during non-student school days. In the event that students will need to miss school days, the proposal must include the rationale for scheduling the trip at that time.

#### II. FINAL TRIP ITINERARY

The final trip itinerary is required for all extended and international trips. It will include appropriate detail while maintaining a degree of flexibility that allows slight modifications intended to enhance the quality of the trip, improve upon its organization, or allow for unforeseen changes of circumstance. A final itinerary is intended to provide the administration and school board with pertinent details about the trip. No extended or international trip will receive final approval without the submission of a final trip itinerary.

#### III. POST-TRIP REPORTING

A financial and experiential report for extended and international trips will be made to the building administration and/or Community Education within 60 days after completion of the trip.

APPENDIX III

INSTRUCTIONAL FIELD TRIP AND TRAVEL/  
EXTRA-CURRICULAR FIELD TRIP AND TRAVEL  
APPLICATION FOR PRELIMINARY APPROVAL

*Must submit to applicable building principal, assistant principal, special education director, or activities director 9-12 months prior to travel*

School \_\_\_\_\_

Group/Class \_\_\_\_\_

Organizer submitting request \_\_\_\_\_

# of students \_\_\_\_\_ # of school personnel \_\_\_\_\_ # of chaperones \_\_\_\_\_

Destination \_\_\_\_\_

Mode(s) of transportation \_\_\_\_\_

Miles round trip \_\_\_\_\_

Educational objective or benefit \_\_\_\_\_

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Lodging and meal arrangements

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TIME

Dates of the trip \_\_\_\_\_

Days absent: When school is in session \_\_\_\_\_ Non-school days \_\_\_\_\_

COST

Total estimated cost per student/chaperone \$ \_\_\_\_\_

*Funding breakdown:*

Student/chaperone \$ \_\_\_\_\_ District \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

PRELIMINARY APPROVAL REQUIRED SIGNATURES

Building administration \_\_\_\_\_ Date \_\_\_\_\_

cc: Health Services

APPENDIX IV

**EXTENDED FIELD TRIP AND TRAVEL/INTERNATIONAL TRAVEL  
APPLICATION FOR PRELIMINARY APPROVAL**

***Must submit to applicable building principal, activities director, and superintendent  
9 months prior to extended travel, and  
18 months prior to international travel***

School \_\_\_\_\_

Group/Class \_\_\_\_\_

Organizer submitting request \_\_\_\_\_

# of students \_\_\_\_\_ # of school personnel \_\_\_\_\_ # of chaperones \_\_\_\_\_

Destination \_\_\_\_\_

Mode(s) of transportation \_\_\_\_\_

Miles round trip \_\_\_\_\_

Educational objective or benefit \_\_\_\_\_

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Lodging and meal arrangements

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TIME**

Dates of the trip \_\_\_\_\_

Days absent: When school is in session \_\_\_\_\_ Non-school days \_\_\_\_\_

**COST**

Total estimated cost per student/chaperone \$ \_\_\_\_\_

*Funding breakdown:*

Student/chaperone \$ \_\_\_\_\_ District \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

**PRELIMINARY APPROVAL REQUIRED SIGNATURES**

Building administration \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Community Education Director \_\_\_\_\_ Date \_\_\_\_\_

cc: Health Services

**APPENDIX V  
INSTRUCTIONAL FIELD TRIP AND TRAVEL/  
EXTRA-CURRICULAR FIELD TRIP AND TRAVEL  
APPLICATION FOR FINAL APPROVAL**

*Must submit to applicable building principal, assistant principal, special education director,  
or activities director within 4 months prior to departure*

School \_\_\_\_\_ Group \_\_\_\_\_

Organizer submitting request \_\_\_\_\_

# of students \_\_\_\_\_ # of school personnel \_\_\_\_\_ # chaperones \_\_\_\_\_

Destination \_\_\_\_\_

Educational objective or benefit \_\_\_\_\_

Name of travel agency, if applicable: \_\_\_\_\_

**TIME**

LEAVE: Date: \_\_\_\_\_ Time: \_\_\_\_\_ RETURN: Date: \_\_\_\_\_ Time: \_\_\_\_\_

TIME ABSENT: School days: \_\_\_\_\_ Non-school days \_\_\_\_\_

**HEALTH AND SAFETY**

- Have reasonable accommodations been made for travelers with disabilities? Y or N
- Is special insurance protection offered for students? Y or N  
For adults? Y or N
- Have all necessary contact information and health-related forms been received from participants?  
Y or N Submitted to administration? Y or N
- Do you have at least one chaperone for every 12 students? Y or N  
If less than one chaperone per 12 students, how many? \_\_\_\_\_
- Have you obtained proof that all participants have appropriate identification necessary to the trip?  
Y or N
- Have all chaperones completed:  
District 110 criminal background checks Y or N  
Signed chaperone agreements? Y or N
- Who has signed off on discussing student conduct policies with students?  
\_\_\_\_\_
- What emergency procedures are in place? Please give an assessment of medical or emergency  
personnel and facilities available, and procedures to follow if student(s) become lost or separated  
from the group. *Attach information to this application.*

**TRANSPORTATION**

Mode(s) and name(s) of carrier(s): \_\_\_\_\_

Lodging arrangements, where applicable, with dates:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Meal arrangements: \_\_\_\_\_ # included w/trip \_\_\_\_\_ # not included

**COST ESTIMATE PER STUDENT/CHAPERONE**

TOTAL: \$ \_\_\_\_\_ Expenses paid by traveler: \$ \_\_\_\_\_

Transportation: \$ \_\_\_\_\_ Expenses paid by district: \$ \_\_\_\_\_

Meals: \$ \_\_\_\_\_ Expenses paid by other means: \$ \_\_\_\_\_

Lodging: \$ \_\_\_\_\_ Explain financial assistance or scholarships for

Other: \$ \_\_\_\_\_ instances of financial need: \_\_\_\_\_

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**FINAL APPROVAL**

Required signatures:

Building Administration: \_\_\_\_\_ Date: \_\_\_\_\_

*Distribution: Signed original to building, signed copies to organizer and school office.*

cc: Health Services

**APPENDIX VI**

**EXTENDED FIELD TRIP AND TRAVEL/  
INTERNATIONAL FIELD TRIP AND TRAVEL  
APPLICATION FOR FINAL APPROVAL**

***Must submit to applicable building principal, activities director, and superintendent  
within 4 months of departure for extended trips,  
within 6 months of departure for international travel***

School \_\_\_\_\_ Group \_\_\_\_\_

Organizer submitting request \_\_\_\_\_

# of students \_\_\_\_\_ # of school personnel \_\_\_\_\_ # chaperones \_\_\_\_\_

Destination \_\_\_\_\_

Educational objective or benefit \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of travel agency, if applicable: \_\_\_\_\_

**TIME**

LEAVE: Date: \_\_\_\_\_ Time: \_\_\_\_\_ RETURN: Date: \_\_\_\_\_ Time: \_\_\_\_\_

TIME ABSENT: School days: \_\_\_\_\_ Non-school days \_\_\_\_\_

**HEALTH AND SAFETY**

- Have reasonable accommodations been made for travelers with disabilities? Y or N
- Is special insurance protection offered for students? Y or N  
For adults? Y or N
- Have all necessary contact information and health-related forms been received from participants? Y or N Submitted to administration? Y or N
- Do you have at least one chaperone for every 12 students? Y or N  
If less than one chaperone per 12 students, how many? \_\_\_\_\_
- Have you obtained proof that all participants have appropriate identification necessary to the trip? Y or N
- Have all chaperones completed:  
District 110 criminal background checks Y or N  
Signed chaperone agreements? Y or N
- Who has signed off on discussing student conduct policies with students?  
\_\_\_\_\_
- What emergency procedures are in place? Please give an assessment of medical or emergency personnel and facilities available, and procedures to follow if student(s) become lost or separated from the group. *Attach information to this application.*

**TRANSPORTATION**

Mode(s) and name(s) of carrier(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lodging arrangements, with dates:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meal arrangements: \_\_\_\_\_ # included w/trip \_\_\_\_\_ # not included

**COST ESTIMATE PER STUDENT/CHAPERONE**

TOTAL: \$ \_\_\_\_\_ Expenses paid by traveler: \$ \_\_\_\_\_

Transportation: \$ \_\_\_\_\_ Expenses paid by district: \$ \_\_\_\_\_

Meals: \$ \_\_\_\_\_ Expenses paid by other means: \$ \_\_\_\_\_

Lodging: \$ \_\_\_\_\_ Explain financial assistance or scholarships for

Other: \$ \_\_\_\_\_ instances of financial need: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINAL APPROVAL**

Required signatures:

Building Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Community Education Director (if Community Ed oversees planning of trip):  
\_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

School Board approval date: \_\_\_\_\_

*Distribution: Signed original to building administration or Community Education, signed copies to organizer and school office.*

cc: Health Services

APPENDIX VII

FIELD TRIP AND TRAVEL CHAPERONE AGREEMENT

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_

EMAIL \_\_\_\_\_

The following guidelines are designed to help volunteers understand their responsibilities while performing within the course and scope of a volunteer chaperone position. Volunteer chaperones are expected to abide by all Waconia Public Schools' and Minnesota State High School League policies. This agreement is effective for the \_\_\_\_\_ school year and may be used for multiple events. The goal of Waconia Public Schools is to provide a safe, fun, and positive experience for both youth and adults. As an adult chaperone, you play a valuable role in attaining this goal. Please read through this code of conduct and sign below.

As an adult chaperone, you agree to:

1. Complete the background check required by the district at your own expense.
2. Have a valid driver's license and carry proof of automobile liability insurance, if you use a motor vehicle to transport yourself and others. Also, ensure that all passengers use seatbelts.
3. Not possess or use any alcohol, illegal drugs, or tobacco products while involved in any Waconia Public Schools' meeting or activity.
4. Not leave the premises of the event without the approval of the organizer of the field trip or travel event when chaperoning students.
5. Represent Waconia Public Schools well by conducting yourself courteously in manner and language, exhibiting good sportsmanship, serving as a positive role model to youth and adults, by using reasonable conflict resolution skills, and by refraining from inappropriate physical contact with students.
6. Abide by all applicable Waconia Public Schools' rules, policies, and guidelines.
7. Accept supervision and support from the field trip organizer or designated activity volunteer leader.
8. Accept the responsibility to promote and support the vision, mission, and values of Waconia Public Schools.
9. Ensure that students follow the guidelines and participate appropriately in all activities and travel.
10. Immediately inform the field trip or travel event organizer of any violations of district policies so that he/she can respond appropriately.
11. Participate in activities to the best of your ability, and with a cheerful attitude.
12. Respect the privacy of students, staff, and other volunteers at all times, and abide by Waconia Public Schools' confidentiality and data privacy rules.

I have read this document. I understand its contents and agree to its terms. I also understand that if I do not follow this code of conduct, my participation in Waconia Public Schools-sponsored activities for this and the future school year will be terminated.

Chaperone's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this document to the trip organizer or designee immediately upon receipt. Failure to return a signed copy of this document will result in a potential chaperone's exclusion from Waconia Public Schools' field trips and other student travel activities.*

cc: Health Services

## APPENDIX VIII

### Waconia School District #110 Field Trip and Travel STUDENT BEHAVIOR REQUIREMENTS

Parents and students must read the following expectations for student behavior below and sign your name where requested. Your signature indicates that you have read and agree to follow these rules while you are participating in this field trip or extended travel.

1. A student shall not: use any beverage containing alcohol; use tobacco; use or consume, have in their possession, buy, sell, or give away any controlled substance, including alcohol and illegal or prescription drugs; possess any weapon in violation of School Weapons Policy #501.
2. A student will not violate the sexual harassment policy of District #110, which prohibits unwanted speech or physical contact of a sexual nature.
3. A student may not leave the group individually. Any small group activities must be arranged with and approved by a teacher/advisor, and a teacher/advisor or chaperone must accompany any sub group. Students shall remain mindful and respectful of their own personal safety and well-being, and the safety and well-being of others, at all times.
4. On overnight trips, students must stay in their assigned hotel room/quarters and not switch rooms. Further, once bed checks have been completed, students may not leave their assigned quarters. At lights out time, students will refrain from loud or other behavior that disrupts the sleep or comfort of others.
5. Students may not enter or ride in any unapproved motorized vehicle (car, scooter, motorbike, boat, train, airplane). The only approved vehicles are those arranged by a teacher/advisor or vehicles of public transportation.
6. Students are expected to show respect to and follow the directions of teachers/advisors and chaperones at all times. Students are expected to show respect to their fellow students and other people they may encounter during the field trip/extended travel. Disrespectful or inappropriate language or behavior will not be tolerated.
7. Respect for the property of others is expected. Theft, borrowing items without prior permission, vandalism, and any other illegal or improper acts will not be tolerated.
8. This field trip/extended travel is an extension of school programs and all school rules and regulations, even those not included in this listing, will apply.
9. Students are expected to conduct themselves in a manner that reflects positively on themselves, their families, their school, and their community.
10. Students who disregard any of these requirements may be removed from the group for the duration of the field trip/extended travel and/or be returned home at the expense of the student's parent/guardian.

#### STUDENT SIGNATURE:

I, the undersigned, have read, understand, and agree to abide by all of the above behavioral requirements during the \_\_\_\_\_ field trip/extended travel. I understand that my parent/guardian may be responsible for paying all expenses related to sending me home from trips for disciplinary reasons.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PARENT/GUARDIAN SIGNATURE:

I, the undersigned, have read and understand the behavior requirements during the \_\_\_\_\_ field trip/extended travel and that I may be responsible for paying all expenses related to sending the student home from trips for disciplinary reasons.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this form to the trip organizer or designee immediately upon receipt. Failure to return a fully signed copy of this document will result in exclusion from the above-named field trip or extended travel event.*

**APPENDIX IX**

**NON DISTRICT-SPONSORED FIELD TRIP AND TRAVEL  
PARENT/GUARDIAN RECOGNITION AND DISCLAIMER**

As the parent or guardian of a district student, I grant permission for him/her to participate in the non district-sponsored trip, as described here:

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The dates of this non district-sponsored trip are from:

\_\_\_\_\_ to \_\_\_\_\_  
month/day/year month/day/year

By my signature below, I understand this non district-sponsored trip is not sponsored by, endorsed by, or organized by Waconia Public Schools, Independent District No. 110. This disclaimer is in accordance with School Board Policy 610 – Field Trips.

The district assumes no responsibility for this non district-sponsored trip nor its students when participating in this trip. Any student absence due to participation in a non district-sponsored trip may be considered unexcused by the district. Students are advised to consult their teachers and District Policy 503 – Student Attendance for making up any missed schoolwork. All correspondence and correspondence regarding this trip should be directed to the trip organizer or sponsor.

By my signature below, I, on behalf of the district student named below, waive all rights and release all claims against the district which may arise from the non district-sponsored trip described above. I have read this form in its entirety and understand its contents and terms.

Name of Student: \_\_\_\_\_

Name of Parent(s)/Guardian(s): \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature

APPENDIX X



**Parent Request for Medication Administration and Physician Order**

Parents of students requesting that medication be administered during school hours must provide for the school:

- Medication in an appropriately labeled container, over the counter medications must be in original container and prescription medications in a prescription bottle.
- Parent/guardian signature.
- A physician signature for prescription medications. *Note: health services recommends a physician signature for non-prescription medications.*

Ask for prescription medications to be divided into two bottles completely labeled – one for home and one for school. Only when a medication is prescribed to be taken during school hours will a student be given medication at school.

*Please review the "District 110 Medication Information" on the back of this form.*

**Student Name:**\_\_\_\_\_ **Birth date:**\_\_\_\_\_ **School:**\_\_\_\_\_ **Gr:**\_\_\_\_\_

**Medication:**\_\_\_\_\_ **Route:** Oral \_ Inhaled\_ Topical\_ Other\_\_\_\_\_

**Dosage:**\_\_\_\_\_ **Time Given:**\_\_\_\_\_

**Treatment Of:**\_\_\_\_\_ **Number of tablets sent to school:**\_\_\_\_\_

**Possible Side Effects:**\_\_\_\_\_

**Special Instructions:**\_\_\_\_\_ **End Date/Number of days given:**\_\_\_\_\_

**Allergies:**\_\_\_\_\_

I request that this medication be given as indicated above. I understand that administration of medication will not necessarily be done by a Licensed School Nurse or Health Associate, but may be provided by a designated trained school employee. Also, if necessary, the school may request additional information from the physician regarding this illness or medication.

*Sign form below and return it with the medication to the school health office.*

**PARENT/GUARDIAN SIGNATURE:**\_\_\_\_\_

**Date:**\_\_\_\_\_ **Daytime Phone:**\_\_\_\_\_

**PHYSICIAN SIGNATURE:**\_\_\_\_\_

**Print Physician Name:**\_\_\_\_\_ **Phone/Fax:**\_\_\_\_\_

**Below line for School Health Office Use only:**

Date/Time Dose/Initials	Date/Time Dose/Initials	Date/Time Dose/Initials	Date/Time Dose/Initials	Administrator Signature

Waconia High School Cynthia Van Kirk, LSN Jodi Anderson, RN PH: (952)442-0674 Fax: (952)442-0679	Clearwater Middle School Vicki Sorensen, LPN PH: (952)442-0654 Fax: (952)442-0659	Southview Elementary Whitney Thulin, LPN PH: (952)442-0623 Fax: (952)442-0629	Bayview Elementary Amy Johnson, LPN PH: (952)442-063 Fax: (952)442-0609
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**DISTRICT 110 – Schools Medication Information**

District 110 acknowledges that some students may require prescribed and over the counter medications during the school day to function as near to their potential as possible. For more information please refer to ISD 110 student medication policy #516. The school district’s licensed school nurse, health associate, or other designated trained school employee will administer prescribed medications under these conditions:

- **Prescription and non-prescription medication requires a completed signed authorization form from the student’s parent/guardian. For prescription medications a physician is required,** for non-prescription/over the counter medications health services recommends a physician signature. The school district may rely on an oral request to administer medication for up to two days until written authorization is received. It is to include:
  - Student name
  - Name of medication
  - Time of administration
  - Possible side effects
  - Dosage and route of administration
  - Termination date of administration
  - Reason for medication
  - Number of tablets sent to school

This authorization can be faxed to the health office of your child’s school.  
**Fax Numbers: High School (952)442-0679, Clearwater Middle School (952)442-0659,  
 Southview Elementary (952)442-0629, Bayview Elementary (952)442-0609**

- **Prescription or non-prescription medication must be in the prescription or over-the-counter labeled container.** The pharmacy will divide medication for home and school into two bottles with proper labels.

- **Parent/Guardian will notify the Health Office of any changes in medication or if it is discontinued.** A written script from the physician will be needed for any changes. This can also be faxed to the appropriate school.
- **The school WILL NOT provide any medications including Aspirin, Tylenol, Ibuprofen, cough drops, Bacitracin (Neosporin), etc., in accordance with Minnesota Department of Health guidelines.**
- **Students will not be allowed to self-administer or carry medications with them unless an exception is made, and a written plan is agreed upon between the licensed school nurse, health associate, parent and physician (if necessary).**
- **District 110 will not administer any “dietary supplements”, herb products, or any other products not regulated by the Food and Drug Administration.** The quality and quantity of their products are free from the scrutiny of a regulatory agency. The labels also do not indicate the action, recommended dosage for age, side effects, interactions, adverse reactions and contraindications.
- Due to the number of students requiring medication to be given at school and out of concern for the safety and well-being of all of our students, District 110 Health Services will follow these guidelines regarding the following medications:
  - Central Nervous System Stimulants (Ritalin, Adderall, Concerta, Focalin, Strattera, etc.)
  - Antipsychotics (Abilify, Risperdal, Haldol, Lithium, etc.)
  - Antidepressants (Lexapro, Paxil, Effexor, Prozac, Cymbalta, Zoloft, Wellbutin, Celexa, etc.)

**The parent/guardian is to choose ONE of the following options:**

1. An adult will hand carry the medication to the school health office.
2. An adult will call the student’s school health office to alert the School Nurse or Health Associate of the number of tablets that were sent to school with student.

Health Services will count the number of tablets received, store them in a locked cabinet, and administer the correct dosage to the student at the time noted on the, “*Medication Administration and Physician Order*”, sheet.



Please complete reverse side



**To be completed by Student**

**I agree to:**

- Follow my health care provider's orders and Emergency Care Plan
- Refill my prescriptions before they expire (or remind my parent/guardian to do so)
- Use correct medication administration technique (demonstrate to nurse)
  - Not allow anyone else to use my medication
  - Keep a current supply of my medication, located: \_\_\_\_\_
- Check-in with the school nurse: \_\_\_\_\_ weekly \_\_\_\_\_ monthly \_\_\_\_\_ other
- Notify the school nurse or \_\_\_\_\_ under the following circumstances
  - Questions or concerns regarding medication
  - If I have any symptoms of an allergic reaction

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**To be completed by Licensed School Nurse/Health Associate**

- This student has demonstrated mastery related to his/her medication and self-carrying skills
- This student needs reinforcement of his/her medication and self carrying-skills
- This student may self-carry/self-administer and should check in with Health Services  
\_\_\_\_\_ weekly \_\_\_\_\_ monthly \_\_\_\_\_ daily other \_\_\_\_\_

\_\_\_\_\_  
Signature of Licensed School Nurse/Health Associate

\_\_\_\_\_  
Date

*NOTE: Health Services will assess the student's competencies to self-carry and/or self-administer medication and if there are concerns, will contact the health care provider and parent to discuss further options. If agreement is not reached, the parents may contact the Superintendent of Schools. Permission for self-carry/self-administration may be suspended if the student is unable to follow the above procedure. If there is a disagreement concerning this procedure, the Superintendent of Schools should be contacted.*

**RETURN TO APPROPRIATE HEALTH OFFICE:**

**High School**

Cindy Van Kirk, LSN  
Jodi Anderson, RN  
Ph: 952.442.0674  
Fax: 952.442.0679

**Clearwater Middle**

Vicki Sorensen, LPN  
Ph: 952.442.0654  
Fax: 952.442.0659

**Southview Elem.**

Whitney Thulin, LPN  
Ph: 952.442.0623  
Fax: 952.442.0629

**Bayview Elem.**

Amy Johnson, LPN  
Ph: 952.442.0630  
Fax: 952.442.0609

3. **700 NON-INSTRUCTIONAL OPERATIONS**

3.A. 713 Student Activity Accounting

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 713

Orig. 2004

Revised: \_\_\_\_\_

Rev. 2019

## 713 STUDENT ACTIVITY ACCOUNTING

### I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

### II. GENERAL STATEMENT OF POLICY

#### A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

*[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 2, to take charge of and control over all cocurricular activities, including all money received for such activities.]*

#### B. Extracurricular Activities

##### *[Options 1 and 2]*

The school board shall ~~take charge of, control over, and account for~~ or ~~review and account for~~ take charge of and control over all student activity accounting that relates to extracurricular activities.

*[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 4, to take charge of and control over all extracurricular activities, including all money received for such activities.]*

~~or~~

##### *[Option 3]*

~~1. The school board shall take charge of, control over, and account for the following student extracurricular activities:~~

~~a. Any student extracurricular activity related to a contract which must be ratified by the school board or its designee *[Note: The*~~

~~school board must take charge of, control over, and approve all contracts entered into for the purchase of items related to an extracurricular activity (i.e., contracts for the purchase of items for a fundraising event.);~~

b. ~~Student activities or transactions that have a fee which the school district is statutorily authorized to charge [Note: The school board may, but is not required to, take charge of and control over these activities or transactions.];~~

e. ~~Student activities or transactions that have a taxable sale related to them [Note: The school board may, but is not required to, take charge of and control over these activities or transactions.];~~

d. ~~All student class activity accounts of graduated classes where a residual balance remains in the account at the start of the school year following graduation;~~

e. ~~[The school board may take control over a student activity it otherwise is not required to control. All other extracurricular activities over which the school board chooses to take control, such as class activity funds, should be listed in this section.]~~

2. ~~The school board shall review and account for the following student extracurricular activities:~~

~~[List extracurricular activities over which the school board will review and account; i.e., class activity funds.]~~

~~[A school board may, but is not required to, take charge of and control over extracurricular activities in accordance with Minn. Stat. § 123B.49, Subd. 4. Board control includes powers and responsibilities, such as: board approval of a budget; receipt, review, and approval of revenue; and preparation of expenditure reports. If the school board takes charge of and control over extracurricular activities, any or all costs of these activities may be provided from school revenues and all revenues and expenditures must be recorded in the same manner as other revenues and expenditures of the school district in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS).]~~

~~To the extent a school board does not take control over such activities, these activities must be self-sustaining with all expenses (except direct salary costs and indirect costs of the use of school facilities) met by dues, admissions, or other student fundraising events. Extracurricular activities which are not under school board control still may be directed by the school board, but the fiscal transactions for such activities may only be presented to the school board for review and receipt, not approval. Accordingly, the school board may take charge of all~~

~~extracurricular activities (Option 1), no extracurricular activities (Option 2), or may choose to take charge of and control over some extracurricular activities (which are not required to be under its control, such as activities which are not related to a graduation requirement or credit or a board-ratified contract) and only review and account for other extracurricular activities (Option 3).]~~

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

### III. DEFINITIONS

A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS), ~~the Manual for Activity Fund Accounting (MAFA) to the extent applicable,~~ and school district policies and procedures.

B. Extracurricular Activities

~~1. Extracurricular Activities Under Board Control~~

- ~~a~~1. Any and all costs of extracurricular activities ~~under board control~~ may be provided from school revenues.
- ~~b~~2. All money received or expended for extracurricular activities ~~under board control~~ shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
- ~~e~~3. The treasurer shall account for all revenues and expenditures related to extracurricular activities ~~under board control~~ in accordance with UFARS ~~and MAFA~~ and school district policies and procedures. ~~[Note: UFARS is~~

~~required to be used when transactions of an activity are under school board control in accordance with Minn. Stat. §§ 123B.49 and 123B.77.]~~

~~2. Extracurricular Activities Not Under Board Control~~

~~a. All extracurricular activities not under board control shall be self-sustaining with all expenses, except direct salary costs and indirect costs of the use of school facilities, met by dues, admissions, or other student fundraising events. The general fund shall reflect only those salaries directly related to and readily identified with the activity and paid by public funds.~~

~~b. Revenues and expenditures for extracurricular activities not under board control shall be recorded and be managed according to MAFA and shall be reviewed for compliance with and accepted by the school board in accordance with school district policies and procedures. [Note: MAFA is required to be used when transactions of an extracurricular activity are not under school board control in accordance with Minn. Stat. § 123B.49, Subd. 4(e).]~~

~~e4.~~ All student activity funds will be collected and expended:

~~(1)a.~~ in compliance with school district policies and procedures;

~~(2)b.~~ under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;

~~(3)c.~~ in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;

~~(4)d.~~ for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and

~~(5)e.~~ in a manner which meets a public purpose.

~~d5.~~ Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will ~~be removed from the terminated student activity account and deposited into~~ remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

~~*[Note: The school board may take control over residual funds from a graduating class activity account only if it has taken board control over such activities and transactions. The school board then has authority to transfer these terminated accounts to its general fund. The school district may then transfer this money from its general fund to those extracurricular activities over which the board has taken control in accordance with Section IV.B.1.a., above. Unless the school board has taken class activity accounts under its control, it would not be authorized to transfer funds from a graduating class activity account to an existing class activity fund for another class. If the school board has not taken control over these accounts, however, the principal and student representatives of the class may choose to transfer residual accounts to another existing class activity account prior to graduation.]*~~

## V. DEMONSTRATION OF ACCOUNTABILITY

### ~~A.~~ Semi Annual Activity Fund Reports

~~The school board shall appoint a Student Finance Advisory Committee at the commencement of each school year. The Committee will review all new student activity funds and continuing student activity funds for conformity with state law, MAFA requirements, and school district policies and procedures. The Committee will provide the school board with a summary accounting of student activity accounts at least semi-annually, including a report on transactions within each account of the student activity funds. The Committee will make recommendations to the school board on any recommended internal controls regarding student activity funds.~~

~~*[Note: MAFA recommends that the school board conduct periodic reviews of student activity funds for conformity with state law, MAFA requirements, and school district policies and procedures. The manner in which such reviews are conducted is in the discretion of the school board. The foregoing procedure is the practice suggested by MAFA. It could also be done by a different standing or special committee appointed by the school board.]*~~

### ~~B.A.~~ Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

### ~~C.B.~~ Fundraiser Report

The ~~Committee~~ administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

*[Note: ~~MAFA recommends that the~~ The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board. ~~The foregoing procedure is the practice suggested by MAFA.~~]*

**Legal References:** Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)  
Minn. Stat. § 123B.35 (General Policy)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.38 (Hearing)  
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)  
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)  
*Visina v. Freeman*, 252 Minn. 177, 89 N.W.2d 635 (1958)  
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

**Cross References:** Uniform Financial Accounting and Reporting Standards (UFARS)  
~~Manual for Activity Fund Accounting (MAFA)~~  
MSBA/MASA Model Policy 510 (School Activities)  
MSBA/MASA Model Policy 511 (Student Fundraising)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA/MASA Model Policy 703 (Annual Audit)  
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

4. **900 COMMUNITY**

4.A. 910 Admission to Extra Curricular Events

## ADMISSION TO EXTRA CURRICULAR EVENT 910

School District 110 recognizes that community attendance at extra curricular events enhances the event for the participants as well as strengthens community/school partnerships. Admission fees will be charged at extra curricular events to ~~pay for~~ **offset** the cost of ~~the events~~ and ~~offset~~ extra curricular programming.

### I. ESTABLISHING PRICES

Annually, the school district will establish prices for extra curricular events. These prices will be comparable to neighboring and conference schools.

### II. CLASSIFICATION

The following classifications will be used when charging admission to extra curricular events:

A. Adults- individuals no longer high school students

B. **Seniors - individuals 60 years of age and older**

C. Students - all individuals attending a kindergarten through grade 12 school.

D. Preschool - all individuals who have yet to enter kindergarten. Preschool children are admitted free with the accompaniment of an adult.

### III. ADMISSION

A. Adult Activity **Passes** - **Pass** for one adult to all **regular season** District 110 extra curricular events during a school year (**excludes special events and post season competition**). Activity tickets are sold **online and** in the extra curricular office.

B. Student Activity **Passes** - **Pass** for one student for all **regular season** District 110 extra curricular events during a school year (**excludes special events and post season competition**). Activity tickets are sold **online and** in the extra curricular office.

C. Senior Adult **Passes** - individuals 60 years of age and older may apply, in writing, for a courtesy activity **pass** to home ~~extra-curricular~~ **regular season** events (**excludes special events and post season competition**). The courtesy

activity **pass** will admit one senior citizen and is a lifetime pass.

D. Lost Activity **Passes** - Any lost activity **pass** will be replaced at the full original price. ~~All activity tickets will be numbered consecutively and a record of to whom they were sold will be kept by number and name. Activity tickets are sold in the extra-curricular office.~~

E. School Board Members - School board members will receive two non-transferable extra curricular **adult activity** passes for a school year.

F. Special Events - special events which are intended for fundraising purposes (i.e. ~~musical performance~~ **invitationals, limited fine arts events**) are not ~~an extra-curricular~~ **considered regular season events for the purpose of admission**, but are ~~rather~~ considered fundraising events. Extra curricular passes will not be recognized at fundraising events.

Original Policy / Amended: June 9, 1997/Amended: June  
2004 Policy Reviewed: September 2017) Independent  
School District No. 110 Waconia, MN 55387

School District 110 recognizes that community attendance at extra curricular events enhances the event for the participants as well as strengthens community/school partnerships. Admission fees will be charged at extra curricular events to pay for the cost of the event and offset extra curricular programming.

**I. ESTABLISHING PRICES**

Annually, the school district will establish prices for extra curricular events. These prices will be comparable to neighboring and conference schools.

**II. CLASSIFICATION**

The following classifications will be used when charging admission to extra curricular events:

- A. Adults - individuals no longer high school students
- B. Students - all individuals attending a kindergarten through grade 12 school.
- C. Preschool - all individuals who have yet to enter kindergarten. Preschool children are admitted free with the accompaniment of an adult.
- D. Senior Adults - individuals 60 years of age and older may apply, in writing, for a courtesy activity ticket to home extra curricular events. The courtesy activity ticket will admit one senior citizen and is a lifetime pass.

**III. ADMISSION**

- A. Adult Activity Ticket - Ticket for one adult to all District 110 extra curricular events during a school year. Activity tickets are sold in the extra curricular office.
- B. Student Activity Ticket - Ticket for one student for all District 110 extra curricular events during a school year. Activity tickets are sold in the extra curricular office.
- C. Lost Activity Ticket - Any lost activity ticket will be replaced at the full original price. All activity tickets will be numbered consecutively and a record of to whom they were sold will be kept by number and name. Activity tickets are sold in the extra curricular office.
- D. School Board Members - School board members will receive two non-transferable extra curricular passes for a school year.
- E. Special Events - special events which are intended for fund raising purposes (i.e. musical performance) are not an extra curricular event, but are rather considered a fund raising event. Extra curricular passes will not be recognized at fund raising events.

Original Policy / Amended: June 9, 1997/Amended: June 2004  
Policy Reviewed: September 2017)  
Independent School District No. 110  
Waconia, MN 55387

4.B. 911 School and Booster Club Combinations

School District 110 affirms support for booster clubs in the school district. The purpose of the clubs is to provide a 'boost' to specific extra-curricular programs, through volunteer and financial support. The Activities Director is the district liaison for Booster Clubs. All booster groups must be sanctioned by the school district.

**I. ADMINISTRATION**

The Board of Education will establish the district extra-curricular programs. The school district will administer them, including the recruiting, hiring, and firing of all personnel. The administration will execute programs offered at grade levels, squad levels, by gender, and by season. The administration has the sole communications responsibility with other schools and school officials on matters of interscholastic athletic business. The activity director and the administration will establish schedules and calendars of school events.

Policy Adopted: May 10, 1982/Amended: October 14, 1991/Amended: June 14, 1993/Amended:  
June 9, 1997/Amended: September 2004  
Policy Reviewed: September 2017

Independent School District No. 110  
Waconia MN 55387

5. **The following policies are carry-over from the  
May 10 policy committee meeting:**

5.A. 439 Tutoring by District Staff

## **439 TUTORING SERVICES BY DISTRICT 110 STAFF**

School District 110 recognizes that additional tutorial support through direct instruction can be beneficial to students. Teaching staff working in partnership with the building administrator and student's parents can provide tutorial services to students that are intended to improve his/her academic skills within the regulations established by the school district.

### **I. DEFINITIONS**

- A. Teaching Staff -all licensed teaching staff members who are employed by the school district including substitute teachers.
- B. Students - Individuals who are enrolled in educational programs within the district.
- C. Tutoring - Individuals or small group instructional support of academic work to improve a student's understanding of specific skills, subject matter or course offering.

### **II. TUTORIAL SERVICES**

- A. Voluntary Tutorial Services - unpaid services provided a student beyond the school day or school year. Teachers are required to receive administrative approval for use of the facility when services are provided in a district building.
- B. District Approved Tutorial Services - services provided by teaching staff beyond the school day or school year for which staff are reimbursed a fee for their services. District approved tutorial services requires preapproval from the administration based on an established student need. Arrangements for the tutorial services will be completed collaboratively between the building administrator and the teacher providing the services.
- C. Private Tutorial Services - Teachers may not privately tutor a student currently in their class for a fee.
- D. Grading Impact - tutorial services can not directly impact a student's grade. A student's quarterly, semester, trimester or final grade may not be altered as a result of tutorial services provided.

5.B. 516 Student Medication

## 516 STUDENT MEDICATION

~~[Note: The necessary provisions for complying with Minn. Stat. §§ 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]~~

Commented [1]: This can be removed

### I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

### II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health associate, principal, trained school staff, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures. All medications administered by school staff must be FDA approved and listed in the Physician's Desk Reference (PDR).

~~The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration (FDA) Prescription medications as used in this policy does not include any form of medical cannabis as defined in Minn. Stat § 152.22, Subd. 6.~~

Commented [2]: This is also new statute information

### III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.

- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district, parent/legal guardian, and authorized prescriber, or as specified in an Individualized Education Program (IEP), Section 504 plan, or Individual Health Plan (IHP).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The district medication administration and management procedures will adhere to this policy and be kept on file with the Health Services Department. The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

**Commented [3]:** Wordage change. Pat does this look okay?

**Commented [4]:** Delete this. Thanks!

**Commented [5]:** This is all new legislative changes, helps us dispose of meds

K. Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
  - b. the inhaler is properly labeled for that student; and
  - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
  - a. that are used off school grounds; except as part of a district

sponsored field trip.

- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

**Commented [6]:** added this wordage to cover LLC trip. when we review field trip policy may want to add that Field Trip policy will follow Policy 516 in regards to medications

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

**Commented [7]:** This is added from our old policy, it has been in statute for many years now and our health services team has been allowing 2nd students to carry these meds

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
- a. possess epinephrine auto-injectors; or
  - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

**Commented [8]:** Addition to previous revisions from MSBA. no problem adding

- L. "Parent" for students 18 years old or older is the student.

- M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

- N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.

3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

**Commented [9]:** We currently do not have stock Epinephrine, but want to keep this clause in if our department decides to move to stock Epi

**Commented [10]:** This is also all new legislation and assists us to discard medications without having a hazardous waste pick-up.

**Legal References:** Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by

Asthmatic Students)

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)

Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

**Cross References:** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 806

Orig. 1999

Revised: \_\_\_\_\_

Rev. 2014

## 806 CRISIS MANAGEMENT POLICY

~~*[Note: The Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minn. Stat. § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort between the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]*~~

### I. PURPOSE

The purpose of this ~~Model~~ Crisis Management Policy is to act as a guide for ~~school district and building administrators,~~ school district administration, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. ~~For purposes of this Policy, the term, “school districts,” shall include charter schools.~~ The step-by-step procedures suggested by this policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. ~~Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.~~

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

### II. GENERAL INFORMATION

#### A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator ~~can~~ has tailored building-specific crisis management plans to meet that building’s specific situation and needs.

The school district's administration and/or the administration of each building shall ~~present~~ **maintain tailored** building-specific crisis management plans. ~~to the school board for review and approval.~~ The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. ~~Upon approval by the school board,~~ Such crisis management plans shall be **presented to the school board yearly.** ~~an addendum to this Crisis Management Policy.~~ This policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

~~*[Note: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities." A website link is provided in the resource section of this Policy.]*~~

- a. Lock-Down Procedures Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or

designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

~~*[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]*~~

- b. Evacuation Procedures Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

~~*[Note: State law requires a minimum of five school fire drills, consistent with Minn. Stat. § 299F.30, and one school tornado drill each school year. See Minn. Stat. § 121A.035.]*~~

- c. Sheltering Procedures Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

~~*[Note: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]*~~

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to

tailor response procedures when creating building-specific crisis management plans.

*~~[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]~~*

### 3. School Emergency Response Teams

- a. Composition The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office. ~~or in a secondary location in single building school districts.~~

*~~[Note: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]~~*

- b. Leaders The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

## III. PREPARATION BEFORE AN EMERGENCY

### A. Communication

1. District Employees Teachers generally have the most direct contact with

students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

~~*[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]*~~

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

~~*[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]*~~

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

~~*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]*~~

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

~~*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]*~~

#### C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

~~*[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]*~~

~~*[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minn. Stat. § 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]*~~

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

~~*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]*~~

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a

regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

~~*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]*~~

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

~~*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]*~~

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building

administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrators will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

#### I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

*~~[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]~~*

#### IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when ~~drafting~~ **articulating** specific crisis management plans. ~~Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.~~

**A. Fire and hazardous materials, including biological and chemical threats**

**B. Natural disasters, including severe weather, shelter in place procedures**

C. Bomb threats

D. Utility emergencies

E. Disturbances and medical emergencies

F. Intruders and lock-down procedures

~~D. Medical Emergency~~

~~E. Fight/Disturbance~~

~~F. Assault~~

~~G. Intruder~~

~~H. Weapons~~

~~I. Shooting~~

~~J. Hostage~~

~~K. Bomb Threat~~

~~L. Chemical or Biological Threat~~

~~M. Checklist for Telephone Threats~~

~~N. Demonstration~~

~~O. Suicide~~

~~P. Lock-down Procedures~~

~~Q. Shelter-In-Place Procedures~~

~~R. Evacuation/Relocation~~

~~S. Media Procedures~~

~~T. Post-Crisis Procedures~~

~~A. School Emergency Response Team~~

~~V. Emergency Phone Numbers~~

~~W. Highly Contagious Serious Illness or Pandemic Flu~~

**V. MISCELLANEOUS PROCEDURES**

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

~~*[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]*~~

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

~~*[Note: The Every Student Succeeds Act, 20 U.S.C. § 6301, et seq.; Title IX, 20 U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]*~~

~~D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]~~

~~School districts within a 10 mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.~~

~~Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.~~

**Legal References:** Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
Minn. Stat. § 121A.035 (Crisis Management Policy)

Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Minn. Rules Ch. 7511 (Fire Safety)  
20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

***Cross References:*** MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)  
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>