

Adopted: 5-14-07

MSBA/MASA Model Policy 610

Orig. 1995

Revised: 4-12-10

Rev. 2002

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

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. By Minnesota Statute, fees may not be assessed against students to defray direct costs of instructional trips.

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Minnesota Statute allows that financial contributions by students may be requested.

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament competition).
2. The school board acknowledges and supports the efforts of booster clubs

and similar organizations in providing extended trip opportunities for students.

III. PLANNING GUIDELINES

A. Instructional Field Trips

1. **General Guidelines**
 - a. Instructional trips are generally required for students.
 - b. Instructional trips must relate directly to the objectives of the class or activity for which the trip is requested.
 - c. Instructional field trips require parent/guardian authorization with the exception of students who are of legal age.
 - d. Instructional field trips normally occur within the scheduled hours of the student attendance day.
2. **Approval**

Application for an instructional trip should be submitted in writing by the teacher or program/activity leader to the Principal at least two (2) weeks prior to the date of the trip. Review and decision will be completed by the Principal.
3. **Arrangements**
 - a. Travel arrangements must be consistent with policy.
 - b. The number of adult chaperons shall be provided appropriate to the age level and needs of the students. Chaperons shall be selected by, and are under the supervision of, the teacher or program/activity advisor. Chaperons other than school staff are considered school volunteers. People working in the position of chaperons will do so on a voluntary basis unless directed by the supervisor or representative of the district. All chaperons shall follow and enforce District policies and procedures.
 - c. Reasonable accommodation for students with disabilities shall be provided (i.e., special assistance, transportation, and accessibility at site).
 - d. Whenever reasonable, staff should visit and inspect the field trip site prior to making arrangements for the trip.

B. Supplementary Field Trips

1. **General Guidelines**
 - a. Supplementary field trips are optional for students.

- b. Supplementary field trips require parent/guardian authorization with the exception of students who are of legal age.
 - c. Supplementary field trips normally occur in total, or in part, outside the scheduled hours of the student attendance day and may involve an overnight stay.
- 2. Approval
Application for a supplementary field trip should be submitted in writing by the teacher or program/activity leader to the Principal or Activities Director at least four (4) weeks prior to the date of the trip. Written approval must be given before final commitments are made. Supplementary field trips are subject to review and approval of the Principal and/or Activities Director. Reports may be requested by the Board of Education for informational purposes.
- 3. Arrangements
 - a. Travel arrangements must be consistent with policy.
 - b. The number of adult chaperons shall be provided appropriate to the age level and needs of the students. Chaperons shall be selected by, and are under the supervision of, the teacher or program/activity advisor. Chaperons who are not staff members are considered school volunteers. People working in the position of chaperons will do so on a voluntary basis, unless directed by the supervisor or representative of the district. All chaperones shall follow and enforce school district policy and procedures.
 - c. Reasonable accommodation for students with disabilities shall be provided (i.e., special assistance, transportation, and accessibility at site).
 - d. Overnight accommodations for students shall be approved by the teacher/advisor and administration after review of appropriateness, quality, cost, and student safety.
 - e. Whenever reasonable, staff should visit and inspect the field trip site prior to making arrangements for the trip.
- 4. Finances
Students may be requested to make financial contributions for supplementary field trips. All funds collected and dispersed will be processed through school accounts. A financial report will be submitted to the Principal or Activities Director within 2 weeks following the field trip.
- 5. Student Conduct

- a. Rules of conduct and student discipline shall apply to supplementary field trips.
- b. Participants who violate school district rules or policies and procedures may be sent home from the supplementary field trip at parents' expense.

C. Extended Trips

1. General Guidelines

- a. Extended field trips are optional for students.
- b. The initial time an extended field trip takes place usually occurs outside student attendance days/year and include overnight stays, but could include student attendance days. Reoccurrences of a once approved trip may happen without additional School Board approval.
- c. Extended field trips must be approved by specific action of the school board.
- d. Extended field trips require parent/guardian authorization with the exception of students who are of legal age.
- e. When planning extended field trips, opportunities for state, national and international educational activities are viable options for global, cultural and educational experiences.

2. Preliminary Approval

- a. Preliminary approval must be requested and granted by the school and/or district administration and the school board prior to announcement of the trip to students or parents. Preliminary approval must include the education and/or activity objectives for the proposed extended field trip.
- b. Preliminary approval authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

3. Formal Approval

- a. Upon securing preliminary approval and the determination that the proposed trip is feasible, the teacher/advisor shall submit a formal proposal on a district form, providing as many details about the trip as are available. The formal proposal must be submitted at least 20 days in advance of the date upon which approval is expected. It must be approved before any contractual arrangements are made or any trip-specific fund-raising occurs. The formal proposal is subject to approval by administration and School Board.

- b. Upon securing formal approval, it is incumbent upon the teacher/advisor to assure that all details, arrangements, and commitments adhere to the stipulations of this guideline, the formal approval, and any other district policies or procedures which may be pertinent. Reports may be requested by the school board for informational purposes.
4. Arrangements
- a. Travel arrangements must be consistent with policy.
 - b. Air travel shall be on a commercial airline.
 - c. A school district administrator/designee should accompany the group in order to provide administrative support. Expense for the administrator/designee may be paid from school district funds. The number of volunteer adult chaperons shall be provided appropriate to the age level and needs of the students. Volunteer adult chaperons shall be selected by and are under the supervision of the administrator/designee. Chaperons are considered school volunteers. Staff working in the position of volunteer adult chaperons will do so on a voluntary basis unless directed by the supervisor or representative of the district. Expenses for volunteer adult chaperons must be addressed in the initial planning for the trip by the teacher/advisor. Expenses for volunteer adult chaperons cannot be paid for by school district funds. However, booster clubs may provide support for teacher/advisor and volunteer adult chaperon expenses.
 - d. Overnight accommodations for students shall be approved by the teacher/advisor and administration after review of appropriateness, quality, cost and student safety.
 - e. Homestays are discouraged unless student safety can be assured and the use of homestays provides an essential benefit that cannot be duplicated in any other manner.
 - f. Reasonable accommodations for students with disabilities shall be provided (i.e., special assistance, transportation, and accessibility at site)
 - g. Whenever reasonable, staff should visit and inspect the field trip site(s) prior to making arrangements for the trip.
5. Finances
- a. Except for classroom or co-curricular activities funded through the general fund, all extended field trips will be considered extracurricular in nature and will be processed through student activity accounts. As such, fees may be collected from students.

Alternative sources of funding shall be identified (i.e., fundraising, donations, etc.) for students who are unable to provide for their own financial support regarding the proposed extended field trip.

- b. Any stipends, expense payments, and necessary substitute teacher costs made to staff in connection with the extended field trip shall be charged as a direct cost of the extended field trip.
- c. All costs of the extended field trip will be itemized and provided to potential participants prior to the collection of any participant fees.
- d. Financial reports shall be done in school district provided formats.

6. Travel Outside of the Continental United States

- a. In addition to other provisions of this regulation, travel outside of the continental United States requires additional planning.

- 1. Formal School Board approval must be secured at least five months before the proposed extended field trip.
- 2. The contract(s) with providers and agents must be approved by the Director of Business Services (or designee) in consultation with the teacher/advisor.
- 3. Care should be taken to ensure the trip is competitively priced.
- 4. Guidelines for a travel agent to provide services shall include:
 - employ at least five agents;
 - demonstrate successful experience with similar group tours;
 - incorporated in the U.S., or included in the current advisory list published by the Council on Standards for International Educational Travel;
 - financial stability;
 - provide certification of Errors and Omissions Insurance, with any applicable deductible, in the amount of \$1,000,000 and Liability Insurance in the amount of \$1,000,000;
 - proof of bond; and
 - availability of trip cancellation insurance and travel accident insurance.

- b. Upon receipt of School Board approval, parents and guardians will be asked to sign a permission form authorizing their child's participation and accepting the conditions under which the trip was approved.

- c. A detailed itinerary and complete roster of participants and chaperons, including home addresses, phone numbers, and emergency contacts, shall be filed with the Principal.
7. Student Conduct
- a. Special rules for the specific extended field trip will be established by the teacher/advisor to reflect the unique nature of the extended field trip. School District policies and procedures shall also be applicable for the duration of the extended field trip.
 - b. Students and parents will sign an agreement which stipulates the special rules and holds the student accountable for the school district policies and procedures which shall be applicable for the duration of the extended field trip.
 - c. Participants who violate the special rules or School District policies and procedures may be sent home from the extended field trip at parents' expense.
8. Staff/Chaperone Conduct
- a. School District policies and procedures shall be applicable for the duration of the extended trip.
 - b. Expectations and schedule for supervision shall be prepared and approved by administration before leaving on the trip, with the understanding chaperones are to be ready for supervision duty at all times.
 - c. Staff/chaperones will be informed and required to sign an agreement laying out District expectations and requirements regarding their role and participation in the trip.
 - d. Guests or others along as part of the official traveling party will follow the same rules and requirements as staff/chaperones.
 - e. Staff/chaperons participating in any illegal behavior shall be removed from their chaperoning/supervision responsibilities and participation in traveling party activities.
 - f. Staff/chaperones shall refrain from use of alcohol during the full length of the trip. Use of alcohol will require removal of the individual from their chaperoning/supervision responsibilities and participation in traveling party activities.
 - g. Staff/ chaperones shall not use tobacco in the presence of students during the full length of the trip.

- h. Staff guilty of illegal behavior or alcohol use will be subject to further disciplinary action from the school district.
- i. Chaperones guilty of illegal behavior or alcohol use will be barred from any chaperoning/supervision with school district activities in the future.

D. Field Trips Not Sponsored by the Shakopee Public Schools

1. Staff entering into contracts or agreements with commercial agencies, without formal district approval, do so at their own risk. As such, any field trip not approved by the district is considered a private venture. The district shall not be a co-sponsor of any such field trip.
2. Individual staff members engaging in a private venture, cooperating with, receiving benefit from, or serving as agents for a commercial agency, shall not use schoolwork time, materials, or other resources to promote, plan, organize, or recruit for the unsponsored trip. The use of district meeting space will be subject to normal policy and fees.
3. If a staff member cooperates with a commercial agency in organizing such a trip during a school vacation period, the staff member shall provide participating students and their parents with a disclaimer which states that the trip is a non-school sponsored event and not endorsed by the school district.
4. Expenses for necessary substitute teachers cannot be paid for by district funds. Compensatory time will not be granted to individual staff members engaging in non-school sponsored field trips.

IV. 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.

V. SCHOOL BOARD REVIEW

The superintendent shall periodically 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)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675
(8th Cir. 2003)

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)