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MSBA/MASA Model Policy 610

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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

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. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, and superintendent. 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.

D. Out of the Country Trips

1. Trips that involve a field trip to another country fall into this category. These trips may be instructional or supplementary, and must be requested well in advance of the planned activity. A field trip out of the country must be completed and approved at each level: student, principal, superintendent, and school board. Initial school board approval must be received at least one year in advance of the trip. A final school board approval must be within one month of the trip.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The Board of Education acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.
 1. Parents or guardians of students who participate in a trip not sponsored by the district will be asked to complete a *Parental Disclaimer for Field Trips Not Sponsored by the District* form.
- C. 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.
- D. In some cases, additional staff will be required to assure student safety during a field trip. Principals will consult with Licensed School Nurse, case manager and classroom teacher to determine if a specific student or group of students has a special concern, which would require additional staff during a field trip.
 1. Factors to be considered include but are not limited to: nature of the student concern, stability of student health or behavior, proximity to nearest health care facility, availability of emergency care, ability to train attending staff to provide appropriate care.
 2. Field trips may be cancelled or rescheduled if the Building Principal is unable to assure adequate staffing for student safety in the building and on the field trip.
- E. 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.
- F. 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.

1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as an 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., 327 F.3d. 675 8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 423 (Employee – Student Relationships)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 707 (Transportation of Public School Students)
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)



Parental Disclaimer Form for Field Trips Not Sponsored by the District

I, _____ grant permission for _____
(parent/guardian) *(student)*

to participate in the _____ field trip traveling to
(name of sponsoring field trip program)

(Field Trip Destination)

from _____ to _____
(date) *(date)*

I understand this field trip is not sponsored or organized by South St. Paul Public Schools, Special School District 6. District 6 has merely granted permission for the field trip sponsor to use district facilities to distribute and gather materials necessary for students to participate in this trip. District 6 assumes no responsibility or liability for this field trip. All correspondence and contact regarding this trip should be directed to the trip sponsor.

Printed Name of Parent/Guardian

Parent/Guardian Signature

Date

