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610 FIELD TRIPS

I. PURPOSE

The purpose of this Pillager Public School policy is to provide guidelines for Pillager School District student trips and to identify the general process to be followed for review and approval of trip requests.

II. DEFINITIONS

- A. An “extended field trip” means an overnight, out of the district (over 50 miles), or out-of-country school-sponsored trip where students leave school grounds for an educational purpose. An extended field trip may occur for the purpose of curriculum related study (part of the classroom educational experience), Minnesota State High School League (MSHSL) interscholastic athletics, co-curricular activities, or part of a school-sponsored club.
- B. “School-sponsored” means an extended field trip for students where school funds pay for the trip, it is part of the educational process, it is supervised or staffed by school employees, and it is approved by the appropriate administrator.
- C. “Privately-sponsored” means an extended field trip for students that is not sponsored by the school or school district, no school funds are used, and the field trip does not occur during school hours.
- D. “District vehicle” means any vehicle owned or contracted by the school district.
- E. “Non-district vehicle” means any vehicle not owned, borrowed, or contracted by the school district including, but not limited to, rental cars and privately-owned vehicles.

III. STUDENT PARTICIPATION

No student may be excluded from participating in a regular school day field trip due to inability to pay or a documented disability. Schools that offer field trip opportunities will provide an equal opportunity for participation by all students.

A student may be excluded from a field trip upon request of the parent/guardian or the student may be excluded for a nondiscriminatory reason(s) that is communicated to the student and parent/guardian in advance of the field trip.

Fundraising opportunities will be held to help all students offset the cost to participate in an extended field trip, however if a student chooses not to participate in fundraising opportunities, then the individual or family will need to cover the cost of the trip.

IV. EXTENDED FIELD TRIPS

Requests for extended trips must initially be made to the building principal and must have the principal's support before being presented to the superintendent. The building principal will confer with the superintendent prior to presenting the extended field trip request to the board. The board will render the final decision on extended field trips.

Regularly scheduled contests and events directly related to the Minnesota State High School League (MSHSL) will be scheduled by the administration.

Extended field trips by students attending this district must be consistent with and reflect the district's curriculum.

Whenever possible, extended trips will be scheduled after regular school hours, on weekends, or during school breaks. Consideration needs to be made to help minimize the impact on other school activities when possible.

It is the recommendation of the school board that students participate in only one extended trip during their tenure while they are participating in that organization. This will enable each student to participate at least once during their tenure in that activity and organizations to take an extended trip once every 4 years. An exception to this policy would be Foreign Language extended trips which may occur once every 2 years and the annual senior class trip.

V. EXTENDED FIELD TRIP PROPOSAL

The organizer of the field trip must initially submit a field trip proposal to the building principal for approval. The proposal must be submitted at least six (6) weeks prior to the proposed trip. The field trip proposal must include the following:

1. The school; the staff member(s) in charge of organizing the extended field trip; and the class, club, department, or organization involved in the extended field trip.
2. A description of the educational purpose/benefit of the field trip.
3. The total number of school days missed. Advanced makeup of school work will be required when the trip exceeds one (1) school day.
4. A preliminary field trip itinerary.
5. Detailed information on the activities in which the students will be participating on the field trip including:
 - a. Estimated number and ages of students;
 - b. Estimated number of chaperones;
 - c. Means of transportation (school bus preferred);

- d. Means of providing food;
 - e. Means of housing (if applicable); and
 - f. Any special elements or risk related activities; e.g., swimming, motorized activities, or air travel.
6. A breakdown of the estimated costs including the cost to the class, club, department, or organization; the school district; and the individual student. Fundraising drives to defray costs must be pre-approved by the superintendent.
 7. Names and contact information for participating students.
 8. Names and contact information for chaperones, including both male and female chaperones, if the proposal is for a mixed group of students.
 9. Any special student needs such as medication or accommodation requirements.

Following an extended trip, a summary and evaluation will be prepared and presented to the board.

VII. EXTENDED FIELD TRIP ORGANIZERS

District employees who have received permission for an extended field trip must, in addition to developing the proposal for the extended trip, perform the following duties:

1. Hold a pre-trip meeting with students and parents/guardians to communicate details and requirements.
2. Provide detailed written information about the activities of the trip.
3. Provide information on the responsibility and rules for the students.
4. Discuss district policy regarding student conduct while on a school-sponsored activity.
5. Establish a reasonable curfew and enforce strict compliance to this curfew.
6. Organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the extended field trip.

VIII. VOLUNTEER CHAPERONES AND DRIVERS

Chaperones will ensure students have supervision at all times while on a school-sponsored field trip. All district employee and volunteer chaperones will perform the following duties while on the field trip (see Volunteer Field Trip Chaperone Guidelines):

1. If an extended trip requires an over-night stay, all chaperones must have a completed back ground check on file with the school district. All costs associated with the background check are the responsibility of the chaperone.

2. Enforce strict compliance with all school and extended field trip rules.
3. Enforce strict compliance with the established curfew. Periodic checks must be conducted to ascertain that the students are following the curfew requirements.
4. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended field trip.

IX. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property 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.

V. PARENTAL INFORMATION AND CONSENT

Parents/guardians will be provided with a written extended field trip itinerary and informed about planned field trip activities, including any potential safety risks. Detailed information regarding the proposed trip will be discussed with students

and parents/guardians at a pre-trip meeting. Necessary documents requiring signed parent/guardian consent to participate will be distributed and must be returned with appropriate signatures to the school and reviewed by the school administration before the trip. Information sent to the parents/guardians will include:

1. A letter from the school about the field trip.
2. Field trip details and itinerary, including means of transportation, food, and housing arrangements (if applicable).
3. Items a student should and should not bring on the trip, including type of clothing needed.
4. Field trip consent form, including health information, emergency contacts, and permission for emergency treatment. A single permission form can be used for the same activity occurring several times on a regular basis (such as a choir performing at various locations) if the field trip itinerary lists the details of the different events (locations, dates, times, means of transportation, etc.).

VII. STUDENT RESPONSIBILITIES

Students are expected to be knowledgeable about the rules governing student conduct. Field trips are considered an extension of the classroom and all rules pertaining to a school-sponsored activity must be followed during participation of field trips and extended field trips.

Students and their parent/guardian will read and sign the student code of conduct portion of the Parent/Guardian Field Trip Consent Form prior to being allowed to participate on any extended field trip.

Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

VIII. SCHOOL BOARD REVIEW

The building principal 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)
Solkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d. 675
(8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

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