

Adopted: 12/16/24

NRHEG Public Schools Policy 610

Orig. 1995

Revised: 12/16/24

Rev. 2024

610 FIELD TRIPS; Extended Field Trips & Required Forms (Part B, C, D, E & F)

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

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, 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. 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 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 (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)

Extended Field Trips

Policy 610 Part B

Extended Field Trip Application and Evaluation

- A. Before any student overnight travel is discussed with students or parents, the sponsoring staff member(s) shall complete the Extended Field Trip Application form (Appendix A) and submit it to the building principal for approval.
- B. The building principal will use the following information when considering the appropriateness of the trip:
 - 1. Educational value
 - 2. Safety and welfare of the students involved
 - 3. Relevance to the described objectives of the class or group
 - 4. Age appropriateness of the proposed travel
 - 5. Lack of interference with other school activities
 - 6. Support of staff if the proposed requires students to be absent from school
 - 7. Availability of funds, expenses for students, or projected success of fundraising activities
 - 8. Accessibility to all potential participants

Extended Field Trip Regulations

- A. Complete the Extended Field Trip request form well in advance of announcing the trip. A minimum of sixty (60) days is required.
- B. Adequate student supervision for each trip must be ensured. A 1:10 ratio of chaperones to students is recommended.
- C. Chaperones must sign the Extended Field Trip Chaperone Agreement (Appendix B), indicating a willingness to accept and adhere to the expectations and rules outlined in the agreement.
- D. Travel outside of a 70-mile radius of the district will be arranged through a commercial carrier or school-owned vehicle, as directed by the transportation department.
- E. Parents and guardians will be informed in advance, of the anticipated itinerary, costs, and activities.
- F. There shall be clear, written communication of prospective travel details to parents/guardians, students, and chaperones, including information of behavioral expectations.
- G. Parent/guardian permission for student participation shall be secured in writing, and both the participating student and their parent/ guardian must sign the Extended Field Trip Student and Parent Agreement Form (Policy 610 Part C) indicating a willingness to accept and adhere to the expectations and rules outlined in the agreement.
- H. All funds collected for the travel program will be handled through an approved District bank account or the travel agency coordinating the trip.
- I. Fundraising activities should be approved using district procedures. Students who fully participate in the fundraising efforts should be able to entirely cover the cost of their participation in the extended field trip. Field trip organizers shall be responsible for ensuring that inability to pay is not a barrier to student participation.
- J. Precautionary health/safety measures shall be provided before departure for the health of students, staff, and chaperones. Consult with the District Licensed School Nurse as needed.
- K. Once the school board approves the trip, communication with teachers, the Food Service Director, the District Licensed School Nurse, and the Activities Director is required.
- L. Reasonable accommodations for students, staff, and chaperones with disabilities shall be

provided.

- M. All students, regardless of gender identity, can participate fully in overnight trips and other activities. The school is obligated to maintain all students' privacy and cannot disclose or require the disclosure of a student's transgender status.
- N. The organizing teacher and building principal must both sign off on the Extended Field Trip Verification Form (Policy 610 Part E) no less than one week before departure.
- O. NRHEG Public Schools reserves the right to cancel or postpone a trip and is not responsible for non-refunded deposits or other expenses incurred.
- P. All applicable laws, Minnesota State High School League rules, school board policies and administrative guidelines, and employment agreements will be in effect in travel situations, just as they are on District property.
- Q. If a student fails to adhere to applicable laws, policies, and rules, consequences may include the student being sent home immediately at their personal or family expense. Failure of the organizing teacher, advisor, coach, and/or chaperone to adhere to applicable laws, policies, and rules will also result in appropriate consequences.

Form Created: December, 2024

NRHEG Public School ISD #2168
Extended Field Trip Request



Introduction:

This form is for planned student trips requiring an extended stay away from home or school. Please submit it to the principal for approval at a minimum of (60) days before the proposed field trip date.

The district's guidelines for extended field trips may be modified depending on various factors. Extended field trips should be presented to the building principal for approval before seeking approval from the school board. Staff members planning an extended field trip are expected to present information to the NRHEG School Board for official approval. Please use this form to provide the information the board needs to decide. Expect the board to ask additional questions during your presentation. Extended field trip advertisements, parent meetings, fundraisers, and other promotions should only be conducted after the board approves the request for the trip. Plan accordingly.

Recurring or annual extended field trips require board approval yearly or for each separate extended trip. Requests may be submitted up to one year in advance.

Overnight trips that result from qualifying for an event or are customarily part of a class/group/activity only need the approval of the building principal, Activities Director, Community Education Director, and/or Superintendent. This form must be completed if such a trip includes international travel or three or more nights away. Under certain circumstances, the principal, Activities Director, Community Education Director, or Superintendent may require that the school board approve the trip. (example: overnight trips on multiple occasions, trips that require staff or students to be absent and substitutes cannot be reasonably secured, or trips that require students to miss a substantial part of the classes or other activities they are enrolled in.)

School field trips that extend past the start or end of the school day and do not require overnight accommodation need the approval of the building principal only and do not require this form to be submitted.

NRHEG Public School ISD #2168
Extended Field Trip Request Form

NRHEG

Teacher: _____

Grade/Subject/Club: _____

Number of students participating: _____

Destination: _____

Are all students enrolled in the class/group/activity eligible to participate in the trip?

YES - _____

NO - _____

Please explain the eligibility criteria: _____

Dates of Trip: _____

Days absent when school is in session: _____

Travel Company being used to coordinate the trip: _____

Purpose of the Trip: [Briefly describe the educational objectives and goals of the field trip]

Cost:

Estimated Cost per Student: _____

Does the student cost include the cost of the trip for the chaperones? _____

Are chaperones required to pay for a portion of the trip? _____

Will there be a separate learning trip for the teacher included with this student trip? _____

Separate Learning Trip dates _____

Destination: _____

Purpose: _____

Number of people attending the separate learning trip? _____

Cost for those other than the teacher to attend the separate learning trip? _____

Are student costs increased to provide a separate learning trip for the teacher? _____

Projected fundraisers needed to offset the cost of the trip for the students: _____

Cancellation/refund policy details: _____

Transportation:

Mode(s) of Transportation: _____

(see requirements listed in Policy 610)

Chaperones:

Number of Chaperones: _____

School staff chaperoning the trip: _____

A minimum of a 10:1 chaperone-to-student ratio is recommended. The district's requirement will precede a travel company's requirements unless the travel company requires a smaller ratio of students to chaperone. If the student group consists of students with varying gender identification, at least one male and one female chaperone will be required.

Additional forms:

Your building Principal will provide you with all the necessary forms that need to be completed after the School Board approves your request.

Approval:

I have reviewed and approved the proposed field trip outlined in this request. I understand the educational objectives and believe the trip aligns with the district's vision and mission.

I understand that a presentation to the School Board asking for approval is required, as is a presentation to the School Board after the trip.

Principal's Name: _____

Principal's Signature: _____

Date: _____

Extended Field Trips

Policy 610 Part C

Rules of Conduct Student and Parent Agreement

All participants, including students age 18 or older, who have elected to join a school-sponsored field trip shall adhere to all NRHEG Public Schools policies, Minnesota State High School League Rules, and any other rules introduced out of necessity during the trip.

The above policy and rules supersede guidelines issued by non-school organizations, such as tour organizing groups or travel agencies.

1. The use of alcoholic beverages, tobacco in any form, and e-cigarettes is prohibited regardless of the age of the student. The use of marijuana, THC, and any controlled substances is prohibited.
2. Possession or carrying knives, firearms, or any other weapon is prohibited.
3. Abusive language and/or conduct endangering the health and safety of participants and others are prohibited.
4. Visitors or group members are not permitted into each other's rooms without adult approval and proper supervision.
5. Respectful behavior is expected from everyone to represent our school and district in a positive light and maintain positive relationships among adult and student members of the group, parents/guardians, and hosts.
6. All scheduled activities in the program are obligatory:
 - A. Students are to be punctual;
 - B. A student who is ill or injured must immediately inform his or her chaperone;
 - C. Students must pay careful attention to their health needs, including getting enough sleep, keeping clean, and wearing dry clothing.
 - D. To ensure a reasonable state of alertness for the following day's activities, the staff member in charge will set the evening curfew hours, which will be strictly observed by all students.
 - E. A "buddy system" will be employed throughout the trip. Participants are expected to always know where their "buddies" are. No student shall leave the group or the group's headquarters during the trip without permission.
 - F. The parent/guardian of any student carrying prescribed medication will be required to provide advanced, written information to the staff member in charge describing the type of medication, instructions for its use, and adverse side effects that could be experienced by the student using the medication.
 - G. Whenever a student is in doubt about what to do, they are expected to seek advice from the staff member in charge or from a chaperone.
 - H. Participants are to carry their passports, necessary medical information, and emergency phone numbers designated by parents/guardians at all appropriate times.
 - I. If a student fails to adhere to applicable laws, policies, and rules, consequences may include the student being sent home immediately at their personal or family expense. This decision will be made after the staff member in charge has consulted with the student, the principal, and the student's parent/guardian.

Extended Field Trips
Policy 610 Part C
Rules of Conduct Agreement (page 2)

I agree to abide by the rules and regulations stated above and to accept other decisions on appropriate behavior made by the adult(s) in charge of the extended field trip program.

Signature of Student:_____ Date:_____

I agree to the above rules and regulations, which will govern my child's conduct while on this extended field trip program, as well as other decisions on appropriate behavior that may be made by the adult(s) in charge of this program.

Signature of Parent/Guardian:_____ Date:_____

Form Created: December, 2024

NRHEG Public School ISD #2168
Extended Field Trips
Policy 610 Part D
Rules of Conduct Chaperone Agreement

All adults who have elected to join a school-sponsored field trip are designated as chaperones and shall adhere to all NRHEG Public Schools policies and any other rules introduced out of necessity during the course of the trip.

1. All NRHEG Board of Education policies, administrative guidelines, school rules, and Minnesota State High School League rules governing adult and student behavior apply to student field trips.
2. The use of alcoholic beverages, tobacco in any form, and e-cigarettes is prohibited. The use of marijuana, THC, and any controlled substances is prohibited.
3. Possession or carrying knives, firearms, or other weapons is prohibited.
4. Abusive language and/or conduct endangering the health and safety of participants and others are prohibited.
5. Respectful behavior is expected from everyone to represent our school and district in a positive light and maintain positive relationships among adult and student members of the group, parents/guardians, and hosts.
6. Chaperones will not leave students unattended.
7. All scheduled activities in the program are obligatory, and chaperones are expected to participate.
8. To ensure reasonable alertness for the following day's activities, evening curfew hours will be set and strictly observed.
9. Participants must always carry their passports, any necessary medical information, and emergency phone numbers designated by parents/guardians.

I agree to abide by the rules and regulations stated above and to accept other decisions regarding appropriate behaviors made by the adult(s) in charge of the extended field trip program.

I understand that failure to adhere to these requirements may result in disciplinary action.

Chaperone Name: _____

Signature of Chaperone: _____ Date: _____

Form Created: December, 2024

Extended Field Trips

Policy 610 Part E

Verification Form



The field trip sponsor (teacher) and building principal must initial each statement of assurance and attach appropriate documents no less than one week prior to the departure date. The sponsor and building principal will keep a copy of this form on file.

____ The Extended Field Trip Approval Form has been completed.

Date: _____

____ School Board presentation scheduled for trip approval.

Date: _____

Approved: ☐ Yes ☐ No

____ Dates of Parent/Student Information Meetings

Informational Meeting: Date(s) _____

Final Meeting: Date _____

____ A copy of all information shared with parents collected and filed. Review eligibility requirements.

____ Complete Trip Itinerary given to the building principal.

____ Travel Agency Contact Information

Travel Agency Name: _____

Agency Representative's Name: _____

Agency Representative's email address: _____

Agency Representative's phone number: _____

____ Transportation Information

Provider: _____

Flight numbers: _____

Departure/arrival information: _____

____ Name and Telephone Numbers for all accommodations provided. (hotels, motels, host families, etc.)

____ Emergency Contact Information for all trip participants provided.

____ Rules of Conduct Form signed by every student and parent. (collected and filed)

____ Rules of Conduct Form Signed by Chaperone. (collected and filed)

____ School Board presentation scheduled for trip summary and review.

Date: _____

Final information is verified by the building principal and teacher/sponsor.

Principal Signature _____ Date: _____

Teacher Signature _____ Date: _____

Extended Field Trips

Policy 610 Part F

Teacher "To-Do" List

The district understands that planning an extended field trip requires a lot of work and lengthy timelines. Please plan accordingly and fully understand the requirements set forth by the district.

1. Read and understand all components of the district's Policy 610 & 610 Part B.
2. Complete the Extended Field Trip form at least sixty (60) days before the trip.
3. Schedule a presentation for the School Board seeking approval for the trip.
4. After the school board approves the trip, advertise it to students and parents and schedule information meetings for them. Then, provide this information to the building principal.
5. Complete all requirements for planning the trip. Provide this information to the building principal. Explain the eligibility requirements and plan of action if a student nears ineligibility or becomes ineligible for the trip.

** Note that the district's stance is that all registered students will be allowed to participate in the trip unless an extreme violation occurs or an extenuating circumstance arises.*

** Note that the district assumes no financial responsibility for the trip or for the money forfeited by a student or family in the event a student becomes ineligible or is required to be sent home while on the trip.*

6. Notify all appropriate staff members as outlined in the policy.
7. Collect all required forms:
 - a. Policy 610 Part C; Rules of Conduct Student and Parent Agreement
 - b. Policy 610 Part D; Rules of Conduct Chaperone Agreement
7. At least one week before the trip, meet with the building principal and complete Policy 610 Part E; Verification Form.
8. Schedule a presentation for the School Board to present a summary and review of the trip.