

**MILACA PUBLIC SCHOOLS  
SCHOOL BOARD POLICY**

*Adopted: 6-19-00*

*Orig. 1995*

*Rev. March 2008*

**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, 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. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.

**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)  
*Sonkowsky v. Board of Educ.*, 327 F3d. 675 (D. Minn. 2002)

***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)

***Procedures for Policy 610 Field Trips***

Adopted: October 2003

***Procedures***

1. Due to financial restraints, the school district will no longer financially support overnight or out of state trips including costs of transportation, teacher substitutes etc. (exceptions: State Tournaments.)
2. The School Board recommends that overnight trips will be scheduled during non instructional days. For example, during the summer, spring break etc.
3. Approval for trips that involve one or more overnight stops must be requested from the School Board well in advance of the planned activity, well before students are informed of the possible trip and well before any fund raising is begun.
4. A form detailing the trip information must be presented to the administration and School Board when requesting permission for the trip.
5. The School Board reserves the right to control the number of trips approved each year.

Attachment: Form

**Overnight Trip Request Form**  
Milaca School District

Name of the Trip and Group Involved: \_\_\_\_\_

Purpose of the Trip: \_\_\_\_\_

Dates of the Trip: \_\_\_\_\_

Number of School Days missed by students: \_\_\_\_\_

Number of students involved: \_\_\_\_\_ Age of Student involved: \_\_\_\_\_

Selection process for students: (Who will be selected, age group and selection process identified):  
\_\_\_\_\_  
\_\_\_\_\_

Names of Teachers involved: \_\_\_\_\_

Number of chaperones in total and per student: \_\_\_\_\_ 1 to \_\_\_\_\_  
Total Ratio Per Student

Fundraising goal amount: \_\_\_\_\_

Transportation arrangements: \_\_\_\_\_

Number of Teachers chaperoning \_\_\_\_\_ Number of teacher contract days during trip per teacher chaperone \_\_\_\_\_

**Itemize total cost of trip to district** (include cost of sub teachers, transportation (including district vans), advisor meals and lodging or whatever else the district is subsidizing)

Meals \_\_\_\_\_ Sub teachers \_\_\_\_\_  
Lodging \_\_\_\_\_ Other \_\_\_\_\_  
Transportation \_\_\_\_\_

**Total cost of trip to the Student Activity Fund** (if different from fund raising amount) \_\_\_\_\_

**Total Cost of the trip out-of-pocket for each student:** \_\_\_\_\_

*Attachment: 1. Please attach an itinerary for the trip listing the location of the students each day, etc.  
2. Please attach a listing of hotel accommodations with dates of registration and telephone numbers where you can be reached at each location in the event of an emergency.*

**Overnight Trips Procedures**

Chaperones  
Student Behavior

**Chaperones:**

Overnight trip chaperones must have background check completed and accepted by the district

There will be one chaperone per 10 or 15 students

On an overnight trip there will be at least one chaperone of each sex

Each Chaperone will be given a listing of the students for which he/she is responsible.

Chaperones are responsible for all students though specific responsibilities are earmarked for their listing of 10-15 students.

A curfew will be set, as well as check in points in time.

A "Lights out" time will be established and will be no later than midnight unless arrival time at the site is later than midnight. Students will be expected to go to sleep at the time established.

At least one chaperone will be available and on call during the night and there will be chaperones in the student sleeping area (hotel area) supervising during the night. Chaperones are not to sleep in other settings unless adequate supervision of students is established with some of the chaperones and teacher.

Other chaperone duties may be assigned (water duty for marching band as an example)

Chaperones will refer any major discipline issues to the teacher/advisor in charge.

Chaperones will assist the lead advisor in determining appropriate clothing etc. for students.

Training of chaperones will be provided by the advisor/director of the activity prior to the trip. Written rules will be provided to each chaperone.

**Student Behavior:**

Students will be placed in groups of 10 or 15 and assigned a chaperone they are to report to. Reporting expectation will be given to the students prior to the beginning of the trip

Female students will sleep in a separate room from male students. If this is not possible, and a large gym area type setting is the location...then boys will be on one side of the gym and girls on the other side with a large space separating the two groups with no students in the middle space.

There will be no drinking/smoking on the trip and no movies more than PG 13 in nature for grades 7-12 and no more than G for elementary. All movies will be preapproved by the teacher in charge and the final decision on what to show will be left to the teacher. The teacher reserves the right to deny the use of a given movie for his or her own reasons.

Students are responsible for their own money/equipment and the school district assumes no liability for damaged or stolen goods/money. Students should consider purchasing a pre paid visa travel card.

Students are required to follow rules set and curfews set as well as lights out times established.

Rules and expectations will be given to students and their parents in advance and a sign off required before the student attends the overnight event.

If a student does not follow the rules or breaks the law, the advisor will investigate the situation and make a decision as to the student involvement. The advisor will determine if the student may remain on the trip. If not, the student will return to Milaca at the expense of the family, not the school.

During night travel, boys will sit with boys and girls will sit with girls.