

**MILACA PUBLIC SCHOOLS
SCHOOL BOARD POLICY**

Adopted: 6-19-00

Orig. 1995

Revised: September 2017

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

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 four 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. Voluntary Instructional Trips

Trips related to a course of study and do not require student participation.

C. Supplementary Trips

These trips may or may not be related to a course of study and involve student activities, clubs, and other school sponsored student groups. These trips cannot be scheduled during the school day unless no other option exists to participate in a same, like, or similar activity. (Minn. Stat. § 123B.36, Authorized Fees)

D. 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.

These trips are subject to review and approval by the Activities Director, Principal and Superintendent. Financial contributions by students may be requested (MN §123B.36, Authorized Fees).

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)

Procedures for Policy 610 Field Trips

Adopted: November 2013

Revised: September 2017

Procedures

1. The School Board recommends that overnight trips will be scheduled during non instructional days. For example, during the summer, spring break etc.
2. The school district will not financially support the overnight or out of state trip costs for transportation, lodging, mileage, etc. (exceptions: MSHSL State Tournaments. Up to three days of substitute teacher time for National or State level and other Board approved field trips.)
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 will have discretion over all field trips approved each year.

Attachment: Form

Field Trip Request Form

Milaca School District

Is this an overnight field trip? Yes _____ No _____

Name of form preparer: _____ Date: _____

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 students involved: _____

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

Name(s) of teacher(s) involved: _____

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

Fundraising goal amount: _____

Transportation arrangements: _____

Number of licensed and non-licensed chaperones _____

Number of staff contract days during trip per staff 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:** _____Will a staff member be using a personal vehicle to transport staff or personal property for purposes of the field trip? *Note: No students should be transported in a personal vehicle.*

No _____ Yes _____ If yes, please list staff member(s): _____

Supervising Principal Signature: _____ Date: _____

Items below needed for extended trips:

Superintendent Signature: _____ Date: _____

*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 12 students

On an overnight trip there will be a minimum of one chaperone for each sex

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

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. There will be chaperones in the student sleeping area (hotel area) supervising during the night..

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 12 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, 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.