

610 FIELD TRIPS

I. PURPOSE

In order for staff and students to relate the instructional program to the community outside the schools, it may be necessary for students to travel beyond the school district boundaries from time to time. Some trips may cause time lost from the regular school program. While the educational value of the trip is recognized, it should be emphasized that the school board places a high premium on instructional time spent in school.

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. All requests (whether in concept form, tentative approval, or final approval) should be submitted on a Student Travel Outside of the District form. Individual student participation could be affected by academic and or behavioral factors as determined by the principal. All requests (whether in concept form, tentative approval, or final approval) should be submitted on A Student Travel Outside of the District form. Student trips will be categorized within four general areas:

A. Instructional Trips (curricular)

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. Co-Curricular Trips

This category pertains to those trips involving academic groups which provide additional academic opportunities for students (ie., Math Counts, Math League, etc.). These trips shall be subject to review and approval of the building principal. Financial contributions by students may be requested.

D. Extended Trips

1. Trips that involve more than one overnight stay fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. A Student Travel Outside of the District form must be completed and approved by the building principal. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament competition).

2. Requests for extended trips which involve more than two overnight stays and all international trips must go through a two-step process.

a. They must be submitted to and tentatively approved by the school board in concept form before involving students and parents in planning and implementation. Requests for approval in concept should be made by using the Student Travel Outside of the District form. The school will either:

i. give tentative approval so that the trip can be planned in full to meet all other timelines specified in this policy and accompanying regulations; or

ii. deny the request.

b. They must seek final school board approval. International trips must receive final approval at least 60 days prior to departure.

III. REGULATIONS

A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.

B. Travel arrangements for school-sponsored trips will be made by the school district, unless otherwise approved by the superintendent. Travel outside the school district area will be arranged through bonded travel agencies if the services of the school district's Transportation Department are not used. Parents will be informed, in advance, of the anticipated itinerary, cost, and activities. The comfort of the students will be considered in selecting the type and capacity of passenger vehicles.

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 and such use must be approved in accordance with Policy 710, Extracurricular Transportation.

D. All district policies and regulations will be in effect in travel situations as they are during the school year. Students who have demonstrated frequent disregard for school rules may be excluded from travel outside the school district if such an exclusion is necessary to insure the safety and educational benefit of others on the trip. Infractions of district policies and regulations during a trip may result in the student being sent home immediately at his/her parents' expense. Rules of conduct and student discipline shall apply to all student trip activity.

E. At no time will students be granted "on your own" time in a public, unsupervised location (i.e., malls, parks, etc.) that constitutes students being out of view of assigned chaperones.

F. Parental consent will be required for all participating students. Consent will be expected in written form with parental signature. Verbal and email consent will also be accepted in certain circumstances.

G. Teachers, requesting approval for student travel, will present to the principal a completed request form, which

shall provide a complete description of the student activities pertaining to the travel, including, but not limited to, the following:

1. The possible risks and hazards for students, chaperones, and district personnel.
2. The precautions which will be taken for the welfare and safety of the students, chaperones, and the district personnel, including legal matters, insurance and other necessary technical arrangements.
3. Times of departure and return.
4. The manner in which the students and parents will be able to communicate during the student's travel.
5. The costs of the trip and sources of funds.
6. The educational benefits of the trip.
7. Faculty members may not receive any salary remuneration relating to field trips from outside agencies nor arrange trips for financial gain. However, in some cases, a portion of the funds provided by students may pay for chaperones. In these instances, Board members and parents will be so informed.

H. No student will be denied the opportunity of such travel that was arranged as a regular part of the instructional program because of student inability to pay the cost of such a trip.

I. Ground Transportation for out-of-state travel

Due to liability reasons, any out-of-state travel by means of school district vehicles requires the group to obtain an additional liability insurance rider OR contract with a private company for chartered transportation. The group should seek prices for both means of transportation and seek permission to use the least expensive mode of transportation. The Superintendent or designee will determine if a group wishing to travel out of state should use district transportation or seek public transportation quotes.

J. It is expected that a committee of parents will be involved in the planning of every out-of-state or international trip.

K. Requests for out-of-state and international travel by any club, performing group, or school organization shall be limited to once every two years on overnight trips resulting in absence from class except with specific permission of the school board.

L. The district has the right to charge each student on a pro-rated basis for trips except those that fall under the Instructional category (see IIA). Consideration will be made for those financially unable to bear the cost (currently qualify for free or reduced lunches.)

M The school district does not carry any travel accident insurance. It is expected that the student/parents have provided coverage through their hospitalization and car insurance for any accidents occurring during the trip. The district, however, would be considered the secondary provider through the Minnesota no-fault insurance statues.

N. The building principal has the discretionary right to increase or decrease the number of chaperones required, depending on the circumstances of the trip.

Cross References:

Dover-Eyota Public Schools Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

Dover-Eyota Public Schools Policy 423 (Employee -Student Relationships)

Dover-Eyota Public Schools Policy 506 (Student Discipline)

Dover-Eyota Public Schools Policy 707 (Transportation of Public School Students)

Dover-Eyota Public Schools Policy 709 (Student Transportation Safety Policy)

Dover-Eyota Public Schools Policy 710 (Extracurricular Transportation)

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