

Adopted: 1/9/2012

MSBA/MASA Model Policy 610

Orig. 1995

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Rev. 2002

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 all trip requests for Independent School District 181 students.

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. District procedural guidelines must be followed as outlined. Further approval by the Board of Education is required for trip modifications.

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. All trips are for Independent School District 181 students and subject to review and approval of the activities director and/or 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. All trips are for Independent School District 181 students and 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. All trips are for

Independent School District 181 students and subject to review and approval of the activities director and/or the building principal. An extended trip request form (Appendix A) must be completed and approved at each level prior to any formal planning of the trip: teacher, 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. Failure of a student to adhere to applicable laws, policies and rules will result in consequences that may include the student being sent home immediately at his/her 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.
- C. 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.
- D. Transportation shall be furnished through a commercial carrier or school-owned vehicle
- E. 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.
- F. 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.

- G. All extended field trip participants will indemnify and hold harmless Independent School District # 181, its officers, volunteers, employees and agents from all claims, causes of action, lawsuits, damages, losses or expenses including attorney's fees arising out of or resulting from any acts or performances that are not caused by the direct negligence or intentional act of Independent School District #181.

IV. SCHOOL BOARD REVIEW

Upon request, the Superintendent may report to the School Board 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)

ISD 181 Procedures:

1. Whenever leaving school grounds with a group of students, a printed roster of every student's name must be with the teacher/advisor/coach.
2. Attendance will be taken at every stop prior to the vehicle departing from the location and leaving for the next destination.
3. The teacher/advisor/coach will take verbal roll call and have visual recognition with students prior to the bus leaving every destination and will then sign off on the printed roster.
4. The teacher/advisor/coach will review attendance procedures with each chaperone participating.
5. If a parent/legal guardian is picking up a student following an activity, the parent / legal guardian must personally sign off their child from the coach/advisor/teachers printed roster.