

# **Esko Public Schools**

*Original Adoption: 1995*

*Revised: 2013*

*Adopted: 12/10/13*

## **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 two general areas: trips requiring administrative approval and trips requiring School Board approval:

#### **a. Trips Requiring Administrative Approval**

##### **i. 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)

##### **ii. 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)

#### **b. Trips Requiring School Board Approval (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. In an effort to minimize the amount of lost instructional time, the school district encourages trip sponsors to schedule extended trips during the summer vacation or during school breaks. All trip arrangements, including but not limited

to financial, insurance, and liability responsibilities will be assumed by the parent/guardian.

3. Staff supervising or chaperoning school board approved trips will be covered under the district's insurance policy

### **III. TRIPS OUTSIDE OF THE UNITED STATES**

Esko Public Schools # 99 will not sponsor nor approve trips taken by teachers and students to destinations outside of the United States.

In addition, the District has placed in resolution the following restrictions and requirements regarding said trips:

1. Teachers and/or staff members that accompany the students on such trips must obtain a liability release and waiver for the District from the parents/guardian of participating students. The documents must also state the following: *"Esko Public Schools # 99 will not sponsor nor approve trips taken by teachers and students to destinations outside of the United States."*
2. Teachers and/or staff members who plan the trip and accompany the students, must not engage in any activity (including promotion and fundraising) associated with trip during regular school hours, or on school property;
3. School owned vans, buses, or other school district modes of transportation may not be used for the purpose of transporting students involved in a trip abroad;
4. Fundraising materials associated with travel abroad must include the following statement: *"This student trip is not sponsored nor approved by Esko Public Schools #99"*;
5. District employees are prohibited from signing or representing themselves as employees of the district on any documents associated with the trip
6. Student absences while on trips that are not school sponsored or approved will be subject to the Student Attendance Policy;
7. District employees will not be granted professional leave for trips that are not school sponsored or approved. However, teachers and staff may use personal leave as negotiated through their bargaining unit.

### **IV. REGULATIONS**

- A. Rules of conduct and discipline for students and employees shall apply to all student trips and activities.
- 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 may 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.
  - i. 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. The employee will obtain approval from administration, if practicable. If preapproval is not practicable the employee will provide a written report on the relevant facts and circumstances justifying the need to use a personal vehicle for transportation.

#### **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)