

## 6230 A

# Procedures and Definitions: Non-Extended Trips

*Regulation 6230 A*

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### I. PURPOSE

The use of field trips to expand the educational experience of students is a powerful tool. Safety, connection to the curriculum and appropriateness for the ages of the students should be the priorities for all field trips. This regulation addresses required procedures and definitions for non-extended field trips.

### II. DEFINITIONS

In addition to the definitions included in the Field Trip Policy, the following shall also apply.

A. “*adequate supervision*” shall have the following meaning:

1. For local, instructional, supplementary or celebratory field trips using transportation other than mass transit the following minimums apply:
  - a) for elementary (Pre K – Grade 5) students: 1 qualified adult supervisor for every five (5) students.
  - b) for middle grades students (Grades 6-8): 1 qualified adult supervisor for every ten (10) students.
  - c) for high school students (Grades 9-12): 1 qualified adult supervisor for every twenty (20) students.
2. For non-local or expanded, instructional, supplementary or celebratory field trips the following minimums apply:
  - a) for elementary students: 1 qualified adult supervisor for every five (5) students.
  - b) for middle grades students: 1 qualified adult supervisor for every ten (10) students.
  - c) for high school students: 1 qualified adult supervisor for every fifteen (15) students.

B. “*celebratory*” used as a modifier for field trips means any trip, regardless of the means of transportation, away from the school building or contiguous grounds which is:

1. not for the purpose of supporting a specific curricular goal;
2. used to reward behavior, achievement, or to acknowledge a holiday, participate in a community event or sports activity which is not part of the school’s regular athletics program;
3. either during the school day or after school hours.
4. either during the defined school year, during recess periods within the school year or as part of the regular summer school program.

- C. “*expanded*” used as a modifier for field trips means any trip, regardless of the means of transportation, away from the school building or contiguous grounds which :
  - 1. occurs over a time period greater than one school day plus three hours but does not require an overnight stay; or
  - 2. requires travel outside the State of Minnesota; and
  - 3. occurs during the defined school year, during recess periods within the school year or as part of the regular summer school program.
  
- D. “*extended*” used as a modifier for field trips means any trip, regardless of the means of transportation, away from the school building or contiguous grounds that requires an overnight stay and which occurs during the defined school year, during recess periods within the school year or as part of the regular summer school programs.
  
- E. “*international*” used as a modifier for field trips means any trip, regardless of the means of transportation that leaves the United States of America and which occurs during the defined school year, or during recess periods within the school year, or as part of the regular summer school program.
  
- F. “*local*” used as a modifier for field trips means any trip, regardless of the means of transportation, away from the school building or contiguous grounds which is:
  - 1. less than one hours’ driving time away from the school building, or
  - 2. less than fifty miles from the school building.
  
- G. “*non-local*” used as a modifier for field trips means any trip, regardless of the means of transportation, away from the school building or contiguous grounds which is able to be completed during the school day and is:
  - 1. more than one hours’ driving time away from the school building, or
  - 2. more than fifty miles from the school building.
  
- H. “*parent*” shall mean a person identified on the student’s official school record as parent, which includes guardians or other adults acting as parents.
  
- I. “*qualified adult supervisor*” shall mean either:
  - 1. a district employee, or
  - 2. a trained volunteer at least age twenty-one (21) who has undergone a criminal background check available to the district.

### III. APPROVAL

- A. All field trips require the prior approval of the principal or site administrator of the school or program. The principal or site administrator shall consider:
  - 1. whether or not the trip meets the proscribed requirements below,
  - 2. whether or not the trip unduly interrupts the school day, week or year schedule, particularly with respect to meeting testing schedules;
  - 3. whether or not the purpose of the trip meets the school improvement goals;

4. whether or not a celebratory trip does not unduly remove students from instruction time.
- B. Expanded field trips that require travel outside of the State of Minnesota also require the approval of the appropriate associate superintendent.
- C. A principal or site administrator may seek the additional approval of the appropriate associate superintendent for any proposed field trip that due to its unusual or unique nature may have controversial overtones or include safety hazards relative to the level of the group participating.

#### **IV. REQUIREMENTS**

- A. Sponsoring staff members shall provide information to the principal or site administrator of the following:
  1. Identification of the curricular purpose, the celebratory purpose or the supplemental purpose of the trip.
  2. Plans and provisions made to accommodate the needs of students with Individual Education Plans (IEPs), or Section 504 plans including those students who receive a portion of their instruction in the class or classes for which the trip is planned. Such plans shall include notification of the planned trip to any provider of services under the student's IEP to accommodate scheduling required services.
  3. Plans and provisions made to accommodate the needs of English Language Learners.
  4. Plans and provisions made to provide, transport and protect meals normally taken during the time of the field tip.
  5. Plans and provisions made to administer medications required by students normally taken during the time of the field trip.
  6. Plans for adequate supervision of students on the trip.
  7. Plans to provide adequate supervision and alternative instruction in the curriculum to be addressed by the field trip if instructional, or other curriculum to be provided for those students who do not go on the trip.
  8. Preparation of an adequate field trip permission form for parent signature.
  9. Plans to transport equipment, supplies or instruments as part of the field trip.
  10. Identification of and means of securing adequate funding to support the trip.

- B. Sponsoring staff shall submit a field trip request to the principal or site administrator with adequate time to allow the principal or site administrator to review the application and approve or disapprove it; and adequate time to make logistical arrangements, including transportation.
- C. Each student shall have evidence of permission from the student's parent, if under age eighteen, or from the student or the student's parent if eighteen or over.
  - 1. The evidence of permission shall be filed in the school office. Evidence of permission shall include either:
    - a) a field trip permission form signed by the parent, or the adult student that identifies
      - (i) the date of the trip
      - (ii) the destination or itinerary of the trip
      - (iii) the name of the sponsoring staff member who will be accompanying the students,
      - (iv) the means of transport to be used for the trip.
    - b) a signed note from the principal or site administrator, or designee, who has had personal telephone contact with the person known to be the student's parent who has given permission to the principal, site administrator or designee for the student to attend the field trip.
  - 2. Generally, each field trip should be evidenced by a form specific to that trip; however schools may employ a series permission slip for circumstances when a series of similar trips will be taken on specific dates and times. Each trip contemplated must be detailed on a series permission slip.

#### **IV. PROCEDURES**

- A. Reservations for field trip transportation shall be submitted to the Transportation department in a timely fashion. The Transportation Department is authorized to establish time limits and means of submission of field trip transportation requests.
- B. Individual schools may require other procedures including, but not limited to:
  - 1. Inclusion of field trip dates and times on school calendar.
  - 2. Written notification of the food service manager for trips where school meals will be required in advance, or missed.
  - 3. Submission of lesson plans for use with students not attending the field trip.
  - 4. Post-trip evaluation shared with the principal, site administrator, faculty or site council.

#### **V. RESPONSIBILITY**

- A. Sponsoring staff and other supervising adults are responsible to maintain good behavioral order on the bus or other means of transportation. This is not the responsibility of the bus driver, conductor or airline personnel.
  - 1. Bus and other safety rules shall be reviewed with all students prior to the field trip.
  - 2. Busses shall not be used for the purpose of changing into uniforms or costumes.

3. Misbehavior on a field trip bus shall be reported by the sponsoring staff to the building principal or site administrator for appropriate discipline under the terms of the discipline policy.
- B. The principal or site administrator may designate particular staff members to be responsible for the ordering of and payment for all field trips in the school. In the event that the principal or site administrator designates a staff member in this capacity, any field trip ordered by other staff members shall be the sole responsibility of the ordering staff member.
- C. The principal or site administrator is responsible for assuring that all authorized field trips are paid for in a prompt manner. Nonpayment for field trips may result in withholding other field trip transportation.
- D. The Transportation Department is responsible for informing all school principals or site administrators of the status of their field trip accounts and to give adequate warning of payments in arrears.
- E. The sponsoring staff member is responsible for
  1. making all arrangements with the destination(s) for the field trip;
  2. filing all confirmations of arrangements at destinations and of transportation with the school or building office.
- F. Associate Superintendents are responsible for making timely responses to requests for approval of field trips for which their permission is required.
- G. Parents are responsible for returning permission slips for field trips that they approve, or making adequate alternative arrangements to give permission. Failure to do so will result in their student's non-participation.
- H. Principals are responsible for communicating with staff and parents regarding the district and local rules regarding field trips on at least an annual basis.
- I. Students are responsible for participating in field trips for which their parent has given permission, and to adhere to school rules and district policies regarding safety and behavior while on the field trip.

***Legal References:***

Minn. Stat. §123B.36 (Authorized Fees)

Minn. Stat. §123B.37 (Prohibited Fees)

***Cross References:***

MPS Policy 1450 (Volunteers)

MPS Policy 3548 (Safety [bus])

MPS Policy 4002 (Harassment and Violence Prohibition)

MPS Policy 4020 (Tobacco Use, Non-Student)  
MPS Policy 4025 (Drug-Free and Weapons-Free Schools and Workplace)  
MPS Policy 5000 (Equal Education Opportunity)  
MPS Policy 5100 (Attendance)  
MPS Policy 5200 (City-wide Discipline)  
MPS Policy 5201 (Bullying and Hazing Prohibition)  
MPS Policy 5220 (Tobacco Use, Student)  
MPS Policy 5631 (Drug-Free schools, Chemical Health, Chemical Use and Abuse)  
MPS Policy 5750 (Disability Non-Discrimination)  
MPS Policy 6230 (Field Trips)  
MPS Policy 6680 (Safety, Security and Emergency Preparedness)  
MPS Policy 6681 (Accident Prevention and Reporting)  
MPS Policy 6682 (Emergency Health Care)

MPS Regulation 6230 B (Definitions and Procedures: Extended Trips)

**Publications**

*School Transportation Coordinator Handbook*, Minneapolis Public Schools Publication, Plant Operations and Transportation Services Department.  
*Field Trip Planning Assistance*, MPS – Office of the General Counsel  
*Health Office Guidance for Field Trips*, MPS – District Nursing Supervisors  
*Field Trip Medication Organizer*, MPS – District Nursing Supervisors  
*Extended Field Trip Planning – Non-international*, MPS – Office of the General Counsel  
*Extended Field Trip Planning – International*, MPS – Office of the General Counsel  
*Extended Field Trip Planning Timeline*, MPS – Office of the General Counsel

**FORMS:**

FT 1: Field Trip Plan and Final Approvals-Non-extended  
FT 2: Permission Slip (Simple Field Trip)  
FT 3: Series Permission Slip  
FT 4: Letter of Intent (Non-international)  
FT 5: Letter of Intent (International)  
FT 6: Trip Plan and Final Approval – Extended  
FT 7: Chaperone Agreement (Extended trip)  
FT 8: Student Agreement (Extended trip)  
FT 9: Parent Agreement (Extended trip)  
FT 10: Permission Slip (Extended Field Trip)  
FT 11: Overnight Field Trip: Medical Form