

6230 B

Procedures and Definitions: Extended Trips

Regulation 6230 B

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I. PURPOSE

Extended field trips can be valuable, first-hand experiences and means of instruction. The nature of these trips is such that special and specific care must be taken in the planning and execution of the trip to assure with reasonable certainty the safety of students and chaperones participating. The purpose of this regulation is to establish the planning and execution requirements to meet district standards for instruction as well as safety and security of its students, staff and volunteers.

II. DEFINITIONS

- A. “*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, or during recess periods within the school year, or as part of the regular summer school program.
- B. “*chaperone*” shall mean a qualified adult supervisor, who
1. has signed a District chaperone agreement related to the trip, and
 2. agrees to follow the curriculum objectives of the trip, and
 3. is under the direction of the sponsoring district licensed staff member.
- C. “*extended*” when used as a modifier for field trips shall mean 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, or during recess periods within the school year, or during the regular summer school program.
- B. “*foreign*” or “*international*” when used as a modifier for field trips shall mean any trip whose destination is or whose itinerary includes a country other than the United States of America and which occurs during the defined school year, during recess periods within the school year or as part of the regular summer school program.
- D. “*instructional*” shall mean a field trip that is part of the regular curriculum of a class or course. Participation is generally required of students, unless a parent provides or



requests an excused absence for a student, or fails to provide permission for the participation of their student.

- E. “**supplemental**” shall mean a field trip that is co-curricular, extra-curricular, or not required as a part of a class or course. Participation is voluntary, and no course credit, regular or extra, may be granted to participants. Participation must be open to all students participating in the program, grade, course or class involved in the trip, regardless of their ability to pay or to raise sufficient funds to pay their costs.
- F. “**qualified adult supervisor**” shall mean either:
 - 1. a district employee; or
 - 2. a trained volunteer who has undergone a criminal background check who is at least twenty-one (21) years of age.
- G. “**trip sponsor**” shall mean the district employee or employees in charge of the planning and execution of the field trip.

III. GENERAL STATEMENT OF REGULATION

- A. This regulation applies only to District sanctioned field trips. The District accepts no responsibility for non-sanctioned field trips, regardless of the participation of district employees.
- B. No activities related to the support of an extended field trip may take place prior to initial approval of the trip by the appropriate superintendent. Such prohibited activities include:
 - 1. fund-raising
 - 2. holding informational or orientation meetings for parents
 - 3. making reservations for travel, lodging, board or activities.
- C. **Approval Procedure:**
 - 1. No less than sixty (60) days prior to the beginning of the proposed extended trip the sponsoring staff person shall submit the *Extended Trip Letter of Intent* supplied by the District to the principal or site administrator.
 - 2. The Principal or site administrator shall either
 - a) Deny the request within two (2) days of receipt of the *Letter of Intent*, or
 - b) Return the request for additional information within two (2) days of receipt of the *Letter of Intent*, or
 - c) Give initial approval to the plan and forward the request to the appropriate associate superintendent within five (5) days of receipt of the *Letter of Intent*.
 - 3. The appropriate superintendent shall within five (5) days of receipt of the *Letter of Intent* inform the principal of the decision to:
 - a) Deny the request, or
 - b) Return the request for additional information, or
 - c) Approve the request.
 - 4. The appropriate superintendent shall file with the Superintendent or Superintendent’s designee all approved or denied extended field trip *Letters of Intent*.

5. Notwithstanding ¶ III C. 1 the Superintendent may approve an extended trip on an expedited schedule to accommodate contingencies such as athletic tournament or competition participation which cannot be anticipated in the usual time period. Staff participating in such activities who know or may believe that participation is possible should do as much pre-planning as is possible without incurring costs to the District or to potential participants until the participation is assured.

D. Letter of Intent Requirements

1. The *Letter of Intent* shall be submitted on a District *Letter of Intent* form and shall include the following:
 - a) The instructional purpose being met by the trip, if instructional, or the celebratory purpose being met by the trip if celebratory,
 - b) The proposed destination or itinerary, including dates;
 - c) The proposed manner of travel, including local or intermediate travel at the destination or throughout the itinerary;
 - d) Proposed lodging arrangements, including information on how any home-stays will be arranged;
 - e) Plans for covering classes and providing for instruction of students not participating in the trip;
 - f) Emergency plan;
 - g) Proposed schedule of informational meetings and orientation for parents and interested students,
 - h) Budget for trip, showing collective and individual costs, with a good faith estimate of costs for which individuals shall be responsible; source of funds to provide school provided services; scholarship source(s), if any.
 - i) Fundraising plans, if any;
 - j) Sample Student Agreement
 - k) Sample Parent Agreement
 - l) Sample Permission slip
 - m) Sample Chaperone Agreement

E. Planning the trip and Submission of Final Plan and Approval

1. Planning may commence immediately after initial approval has been received from the appropriate Associate Superintendent or the Superintendent per ¶II.C.5 above.
2. No later than fourteen (14) days prior to the scheduled departure, the sponsoring staff person shall submit to the principal or site administrator the final *Trip Plan and Request for Final Approval* on the form provided by the District.
3. The *Final Plan* shall include the following:
 - a) Trip Itinerary;
 - b) Participating Student Information;
 - c) Site or activity information;
 - d) Transportation provision information;
 - e) Lodging plan and arrangements, including how home-stay homes are selected if a home-stay is part of the plan;
 - f) Budget and funding sources;



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- g) Cancellation contingency plans, including penalties that will be incurred if cancelled;
 - h) Plan to accommodate the learning needs of students not participating in the trip;
 - i) Supervision plans, including special skills required, if any.
4. The *Trip Plan and Request for Final Approval* shall be reviewed by the principal or site administrator and action taken within two (2) school days of receipt. The principal shall either approve or disapprove the trip. If the principal approves the trip, the principal will send the approved *Trip Plan and Request for Final Approval* to the appropriate Associate Superintendent. The Associate Superintendent shall approve or disapprove the trip within two (2) school days of receipt of the documentation. Disapproval by either the principal or the Associate Superintendent shall terminate the process.

F. Supervision and Safety

1. Adequate supervision of students on an extended trip is essential to the safety of all participants. Therefore the following minimum student to chaperone ratios are established:
 - a) for Pre-K – Grade 8 students no more than five (5) students for every chaperone.
 - b) for high school students (Grades 9 – 12) no more than ten (10) students for every chaperone.
 - c) A minimum of two chaperones is required for every trip, regardless of the age or number of students participating.
 - d) any field trip that includes water activities must provide a certified life guard.
2. Accommodation of students in private homes is discouraged unless student safety can be assured and the use of private home accommodation provides an essential benefit that cannot be duplicated in any other manner.
3. Additional members of any parent or volunteer chaperone's family may not accompany the group of students, except as an additional volunteer chaperone who meets the requirements of being a qualified adult supervisor under this regulation.
4. International trips are required to adhere to guidance given by the U.S. State Department and the Department of Homeland Security. Information regarding official travel warnings or consular information sheets related to the proposed destination or included in the itinerary, or neighboring countries shall be provided to participants.
5. Chaperones are responsible for the health, welfare and supervision of the students twenty-four hours a day during the trip.
6. Chaperones will accompany students on all excursions during a trip.
7. At least two chaperones will accompany the trip at all times unless emergency conditions exist (i.e. student or chaperone illness, injury, hospitalization, legal infractions, problems with travel documentation or behavioral infractions). A chaperone shall inform the appropriate superintendent of such a condition and the appropriate superintendent shall determine whether or not to dispatch an additional district employee chaperone to assist in the situation.
8. Chaperones will not leave the group for any personal visits.



9. Chaperones and students shall not drink alcoholic beverages while on the trip regardless of the legal drinking age of their destination or locations in the itinerary of the trip.

IV. RESPONSIBILITIES

- A. **Student Responsibilities.** The learning opportunity afforded a student on an extended trip is significant to their academic achievement and personal growth and may be a once in a lifetime event. This opportunity requires that students seriously accept responsibility for their learning and behavior while on the trip.
 1. Students shall be aware of and endeavor to meet their responsibility to represent their families, school district, and, during foreign travel, their country, with honor and excellence at all times.
 2. Students are subject to all behavior and conduct policies of the District while on the trip including but not limited to the prohibitions of hazing and bullying behavior, sexual harassment and use of chemicals, alcohol and tobacco. Student behavior is also subject to the laws of the State of Minnesota and the local laws of the destination.
 3. Students must remain with the group for the duration of the trip.
 4. Students are responsible, along with their parents, for acquiring the necessary travel documents required for the destination or itinerary of the trip. Failure to acquire the necessary travel documents required may mean forfeiture of payments made toward the trip if the student is unable to travel. Forfeiture of payments shall be due to the conditions of the travel contracts made, and are not in the control of the District. No reimbursement from the District shall be made for forfeitures of payments made due to lack of necessary travel documents.
 5. Items identified as contraband during the trip orientation shall be forfeited by the student if the student brings them on the trip.
 6. Secondary students are responsible for their personal costs and funds identified during the trip orientation.
 7. Students are responsible for securing, packing, and transporting their personal property during the trip. The District accepts no liability for negligence on behalf of the student in this regard.
 8. Regardless of the adult status of students in the United States or in other destinations, students shall be under the care and control of their chaperones at all times while on the trip.
 9. Failure to meet the responsibilities of a student on a field trip shall subject the student to discipline up to and including termination of the student's participation in the trip and return home at the parent's expense.
 10. Students must sign a Student Agreement in order to participate in the trip.
- B. **Chaperone Responsibilities.** In addition to the responsibilities identified above in Paragraph III. F, Chaperones have the opportunity to assist students in this opportunity for academic achievement and personal growth. Chaperones must seriously accept all of their responsibilities.
 1. Chaperones shall be aware of and endeavor to meet their responsibility to represent the school district, and, during foreign travel, their country, with honor and excellence at all times.



2. Chaperones are required to observe and enforce all behavior and conduct policies of the District while on the trip including but not limited to the prohibitions of hazing and bullying behavior, sexual harassment and use of chemicals, alcohol and tobacco. Chaperone behavior is also subject to the laws of the State of Minnesota and the local laws of the destination.
3. Chaperones are responsible for acquiring the necessary travel documents required for the destination or itinerary of the trip. Failure to acquire the necessary travel documents required may mean forfeiture of payments made toward the trip if the chaperone is unable to travel. Forfeiture of payments shall be due to the conditions of the travel contracts made, and are not in the control of the District. No reimbursement from the District shall be made for forfeitures of payments made due to lack of necessary travel documents. Payments made by or on behalf of a chaperone who fails to acquire the necessary travel documents may be applied toward the costs of a replacement chaperone at the District's discretion.
4. Items identified as contraband during the trip orientation shall be forfeited by the Chaperone if the Chaperone brings them on the trip.
5. Chaperones are responsible for their personal costs and funds identified during the trip orientation.
6. Chaperones are responsible for securing, packing, and transporting their personal property during the trip. The District accepts no liability for negligence on behalf of the Chaperone in this regard.
7. Regardless of the adult status of students in the United States or in other destinations, Chaperones shall assume the care and control the participating students at all times while on the trip.
8. Chaperones shall follow the directions of the trip sponsor.
9. Failure to meet the responsibilities of a Chaperone on a trip may result in the discipline of any employee acting as Chaperone up to and including termination of employment, or termination of the status of the Chaperone and return home at the Chaperone's expense.
10. Chaperones are required to disclose information regarding an existing health condition for which they are receiving treatment to the sponsoring district employee. Such disclosures shall be confidential information and not shared by the trip sponsor with others unless a medical emergency requires disclosure in order for the chaperone to receive emergency medical care. Costs of medical treatment or care required during the term of the trip are the sole responsibility of the recipient.
11. Chaperones must sign a chaperone agreement in order to participate in the trip.

C. **Parent Responsibilities.**

1. Parents shall prepare their students to participate in the extended field trip including reviewing behavior expectations.
2. Parents shall attend orientation meetings regarding the trip.
3. Parents are responsible for acquiring the necessary travel documents for their student required for international trips. Failure to acquire the necessary travel documents required may mean forfeiture of payments made toward the trip if the student is unable to travel. Forfeiture of payments shall be due to the conditions

of the travel contracts made, and are not in the control of the District. No reimbursement from the District shall be made for forfeitures of payments made due to lack of necessary travel documents.

4. Parents are responsible for providing complete information regarding a student's health concerns to the sponsoring district employee. Costs of unexpected medical treatment or care required during the term of the trip are the sole responsibility of the parent of the student requiring the treatment or care.
5. Parents are responsible for the costs of early return of a student who fails to abide by District policies or law, including but not limited to:
 - a) the costs of long-distance, and collect telephone calls made to the parent regarding the student;
 - b) the costs of transportation of the student back home;
 - c) the costs of transportation of any chaperone who must accompany the student back home due to safety concerns or requirements of travel providers; and
 - d) the costs of transportation or accommodation for a parent who must travel to the student's location due to the circumstances of the case;
 - e) the costs of any local legal representation, costs or fines incurred by their student's behavior.
 - f) Parents must sign a parent agreement in order for a minor student to participate in the trip. Parents will be asked to sign a parent agreement for all adult students participating in the trip.

- D. **Trip Sponsor Responsibility.** Sponsoring extended field trips to students brings additional opportunities to enrich academics and affect student personal growth. These enriched opportunities bring additional responsibilities to the sponsoring employee.
1. The trip sponsor must be a licensed employee.
 2. The trip sponsor shall be responsible for preparing the trip plan, acquiring the necessary permissions, preparing the budget, providing for orientation of students, parents and chaperones and all administrative requirements of a trip.
 3. The trip sponsor may not enter into a contract on behalf of the District for any extended trip. All contracts must be approved through the contract management system of the District.
 4. The trip sponsor shall be aware of and endeavor to meet their responsibility to represent the school district, and, during foreign travel, their country, with honor and excellence at all times.
 5. Teacher sponsors shall provide adequate lesson plans to continue the academic work of students not participating in the trip for the duration of the trip if during regular school days. Copies of the lesson plans must be made available to the principal in advance.
 6. Teacher sponsors shall submit the necessary documents to provide for reserve teachers during their absence if necessary.
 7. Any fund-raising done by students or staff to support the trip must be approved in advance by the principal or site administrator. Fundraising done by booster clubs or parent organizations to support the trip is permissible and it is the responsibility of the trip sponsor to inform the principal of fundraising activities by third parties on behalf of the trip of which the trip sponsor is aware.

8. The trip sponsor is responsible for consulting with a student's IEP or IAP manager, or ELL teacher to assure the necessary supports for a student are considered in planning and accommodated during the trip.
 - a) Additional costs for accommodations for requirements of a student's IEP or IAP shall be borne by the parent if the trip is a celebratory trip, or may be given preference in consideration for scholarship assistance, if scholarships are available for the trip.
 - b) Additional costs for accommodations for requirements of a student's IEP or IAP shall be borne by the sponsoring school if the trip is an instructional or supplemental trip, and may be given preference in consideration for scholarship assistance, if scholarships are available for the trip.
 - c) Additional costs for accommodations for English Language Learners shall be borne by the parent if the trip is a celebratory trip, or may be given preference in consideration for scholarship assistance, if scholarships are available for the trip.
 - d) Additional costs for accommodations for English Language Learners shall be borne by the sponsoring school if the trip is an instructional or supplemental trip, and may be given preference in consideration for scholarship assistance, if scholarships are available for the trip.
9. The trip sponsor is responsible for making scholarship decisions in consultation with the principal or site administrator when scholarship funds for support of the trip are available.

E. Principal Responsibilities.

1. The Principal or site administrator is responsible for assuring that all instructional trips are adequately connected to the curriculum.
2. The Principal or site administrator is responsible for approving or denying field trip requests and plans. Denials shall be accompanied by reasons for the denial, and may be delivered orally or in writing.
3. The Principal or site administrator is responsible for processing approved plans by referring the plan to the appropriate superintendent for review and approval.
4. The Principal or site administrator is responsible for approving fundraising efforts of students or staff to support the trip.
5. The Principal or site administrator, along with the trip sponsor, is responsible for decisions about the use of scholarship funds to support the trip, if scholarship funds are available.
6. The Principal or site administrator is responsible for assisting trip sponsors during the trip to assess issues of emergency management, discipline of students, staff or chaperones, and coordinating communication with parents regarding these issues.
7. The Principal or site administrator is responsible for assuring that field trip rules are communicated to students, families and staff at least annually.

F. Superintendent Responsibilities. The Superintendent, or Superintendent's designee, is responsible for approving all appropriate extended trips.



Cross References:

MPS Policy 6230 (Field Trips)

MPS Regulation 6230 A (Procedures and Definitions: Non-Extended Trips)

Available Publications and Forms: (*=required)

Non-International Extended Field Trips:

- Field Trip Planning Assistance
- Health Office Guidance for Overnight Trips
- Extended Field Trip Planning Guide – Non-international
- Extended Field Trip Planning Timeline
- Letter of Intent (Initial approval document) – Non-international *
- Chaperone Agreement *
- Student Agreement *
- Parent Agreement *
- Extended Field Trip Permission Form *
- Overnight Medical Form *
- Trip Plan/ Final Approval *

International Extended Field Trips: (= required)*

- Field Trip Planning Assistance
- Health Office Guidance for Overnight Trips
- Extended Field Trip Planning Guide –International
- Extended Field Trip Planning Timeline
- Letter of Intent (Initial approval document) – International *
- Chaperone Agreement *
- Student Agreement *
- Parent Agreement *
- Extended Field Trip Permission Form *
- Overnight Medical Form *
- Trip Plan/ Final Approval *

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