

6230

## Field Trips

*Policy 6230*

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### I. PURPOSE

Field trips are an important adjunct of classroom instruction as they provide an opportunity for the teacher to enrich and extend the learning experiences of students. In addition, field trips are used to supplement the curriculum to increase understanding, and for providing an excellent means to initiate or culminate a unit of instruction. Field trips also provide unique learning experiences for students that cannot take place in a classroom. It is incumbent upon the district to assure all students access to these opportunities on an equitable basis, and to provide for their safety while on field trips.

### II. GENERAL STATEMENT OF POLICY

- A. **Permission.** All students must have the permission of their parent or guardian to participate in any field trip.
- B. **Definitions.** The purpose of field trips shall be designated in one of these ways:
1. Instructional trips. These are trips that generally take place during the school day and generally require the participation of students in the class related to the trip.
  2. Supplementary trips. These are trips in which students voluntarily participate and which take place during the school year but outside of the defined school day or on student release days. No additional, supplemental or extra credit for any course may be granted for participation in a supplemental field trip.
  3. Extended trips. Trips that involve one or more overnight stops fall into this category. Extended trips may be either instructional in nature (part of class participation) or supplementary in nature (voluntary participation).
  4. Expanded trips. Instructional or Supplemental trips that also:
    - a) involve travel outside the State of Minnesota; and/or
    - b) involve a time period greater than one school day plus three hours.
  5. Non-sanctioned trips. Trips that take place outside of the school year, or trips that are offered during the school year but which are not district sanctioned.
  6. "required" field trips are those field trips that are part of the regular lesson plan of the teacher.
- C. **General Requirements.** All field trips must be:
1. well planned in advance;
  2. conducted in an orderly, safe manner with adequate supervision; and
  3. related directly to the objectives of the class or activity for which the trip is requested.
- D. **Access and Equity.** Students shall not be denied access to planned field trips due to their English Language Learner status, nor their disability status.

E. ***Fees and other costs.***

1. Instructional trips. Students may not be assessed fees to defray the cost of any field trip that is required as part of the educational program or course of study.
2. Supplemental trips. Students may be assessed fees to defray the cost of any field trip that is supplemental to the district educational program or that is not required of the student.
3. Extended trips. The general rules regarding instructional trips and supplemental trips apply to extended trips
4. Items of a personal nature required or desired by the participant while on a field trip of any variety are the financial responsibility of the participant.
5. Field trips taken during the school day which will prevent students from taking advantage of the school lunch program must make provision through the nutrition services department to provide lunches for students who qualify for free or reduced price lunches, and for other students interested in participating in the school lunch program.
6. Costs for supervisors on Instructional trips shall be borne by the school.
7. Costs for all supervisors on Supplemental trips shall be borne by the individual staff person or volunteer.
8. School booster clubs, parent organizations, or individuals may provide financial support for field trip costs, including normal and anticipated costs incurred by supervisors.

F. ***Transportation.*** All field trip transportation shall be provided by school-owned vehicles or commercial carriers except when alternatives are approved in advance by the Superintendent or Superintendent's designee.

1. *Use of private vehicles.*

- a) The Superintendent or Superintendent's designee may approve the use of a private passenger vehicle, whether owned or leased, driven by a parent or guardian for transportation in exceptional cases and where a certificate of current insurance and driver licensure is on file in the school district office for the driver and car or vehicle to be used.
- b) Field Trip permission slips for trips where private vehicles are to be used shall indicate that transportation will be by private passenger vehicles driven by parents.
- c) Any parent or guardian driving a private passenger vehicle for field trip transportation must be a qualified adult volunteer and have undergone a criminal background check.
- d) Under no circumstances shall students provide field trip transportation for themselves or others when transportation is arranged or provided through the district. Parents may permit students to ride with student drivers to events, games, or practices when the district is not providing transportation to the event, game or practice at their own risk.

- e) If a private vehicle is proposed that carries more than 7 passengers, proof of possession of a Class B driver's license by the driver must be provided.
- 2. Use of mass transit (bus or light rail/ local commuter train).
  - a) Principals may approve field trips using mass transit rather than school buses upon occasion.
  - b) Principals may approve the use of mass transit when the number of students attending a field trip does not warrant the cost of supplying a school bus, and service to the field trip site is offered.
  - c) Field trips using mass transit (bus or light rail/ commuter train) must have increased adult supervision provided according to rules established by the Superintendent or Superintendent's designee
- 3. Use of taxi cabs.
  - a) Principals may approve field trips using taxi cabs as transportation for secondary students when the number of students attending a field trip does not warrant the cost of supplying a school bus.
  - b) Principals who approve the use of taxi cabs must use the district contractor for this purpose, when a district contract exists.
  - c) Field trips using taxi cabs for transportation must follow the contractor's limits regarding numbers of passengers carried.
  - d) Persons proposing the use of taxi cabs for field trip transportation must provide evidence of satisfactory adult supervision at the destination to the principal prior to approval of the use of this form of transportation.
  - e) Use of taxi cabs shall be coordinated with the Transportation Department.
- G. **Behavior.** Students, staff and volunteers are subject to all district rules of conduct and discipline during field trips.
- H. **Supervision.** Adequate supervision shall be included in any plan for a field trip prior to its approval. Volunteer non-employee supervisors or chaperones on all field trips shall be subject to a criminal background check at the volunteer's expense.
- I. **Accommodations.** Reasonable accommodations must be made for any instructional trip for any student whose IEP (Individual Education Program) or IAP (Individual Accommodation Plan) requires accommodations necessary to participate in the trip.
- J. **Medications.** Appropriate arrangements must be made to accommodate student health plans who regularly require medication according to a health practitioner's order during the school day.
- K. **Water activities.** Any district sanctioned trip that involves water activities in a lake, stream, river, pool or recreational water park must include the provision of a certified life guard. Any district sanctioned trip that includes lodging at a location with a pool,

or on a river, stream or lake must either include provision or assurance of a certified life guard or forbid activities in or around the water source.

### **III. NON-SANCTIONED FIELD TRIPS**

- A. Any trip occurring during the summer recess, except trips planned as part of the regular summer school program, is considered a non-sanctioned trip.
- B. Field trips organized by individual parents, parent groups, community partners or employees acting as independent contractors or agents are non-sanctioned and are not Board approved field trips.
- C. Non-sanctioned field trips include trips planned by individuals, groups, or agencies that are involved with students on a volunteer or self-supporting basis.
- D. Total responsibility for non-sanctioned field trips or tours rests with the individual(s) and agency sponsoring them. Minneapolis Public Schools assumes no legal or financial responsibilities for non-sanctioned field trips.
- E. Students absent from school for a non-sanctioned field trip are not excused for attendance, unless the student receives a family activity excuse applied for and approved in advance of the trip in compliance with district policy.
- F. Employees involved in non-sanctioned field trips shall not use duty time or any district resources to recruit participation, plan, organize or conduct these trips. Employees may, subject to the terms of their contract or collective bargaining agreement, arrange to use vacation days for non-sanctioned field trips. Approval for such vacation arrangements shall be in the sole discretion of the employee's supervisor.

### **IV. RESPONSIBILITY**

- A. The Superintendent is authorized to promulgate regulations to implement this policy.
- B. All non-extended field trips are subject to the approval of the school principal or site administrator.
- C. The Superintendent shall determine the responsibility for approval of extended field trips.

#### ***Legal References:***

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

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

#### ***Cross References:***

MPS Policy 1450 (Volunteers)

MPS Policy 3250 (Materials Fees)  
MPS Policy 3327 (Payment for Food and Drink)  
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 5400 (Activities Cost)  
MPS Policy 5631 (Drug-Free Schools, Chemical Health, Chemical Use and Abuse)  
MPS Policy 5750 (Disability Non-Discrimination)  
MPS Policy 6681 (Accident Prevention)  
MPS Policy 6680 (Safety, Security and Emergency Management)  
MPS Policy 6682 (Emergency Health Care)  
MPS Policy 6692 (Student Medication)

**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