

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

610 FIELD TRIPS

I. PURPOSE

The Prior Lake – Savage Area School Board recognizes the educational value that can result from student travel. The School Board sanctions and encourages field trips, which are of value in helping students accomplish educational objectives. 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. DEFINITIONS

Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, related directly to a course of study, and require student participation shall fall into this category. These trips shall be subject to review and approval of the building principal, and shall generally be financed by school district funds within the constraints of the school budget.

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate. Examples of trips in this category involve classroom and grade level trips, and trips for student activities, clubs, and other special interest groups. These trips are subject to review and approval of the co-curricular activities director and/or the building principal. Financial contributions by students for supplementary trips may be requested.

C. Major Magnitude Trips

Trips that involve more than one overnight lodging or that involve travel in excess of 500 miles one-way from the Prior Lake-Savage Area School District fall into this category. Major Magnitude trips may be instructional or supplementary, and must be requested well in advance of the planned activity. A Major Magnitude trip request form must be completed and approved by the principal, superintendent, and/or designee. Exceptions to the approval process may be granted or expedited to accommodate emergencies or contingencies, such as for tournament competition. Financial contributions by students for major magnitude trips will be requested.

Wolf Ridge ELC is an educational overnight trip for 5th graders. Due to its highly structured format which includes mandatory background checks, this trip is excluded from the requirements of the major magnitude field trip policy. The protocols for Wolf Ridge chaperones replace these requirements.

III. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board that all 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.

The School Board acknowledges and supports the efforts of booster clubs, PTC's, and similar organizations in helping to provide field trip opportunities for students.

A. GENERAL REGULATIONS FOR FIELD TRIPS

Rules of conduct and discipline for students and employees shall apply to all student trip activity. All school district policies shall apply during the field trip.

The school administration is responsible for providing detailed procedures for all student field trips, including parental involvement, supervision, costs, accommodations, and other factors deemed important and in the best interest of students. In approving field trips, the school administration is expected to consider frequency of field trips by students and impact on the overall education of students.

Transportation shall generally be furnished through a commercial carrier or school-owned vehicle. In the unusual event that a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.

B. SPECIFIC REGULATIONS FOR MAJOR MAGNITUDE FIELD TRIPS

Plans for Major Magnitude trips should generally be scheduled during vacation times and minimize the loss of teacher/student school time. Major Magnitude trips should not exceed ten (10) days in total length during the school year calendar or fourteen (14) days in total length during the summer break.

Participation in any Major Magnitude trips should be voluntary; there should be no sanctions resulting from non-participation.

No students who have graduated from high school will be allowed to participate on Major Magnitude Trips.

Generally speaking, trips routinely scheduled for regional or state athletic or co-curricular events, seasonal practices, or tournaments are not considered to be Major Magnitude trips. If request is due to the results of a state competition requiring out-of-state travel, major magnitude procedures are to be followed. In planning Major Magnitude trips, staff members need to be aware of financial and academic impact on students and their families. Consideration of such impact should strongly affect the destination, frequency, and planned activities of the Major Magnitude trips.

The School Board directs the superintendent to create and disseminate procedures for granting approval for Major Magnitude trips, to include a formal trip proposal of trip details, principal and superintendent review and approval well in advance of the Major Magnitude trip.

When the Major Magnitude trip involves foreign travel, the following specific regulations apply:

1. Students and chaperones must meet the medical requirements for exit and return to the United States and entrance into foreign nations.
2. Travelers must obtain required passport and visa documents.
3. Parents must complete a notarized certificate of interest/permission/ emergency release for Major Magnitude trips.
4. Staff shall secure multiple bids for transportation and travel prior to approval of a new trip including local vendors if at all possible. For recurring trips, rebidding should occur every third trip.
5. Established contracts with vendors will be formally approved by Executive Director of Business Services, Superintendent of Schools, or their designee.
6. Staff members shall not receive any payment, travel benefit, or current/future travel vouchers. The only exception is that staff may receive personal frequent flyer miles for their travels.
7. An administrator will attend and participate in the Major Magnitude Trip for any travel outside of the continental United States.
8. For any Major Magnitude Trip, the Superintendent has the discretion to make the decision to require additional administrative support for the supervision of staff and students while on the trip. The cost of all supervision shall be built into the overall cost of the trip.

C. PROCEDURES FOR GAINING APPROVAL FOR MAJOR MAGNITUDE TRIP

1. Any advisor who is contemplating a trip should first seek approval for tentative planning from his/her building principal. No formal publicity, fundraising or discussion with students should take place before completing the formal trip proposal (#3).
2. After completing the tentative plans, the advisor and principal will discuss the proposal with the Superintendent of Schools. The Superintendent of Schools will approve, modify or disapprove the proposal. At this point, the superintendent may choose to send an administrator on any major magnitude field trip in consultation with building administrator. This will be considered part of the trip cost.
3. A formal trip proposal will be made to the Superintendent at least sixty (60) days prior to the proposed trip. The proposal shall include the following:
 - a. How the trip is related to the activity
 - b. Location to be visited, general itinerary and number of school days involved
 - c. Transportation plans
 - d. Housing plans
 - e. Probable number of students involved
 - f. Approximate individual cost (please note: any compensation or commission from vendors related to trip must be reviewed by principal and superintendent prior to approval.
 - g. Plans for funding the trip
 - h. Tour company involved
 - i. Any requests for modifications of this policy

The Superintendent will either approve or reject the formal trip proposal, as outlined in this policy under the supervision of the principal and superintendent. Only after Superintendent approval may promotion and fundraising for the trip begin.

Written assurance of compliance with the policy will be given by the principal and advisor to the Superintendent of Schools at least two (2) weeks prior to the date of departure. Failure to provide this assurance will result in immediate cancellation of the trip.

4. Any exception to these procedures (listed above) will require school board approval.

D. MAJOR MAGNITUDE TRIP DETAILS

Final Planning for major magnitude field trips (to be brought to Superintendent at least 4-6 weeks prior to departure)

Final planning by the advisor and principal will be shared with the Superintendent and will include the following:

1. Provide a day-by-day itinerary. Include specific schedule of times and student activities from all time periods of the trip.
2. If a travel agency is involved, give the name, address, and number.
3. List the lodging site's/sites' and name(s), address(s), and phone number(s).
4. List total package cost of the trip.
5. The cost of all supervision shall be built into the overall cost of the trip.
6. List any additional or optional admissions and fees.
7. List specific fundraisers, including company name and representative's phone number.
8. Prepare fiscal accounting plans for revenue which is consistent with district accounting procedures
9. A telephone calling tree, giving parents' home and work telephone numbers and instructions, will be given to parents as part of the final trip information in case all parents need to be contacted during the trip.
10. List of chaperones accompanying the trip, (one for each 15 students; chaperones must be district employees or spouses).

11. Trip organizers are encouraged to consider using medical personnel on the trip. Medical personnel who are 719 employees or spouses of employees traveling as chaperones may also serve as chaperones. Medical personnel who are not 719 employees but whose children are on the trip may travel with the group and not serve as chaperones; such medical personnel would have responsibility to only attend to medical problems or questions.
11. Assure that no other persons will be permitted to travel with the group other than students in the approved school group, chaperones and their children, travel agents, tour guides or bus drivers providing service to the trip.
12. Assure that if a child is released to their parents/guardians during the trip for other than medical reasons, that the child may not rejoin the trip.

Pre-Departure Checklist

1. Prepare a final list of participants, their addresses, phone numbers and emergency/health information. Give a copy to the principal and Superintendent of Schools.
2. Have on file, and take along on the trip, a "Notarized Certificate of Interest/Permission/Emergency Release."
3. Prepare a list of chaperones. There shall be one (1) chaperone for each fifteen (15) students. Only school district employees and their spouses may serve as chaperones. If an advisor is a volunteer, there must be an appropriate number of school district employees serving as chaperones as well. Every non-district chaperone (i.e. spouse of employee) that volunteers will need to have a BC background check at their own expense. Chaperones must abstain from use of alcohol or illegal substances while on the trip. Chaperones must not use tobacco products in the presence of or when directly supervising students.
4. Suggest an appropriate amount of spending money per participant.
5. If participating in meets or contests that require special sanctions, obtain any necessary approval in writing from the governing body, i.e. the Minnesota State High School League.
6. List a breakdown of financial responsibility, including the required financial deposit in lieu of credit card information.
7. Update/revise the itinerary/schedule of the trip.
8. In printed information to parents and students, include the following statement on **MEDICAL PROBLEMS**: The parent and/or student must disclose any physical condition that could pose a medical emergency. A doctor's slip or parent acknowledgment for those conditions that require extraordinary care should be attached to the release form. Medical problems will be handled according to the chaperones' best judgment. If the problem seems serious enough, we will attempt to call the parents. If they cannot be reached, we will treat the child as we would our own. We will use the "Certificate of Interest/Permission/Emergency Release" as authorization of treatment. The parent will be responsible for expenses incurred on the student's behalf.
9. In printed information to parents and students, include the following statement on **BEHAVIOR PROBLEMS**: All the Minnesota State High School League rules, as well as the rules of the Prior Lake -Savage Area Schools are in effect, as long as we are on the trip. Any serious infraction of these rules (particularly the use of tobacco, drugs or alcohol) will not be tolerated. If such an infraction occurs:
 - a. Parents will be notified as soon as possible.
 - b. The student(s) may be sent home on the earliest form of public transportation at his or her/their parent's expense.
 - c. The student will not be allowed to travel with school groups on future major magnitude trips.
10. In printed information to parents and students, include the following statement on

EMERGENCY PROCEDURES:

- a. Immediate remedial action should be taken by chaperones in the event of any emergency.
- b. School authorities; such as the principal, Assistant Superintendent and Superintendent of Schools; should be notified by telephone of any such incident and consulted regarding possible action on the part of chaperones.
- c. In the event of an emergency, chaperones shall notify the superintendent.
- d. Parents and guardians of students involved should be notified as soon as possible by the chaperones or by local school authorities.
- e. Local school authorities and parents/guardians should be notified of subsequent actions taken by the chaperones.

- f. A final report regarding each individual incident must be filed in writing to the building principal with a copy to the Superintendent of Schools within ten (10) days of the return of the group.
11. Review the security status for travel with the Superintendent and Principal through the time of departure, and, if necessary, modify or cancel the trip.

After the trip

1. An informal report shall be made to the Superintendent of Schools and the principal within seventy-two (72) hours after return to Prior Lake.
2. A written summary of the trip shall be made by the advisor for a regularly scheduled meeting of the school board and in consent agenda at the next convenient date following return.
3. International trip advisors may be invited to make formal presentation to the school board.

School Board

The Superintendent of Schools shall at least annually report to the school board upon the utilization of trips under this policy.



Notarized Certificate of Interest/Permission/Emergency Release for Major Magnitude Field Trips

Having read the cover letters, which outline the proposed
Major Magnitude Trip as stated below, we give permission for our child to participate.

Trip Destination: _____ Dates of Trip: _____

Group Name: _____ Group Leader: _____

Please print clearly

Students Full Legal Name: _____ Date of Birth: _____

Parents/Guardians Full Name (printed): _____

Parents/Guardians home address: _____

Home Phone: _____ Student Cell Number: _____

Guardian #1-Cell: _____ Work Number: _____

Guardian #2-Cell: _____ Work Number: _____

Emergency Contact- Name & Number

_____ # _____

Physicians Name, Clinic & Number

_____ # _____

Medical Insurance Company & Policy #

_____ # _____

Any allergies/known medical concerns of son/daughter: _____

I have read and been informed about the content, requirements, and expectations of school board policy 610 Field Trips for PLSAS. I understand a copy of the policy is located on the PLSAS website and agree to abide by the policy guidelines as a condition of my student's attendance on this trip. I understand that if I have questions, at any time, regarding the Field Trip Policy, I will consult with the trip advisor.

By signing this document, you are acknowledging that you have read and understand Policy 610, the district's policy on field trips.

Parent/Guardian Signature: _____ **Date:** _____

The following financial information MUST remain in the district for security purposes.

We realize that with travel comes a possibility of injury or emergency. If an injury occurs and we cannot be reached, we release our son/daughter to the care of the bearer of this certificate. We understand there is no insurance coverage provided. If our child is sent home early, and/or we incur medical expenses on his/her behalf, we agree to reimburse the school for all added expenses relative to that action.

_____ Date _____ Parent/Guardian Signature

Provide current credit card: *(Credit card information will be retained by the building principal or designee of the school district to protect the information of the cardholder)*

Credit Card Name: _____ Credit Card Number: _____

Expiration Date: _____ Name as it appears on card: _____

OR Provide check or cash as a deposit in an amount to be determined based on the trip.

Must be notarized: Signature of Notary: _____ Date: _____

Major Magnitude Field Trip



Alcohol Screening Acknowledgement

Extracurricular activities are an important part of the overall educational program at Prior Lake High School. A well-rounded education is not only academically oriented, but also includes physical, social, and emotional development. We at Prior Lake High School believe that students will be productive, responsible citizens of the society in which they live.

I/We understand that participation in extracurricular trips is a privilege and that all school policies and rules will be enforced throughout the duration of this event. By signing this form, I/We acknowledging that I/we have read policy 506.3 and understand that I may be subjected to an alcohol screening via a breathalyzer testing instrument if reasonable suspicion exists. If the results indicate a use of alcohol, I understand that I will be sent home at my/our own expense.

Please Print Clearly

Student's Name: _____

Parent/Guardian Name: _____

Date

Student's Signature

Date

Parent/Guardian Signature