

Math and Science Academy

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610 FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for Math and Science Academy (MSA) student trips that are a part of an academic course or academic in nature, and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

The general expectation of the MSA Board of Directors (BOD) is 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 three general areas:

A. Instructional Day 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 MSA Director and shall be financed by MSA funds within the constraints of the MSA budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

Instructional trips that offer an alternative learning activity for those not attending on-site may charge a fee to cover admission, program, and transportation costs.

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day, except trips related to extracurricular activities. These trips are subject to review and approval of MSA's Director. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)
Trip costs could be covered on an as-needed basis as scholarships approved by the MSA director.

C. Extended Trips

1. Trips that involve one or more overnight stays fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity (minimum of 18 months). Annual all-class trips are exempt from this time requirement. An extended trip request form must be completed and approved at each level: MSA Director, and BOD. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition). Trip costs could be covered on an as-needed basis as scholarships approved by the MSA director.
2. The BOD acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.
3. The following information will be required for BOD approval: expected number of students by gender, names of chaperones, and a written budget including transportation, lodging, meals, and any costs to be paid by students.
4. Chaperones:
 - a. The number of chaperones will be based on the nature of the event and the age of the students; and will be approved by the MSA Director.
 - b. There shall be at least one chaperone of the same gender as student participant, specifically, if there are both boys and girls participating, then there shall be at least one male and one female chaperone.
 - c. Chaperones shall be age 21 and over.
 - d. Based on the trip, chaperones may or may not need to be MSA employees. This will be determined by the MSA Director.
 - e. All chaperones who are not MSA employees shall have a background check completed with results of the background check received a minimum of three weeks prior to the trip, and shall meet with the MSA Director or designee to ensure awareness of expectations and responsibilities. The MSA Director has the right to deny individual chaperones based on information identified in the background check or lack of confidence that responsibilities will be upheld. If a denial occurs, the MSA director may use discretion to waive the required time period to replace the chaperone.
5. Permission forms for students to participate shall be signed by a parent or guardian of the student and returned to the MSA office at an established due date prior to the start of the trip. Students, who submit their permission forms after the due date may, or may not, be permitted to participate.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity. Participation of a student on all supplementary trips is at the discretion of the MSA Director and trip supervisor/leader.

- B. The MSA Director shall be responsible for providing more detailed procedures to concerned individuals, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier-
- 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 the MSA Director.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip. An employee must obtain preapproval of student transportation by a personal vehicle from the MSA Director, pursuant to Section III.E.1 of this policy, if practicable. If preapproval by the MSA Director cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to the MSA Director as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by the MSA Director.

If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.

IV. SCHOOL BOARD REVIEW

The MSA Director shall report to the BOD 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 (Co-curricular and Extracurricular Activities; Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSA Policy 506 (Student Discipline and Notice of Suspension)
MSA Policy 707 (Transportation of Public School Students)
MSA Policy 709 (Student Transportation Safety Policy)
MSA Policy 710 (Extracurricular Transportation)