

## 538 STUDENT TRAVEL

### I. PURPOSE

The purpose of this policy is to define the parameters for student-related travel. The school district supports student travel experiences beyond the classroom that are properly planned, well conducted and carefully supervised.

### II. GENERAL STATEMENT OF POLICY

The school district recognizes that student travel is a vital part of curriculum and activities. Student trips, including, but not limited to academic, athletic, music, arts and activities, are encouraged within the available resources of the school's, activity's or program's budget.

### III. DEFINITIONS

A "Instructional Trips" means trips that take place during the school day and are **required** as a part of a basic education program or course which could include students completing assignments and/or a learning assessment. These trips shall be subject to review and approval of the building principal.

1. Instructional trips shall be financed by school district funds within the constraints of the individual school building budget which may include support from booster clubs or similar organizations.
2. A parent/guardian or adult student may request reasonable alternative instruction be provided a student in lieu of an instructional trip as provided by District Policy #605 (Alternative Instruction Arrangements).

B. "Supplementary Trips" means trips in which students voluntarily participate and which enhance a basic education program or course. These trips may take place during or outside the regular school day.

Examples of trips in this category include class trips, class activities, school clubs and other special interest groups. These trips are subject to review and approval of the building principal and/or the extra-curricular coordinator.

1. Supplementary trips may request financial contributions of the students, as well as support from booster clubs or similar organizations. A financial scholarship process will be established at each school building to assist students with their financial contribution to the supplemental trip. The administration will establish student contribution guidelines for supplementary trips.

2. A parent/guardian or adult student may request reasonable alternative instruction be provided a student in lieu of an instructional trip as provided by District Policy #605 (Alternative Instruction Arrangements).

C. “Extended Trips” means trips that involve one or more overnight stops. Extended trips may be instructional or supplementary, are voluntary in nature and must be requested at least 30 days in advance of the planned activity. An extended trip request form must be completed and approved at the building and district level, as well as receive school board approval prior to trip plans being finalized with the involved students. The school board shall respond to the request within 90 days of the request being submitted to the administration.

Exceptions to the school board’s pre-approval may be granted by the school board chair to accommodate emergencies or contingencies (e.g. tournament competition).

1. The following guidelines will be used by the administration to form recommendations for school board approval:
  - a. Trips over 125 miles from school and involving more than one overnight may require administrative or administrative designee coverage. Source of funding for administrative expenses will be determined at the time of the trip’s approval.
  - b. A maximum of 3 school days per trip would be allowed for trips taken during the school year, with extensions approved by the school board.
  - c. Field trips do not necessarily require scholarship assistance.
  - d. Overnight arrangements must focus on the provision for safe and secure settings.
  - e. Trips that leave the mainland will require an educational lesson plan and itinerary.
  - f. Any appeals will be made to the full school board.
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

#### **IV. REGULATIONS**

- A. The Code of Conduct and the student discipline plan shall apply to all student trip activities.
- B. The school administration is responsible for approving more detailed student travel information prior to the trip, including parental involvement, supervision, fees and such other factors deemed important and in the best interest of students. The information will be available for parents to review in the school office.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. District 206 staff may use a personal vehicle to transport staff or personal property for purposes of a student travel experience upon prior, written approval from administration.
- E. District 206 staff must not use a personal vehicle to transport one or more students for purposes of a student travel experience.
  - 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
  - 2. District 206 staff must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section IV.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances justifying the need for use of a personal vehicle, staff will give a detailed report of the situation to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

## V. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board 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 (Cocurricular 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 Edu. For Indep. Sch. Dist. No. 721*, 327 F.3D 675 (8<sup>th</sup> Cir. 2003)

*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

**Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

MSBA/MASA Model Policy 423 (Employee-Student Relationships)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 707 (Transportation of Public School Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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Alexandria Public Schools - No. 206

Alexandria, Minnesota