

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 604.7.2AR Adopted October 1977 Revised October 2016

Title Overnight Field Trips

1. **Definition** - Overnight student field trips are school-sponsored student group trips which are an extension of classroom instruction or cocurricular programs and last for more than one day. Voluntary trips may be funded by students, the school, school-related organizations and/or non-school organizations. Required trips are funded by the school, except for students' meals.
 - 1.1 Trips that are organized and conducted by district teachers through non-school agencies and that are not approved or supported by the school or district are not covered by this policy.
 - 1.2 Students who travel overnight because of advancement in academic or cocurricular competition at the sectional, state or national level do not need to complete the approval process described in section 2 below but must comply with all other aspects of the regulation. All student travel plans must be reviewed by the director of secondary education, director of elementary education or director of special education.
 - 1.3 Overnight field trips and related activities shall be conducted outside school hours as much as possible.
2. **Approval Process** - Before any promotion of a trip takes place, an Overnight Field Trip Request (District Procedure 604.7.2.2P) must be submitted to the school principal for review and recommendation. After review, the principal will submit the plan and his or her recommendation to the superintendent or his or her designee.
 - 2.1 The superintendent or designee will review the request and approve or deny it.
 - 2.2 Each overnight field trip request may be approved if:
 - 2.2.1 It offers meaningful experiences and value for participants;
 - 2.2.2 There are meaningful alternative learning opportunities available for non-participants, and
 - 2.2.3 Adult supervision of at least one adult for each 15 students is provided.
 - 2.3 Voluntary trips must be considered supplementary to the district educational program.
3. **Insurance** - School-sponsored trips are automatically included in the district's liability insurance coverage. There may be coverage limitations on certain international trips.

4. Parent/Guardian Permission

- 4.1 Parents or guardians of students who participate in an approved trip will be asked to complete the Overnight Field Trip - Student Medical Treatment Information and Permission (District Procedure 604.7.2.4.1P) or International Field Trip - Student Medical Treatment Information and Permission (District Procedure 604.7.2.7P).
- 4.2 Parents or guardians of students who participate in a trip not sponsored by the district will be asked to complete a disclaimer (District Procedure 604.7.2.4.2P, Parental Disclaimer for Field Trips Not Sponsored by the District).

5. Arrangements

- 5.1 Adult chaperones shall be selected by and are under the supervision of the administrator, teacher or advisor.
- 5.2 Overnight accommodations for students shall be approved by the administrator, teacher or advisor after review of appropriateness, quality, cost and student safety.
 - 5.2.1 Room arrangements shall take into consideration the age and gender of the students.
 - 5.2.2 If adult employees or chaperones share a room with students (regardless of the age of the students), there shall be no less than two adults in a room.
- 5.3 Reasonable accommodations shall be provided for students with disabilities.
- 5.4 Employees and chaperones may not consume alcohol and are expected to adhere to professional standards of conduct at all times during overnight student trips.
- 5.5 Background checks may be required and can be completed through District 196 Human Resources.

6. Employee Financial Interest -- A full and public disclosure of any direct or indirect financial interest of any school employee involved in a student trip is required.

7. International Trips Only—Illnesses/Hospitalizations/Deaths – For student field trips involving international travel in which the district has a written agreement with the program provider, staff supervising the trip shall complete the relevant section of District Procedure 604.7.2.7P, International Field Trip – Student Medical Treatment Information and Permission, and promptly send the form to the director of secondary education if a district student 1) was hospitalized due to an accident; 2) became ill, or 3) died while participating in the international trip.

References – MN Statute 5A.03, Subd. 2, Placing Minnesota students in travel abroad programs