

# Mounds View Public Schools Ends and Goals Regulation

## EG-3101 Student Conduct

These regulations are written to support Policy EG-3101.

### STUDENT TRAVEL OUTSIDE OF SCHOOL DISTRICT

This regulation will apply only to travel outside the School District.

1. In order for staff and students to relate the instructional program to the community outside the schools, it is beneficial for students to travel beyond the School District boundaries from time to time. Some trips may cause time lost from the regular school program. While the educational value of the trip is recognized, it should be emphasized that the School Board places a high premium on instructional time spent in school (ref. Regulation EG-3109 – Student Rights & Responsibilities - Attendance).
2. The Superintendent must approve all out-of-State and international trips, and all other overnight out-of-District trips
3. All District policies and regulations will be in effect in travel situations as they are during the school year (ref. Policy EG-3109 - Student Rights and Responsibilities). Students who have demonstrated frequent disregard for school rules may be excluded from travel outside the School District if such an exclusion is necessary to insure the safety of others on the trip. Infractions of District policies and regulations during a trip may result in the student being sent home immediately at his/her parents' expense.
4. Parental consent will be required for all participating students.
5. Teachers, requesting approval for student travel, will present to the principal a complete description of the student activities pertaining to the travel, including, but not limited to, the following:
  - a. The possible risks and hazards for students, chaperons and District personnel
  - b. The precautions which will be taken for the welfare and safety of the students, chaperons and the District personnel, including legal matters, insurance, and other necessary technical arrangements
  - c. Times of departure and return
  - d. The manner in which the students and parents will be able to communicate during the student's travel
  - e. The costs of trip and sources of funds
  - f. The educational benefits of the trip
  - g. Faculty members may not receive any salary remuneration relating to field trips from outside agencies nor arrange trips for financial gain. However, in some cases, a portion of the funds provided by students may pay for chaperons. In these instances, Board members and parents will be so informed.
6. No student will be denied the opportunity of such travel which was arranged as a regular part of the instructional program because of student inability to pay the cost of such a trip. (Ref. Policy & Regulation EG-5116 – Fees).

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7. Requests for international travel must undergo a two-step approval process:
  - a. They must be submitted to and tentatively approved by the Superintendent in concept form using Form EG-3101-B before involving students and parents in planning and implementation. Requests for approval in concept must be made in brief written narrative form. The Superintendent will either (1) give tentative approval so that the trip can be planned in full to meet all other time lines specified in this policy and accompanying regulations, or (2) deny the request.
  - b. At least 90 days prior to departure date, Form EG-3101-C must be submitted to the Superintendent for final approval.
8. A committee of parents will be involved in the planning of every out-of-State or international trip.
9. Requests for out-of-State and international travel by any club, performing group or school organization shall be limited to once every two years on overnight trips resulting in absence from class except with specific permission of the Superintendent.

## PROCEDURE

Before student travel outside the School District is discussed with students, the sponsoring teacher(s) will develop a rationale for each trip and obtain permission from the building principal to plan the trip. The age and maturity of students shall be considered in planning, implementing, and supervising all student travel.

All overnight travel outside the School District must be approved in advance using Form EG-3101-A. Requests for out-of-State and international trips and all other overnight District trips require Superintendent approval. International trips must be tentatively approved in concept using Form EG-3101-B by the Superintendent before students and parents are involved in planning. International travel must receive final Superintendent approval using Form EG-3101-C 90 days prior to the departure date.

To be approved, adequate supervision for each trip must be assured. For travel involving 1-6 students, at least one adult chaperon is required. Two chaperons are required for trips involving 7 to 12 students. Trips involving more than 12 students require one adult for every 12 students. In the case of co-educational trips, both male and female chaperons are encouraged.

## DECISION-MAKING

The decision-making for overnight travel outside the school district is represented as follows:

Application - Teacher  
Decision - Principal  
Review and Recommendation - Superintendent  
Approval - Superintendent

Teachers sponsoring overnight trips for classes or school-sponsored groups must complete and submit Form EG-3101-A to the principal, allowing sufficient time to meet the timelines set forth in this regulation. (Exceptions to this deadline may be allowed in such cases as contests or athletic events where timelines are prohibitive.) It is the responsibility of the principal to determine the desirability of the proposed trip, giving consideration to the following:

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- a) Relevance to described objectives of the class or group
- b) Educational value
- c) Age-appropriateness of proposed travel
- d) Lack of interference with other school commitments
- e) Support of staff when school time is involved for co-curricular trips
- f) Availability of funds (or projected success of fund raising activities)

Such requests, after approval by the principal, must be forwarded to the Superintendent for review to confirm the accuracy of data, verify the consideration of the principal, and determine that the activity is within the balance of total District activities.

Out-of-State and international travel by any club, performing group, or school organization is limited to one trip every two years on overnight trips resulting in absence from class except with specific permission of the Superintendent.

## FEEES AND EDUCATIONAL ALTERNATIVES

1. Basic Trips--are an integral part of a course of study, require student attendance, and may be graded. No fees may be charged for basic trips (except for food). Voluntary contributions, assistance from outside agencies, or fund raising activities may be used to defray part or all of such trip costs. (Fund raising will conform to Policy EG-5119 specifications.) Students who do not wish to participate in such trips shall be provided with alternative educational experiences that address the same educational objectives as those addressed by the trip.
2. Supplemental Trips--are trips students may attend on a voluntary basis. No credit or grade may be given for the experience. Supplemental trips will not be approved if the students will miss more than five days of school. Fees may be charged for supplemental trips. There are two types of supplemental trips:
  - a. Curricular Supplemental Trips--provide enrichment activities that address, but are not essential to the achievement of course objectives. Students who do not participate in these trips for any reason will be provided with an appropriate alternative educational experience such as a class, individual learning activity, or other opportunity under the supervision of a qualified teacher, that is generally similar to the experience gained under normal classroom conditions.
  - b. Co-curricular Supplemental Trips--arise out of the activities of a co-curricular group or occur as an outgrowth of the activities of a credit course, such as world language or orchestra. Included among co-curricular trips are all those necessitated by participation in MSHSL activities and contests.

No alternative experience is provided to students who do not participate in these trips.

## INSURANCE

1. When students are transported by school bus or other common carrier, the students are covered by the transportation company's insurance policy during the period they are on the bus or other vehicle.

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2. When school staff, parents or students use their private automobiles to transport students, the insurance policy on the driver is considered the primary coverage.
3. Travel accident insurance is provided by the District at no cost to participants on overnight trips. This coverage provides benefits for medical costs associated with accidents that occur during trips. Details are available from the Director of Finance.

## **CLUB ACTIVITIES**

Club activities are considered to be an integral part of the extra-curricular program for students and are to be designed to provide interesting and varied opportunities to extend and reinforce the learning activities of the curricular program.

Club advisors shall submit to the principal a summary report at the end of each year. The report will include the number of students participating by gender, activities and events, and recommendations for the following year. From these reports, the principal and staff will be able to determine which clubs to sponsor.

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