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District 77 Policy 610

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## **610 FIELD TRIPS**

### **I. PURPOSE**

Field trips are an important supplement to classroom instruction to enrich and/or extend the learning of students. In addition, field trips augment the curriculum to increase understanding and provide unique learning experiences for students that cannot take place in the classroom. It is imperative that the district ensure that all students have access to these opportunities on an equitable basis.

### **II. GENERAL STATEMENT OF POLICY**

The general expectation of the school board 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.

#### **A. Permission**

All students must have the written permission of their parent or guardian to participate in any field trip.

#### **B. Definitions**

The purpose of the field trip shall be designated in one of three ways:

##### **1. Instructional 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 building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

##### **2. Supplementary Trips**

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities

director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. 123B.36, Authorized Fees).

3. Extended Trips

Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip must be approved by the building principal.

A. School Sponsored extended trips. Those extended trips approved by the principal and considered to be part of the school's program.

B. Non-School Sponsored trips. Trips organized by staff acting as independent agents. An employee who proposes this type of activity to occur during non-school time assumes total responsibility for the trip and the employee is an agent of the travel agency, not the school district. No staff shall use school time to advertise or promote a trip that has not been approved. Rule infractions will be handled solely by the employee in charge of the trip. Parents and students will be informed, in writing, that the trip is non-school sponsored.

The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

### **III. REGULATIONS**

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, 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 or school-owned vehicle.
- 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 administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  - 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. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

F. Access and Equity

Students shall not be denied access to instructional field trips.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities;  
Insurance)

*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 (8<sup>th</sup> Cir. 2007)

**Cross References:** District 77 Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
District 77 Policy 411 (Employee-Student Relationships)  
District 77 Policy 506 (Student Discipline)  
District 77 Policy 707 (Transportation of Public School Students)  
District 77 Policy 709 (Student Transportation Safety Policy)  
District 77 Policy 710 (Extracurricular Transportation)  
District 77 Procedures Manual - [Field Trip and Travel Procedures](#)