

**SCHOOL POLICIES  
INDEPENDENT SCHOOL DISTRICT 16**

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<b>SERIES</b>	600	Education Programs
<b>SUBJECT</b>	610	Field Trips
<b>Adopted</b>		April 24, 2001
<b>Revised</b>		December 9, 2003; August 15, 2017

**I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

**II. GENERAL STATEMENT OF POLICY**

It is the general expectation of the School Board 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 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 required instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Voluntary Trips

This category pertains to district-sponsored trips in which students voluntarily participate and which may or may not take place during the regular school day. 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))

C. Extended Trips

1. District-sponsored trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or voluntary, and must be requested well in advance of the planned

activity. An extended trip request form must be completed and approved at each level: parent/guardian, principal, and Superintendent. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament competition).

### **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.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. 123B.37 (Prohibited Fees)

Minn. Stat. 123B.49 (Cocurricular and Extracurricular Activities; Insurance)