

610 FIELD TRIPS

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. Parental consent will be required for all students participating in supplementary and or extended trips. For supplementary or extended trips it will be noted on the parent/guardian communiqué that said trip is voluntary on behalf of the students. For students who do not wish to participate in the field trip, accommodations at the school will be provided. 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 instructional trips. (Minn. Stat. 123B.37 Prohibited Fees)

B. Supplementary Trips (Optional)

This category pertains to those trips in which students voluntarily participate and which may or may not 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))

C. Extended Trips (Optional)

1. 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 request form must be completed and approved at each level: students, principal, superintendent, and school board. Exceptions to the approval policy may be granted or

expedited to accommodate emergencies or contingencies (e.g. tournament competition). Overnight co-curricular trips which entail one night and or exclusive of out of state travel may be approved by the Superintendent's designee.

2. Requests for out-of-state and international travel must go through a two-step approval process:
 - a. They must be submitted to and tentatively approved by the School Board in concept form before involving students and parents in planning and implementation. Requests for approval in concept should be made in brief written narrative form. The School Board will either (1) give tentative approval so the options can be planned in full to meet all other timelines specified in this policy and accompanying regulations, or (2) deny the request.
 - b. They must receive final School Board approval. Out-of-state trips must receive final School Board approval at least 60 days prior to the departure date. International trips must receive final approval at least 90 days prior to departure.
3. The school board recognizes that school sponsored activities can earn the right, may self select, or be invited to participate at the national level. With its approval of an extended trip, the school board assumes no responsibility for any costs associated with such trips. However, 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 of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of 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.

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)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District
Employees)
Policy 506 (Student Discipline)
Policy 707 (Transportation of Public School Students)
Policy 709 (Student Transportation Safety Policy)