



## **510.4 ATHLETIC AND ACTIVITY FIELD TRIPS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student athletic/activity field 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 activity for which the trip is requested. Early communication with parents/guardians is required.

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

#### **B. Extended Trips**

1. Trips that involve one or more overnight stops fall into this category. Extended trips must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, Superintendent/designee, and School Board. Exceptions to the approval policy may be granted or expedited by the Superintendent/designee to accommodate emergencies or contingencies (e.g. tournament competition).
2. 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.
- B. The school administration ~~shall~~ **will** be responsible for providing more detailed

procedures, including parental involvement and permission, supervision, and such other factors deemed important and in the best interest of students.

- C. Round trip transportation ~~shall~~ **will** be furnished through a commercial carrier or school-owned vehicle. Transporting of students by staff members to or from school activities/programs in a private vehicle is not acceptable practice.
- D. Staff members transporting students in a district approved vehicle will be required to have an annual motor vehicle driver's license background check.

#### **IV. SCHOOL BOARD REVIEW**

The Superintendent/designee ~~shall~~ **will** regularly report to the School Board upon the utilization of trips under this policy.

**POLICY ADOPTED:** February 17, 2009

**POLICY REVISED:** December 4, 2014