

Policy Title	Policy Number	Date Approved/Revised
Field Trips	610	12/14/2010 Revised: 8/27/13 Revised: 2/28/17 Revised: 5/21/19 Revised: 3/23/21

### 1) 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. 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

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)

#### c) Extended Trips

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: student, principal, and superintendent. Exceptions to the approval policy may be granted or expedited 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.

#### d) Travel Distance

1. "Local travel" is defined as travel that occurs within, or immediately adjacent to, the nine-county, Twin Cities metropolitan area.

2. "Regional travel" is defined as travel that occurs within 700 miles of the Twin Cities metropolitan area, but outside the definition of "local travel."
  3. "National travel" is defined as travel that occurs within the 48 contiguous states, but outside the definition of a "regional travel."
  4. "International travel" is defined as travel to Hawaii, Alaska, or otherwise outside of the 48 contiguous states.
- e) Guidelines
1. Rules of conduct and discipline for students and employees will apply to all student trip activities.
  2. The district will make efforts to ensure that all student travel is as inclusive as possible for participants with disabilities, in accordance with the Americans with Disabilities Act (ADA), and Title IX, and will attempt to make reasonable accommodations, as requested. For extended travel, including most international travel, the district will have limited control over the facilities and accommodations. The district will not be able to make accommodations that would fundamentally alter the nature of the travel experience or would result in what the ADA or Title IX refers to as an undue burden. In such situations, the district will communicate these circumstances to parents and participating staff.
  3. In the interest of providing lower cost opportunities for students, a regional or national travel-study experience with similar educational objectives will be offered to students in the prior, same, or following school year as an international trip.
  4. Parents/Guardians will be made aware of any financial responsibility for trips, including any financial implications for cancelled or postponed trips.
  5. Employees may not enter into contracts or agreements with commercial agencies without formal district approval. As such, all travel experiences must meet the expectations outlined in this policy.
  6. Travel occurring without Cabinet and Superintendent approval may result in disciplinary action, up to and including termination from employment and reimbursement to the District for any financial expenses that may be incurred.

2) Regulations

- a) Rules of conduct and discipline for students and employees shall apply to all student trip activity.
  1. Employees must follow the Code of Ethics & Behaviors guidelines as outlined in Policy 306 (Per Policy 306: "A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.")
- 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. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office

- 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. Any personal vehicle used to transport staff must be properly registered and insured.
- e) An employee may not use a personal vehicle to transport one or more students for the purposes of a field trip.

3. Employee Use of Personal Vehicles

- a) An employee may not use a personal vehicle to transport a student, however, an employee may make appropriate transportation arrangements when emergency situations arise. If an emergency situation arises, the relevant facts and circumstances must be reported to district administration as soon as possible.
- b) In a nonemergency situation, an employee must get written approval from district administration before transporting a student in a non-district vehicle. The district administration has sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport a student.
- c) Any personal vehicle used to transport students must be properly registered and insured.

**Rationale:** 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.

Adoption and Revision History	Incorporated Policies
Policy 610 FIELD TRIPS This Policy Adopted: Aug. 27, 2002 Rescinded: December 14, 2010	MSBA 610
E-028 FIELD TRIPS This Policy Adopted: Dec. 14, 2010; Revised: August 27, 2013; Revised: February 28, 2017	E-024
610 FIELD TRIPS This Policy Revised: May 21, 2019; Revised: March 23, 2021	

**Administrative Rule, Regulation and Procedure: NA**

**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)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 423 (Employee – Student Relationships)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 707 (Transportation of Public School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)