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ISD #482 Policy 610

## **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**

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, superintendent, and school board. 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.

### 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.

### IV. PURPOSE OF PROCEDURES

The field trip procedures are to be followed when planning a field trip. Any advisor contemplating a trip should first seek approval for planning from his/her building principal/administrator.

#### II. STEPS TO IMPLEMENT

**TYPE A: Curricular field trips that are paid for by district funds.**

- A Field Trip Proposal Form A and B needs to be completed.
- The building administrator is responsible for approval using the following criteria:
  - Curricular relationship
  - Funding availability

- Safety issues addressed
- Transportation secured and confirmed
- Supervision confirmed and list of supervisors provided to administration
- Student costs detailed
- Impact on the total school program considered
- The following will not be considered as legitimate reasons to prevent a student from participating in curricular-related field trips: grade in class, ability to pay, physical or mental ability, or space availability.

**TYPE B: Supplementary field trips held during the school day but not overnight:**

- A Field Trip Proposal Form A and B needs to be completed.
- The building administrator is responsible for approval using the following criteria:
  - Curricular relationship
  - Funding availability
  - Safety issues addressed
  - Transportation secured and confirmed
  - Supervision confirmed and list of supervisors provided to administration
  - Student costs detailed
  - Impact on the total school program considered
- The following will not be considered as legitimate reasons to prevent a student from participating in curricular-related field trips: grade in class, ability to pay, physical or mental ability, or space availability.

**TYPE C: Extended field trips held during the school day AND are overnight:**

- Building administrator is responsible for approving first.
- A Field Trip Form C and D must be submitted at least 12 months in advance of the planned activity. (Twelve-eighteen months for international travel.)
- Approval of field trip based on, but not limited to:
  - Curricular relationship
  - Funding availability
  - School days utilized
  - Students enrolled in related course
  - Safety/medical issues addressed
  - Transportation
  - Supervision
  - Parent permission
  - Student costs
  - Impact on the total school program

-Behavior is not a criterion of participation, unless a student is suspended (in-school or out-of-school) or has IEP/504 plan language that is specific to field trips.

-The following will not be considered as legitimate reasons to prevent a student from participating in curricular-related field trips: grade in class, ability to pay, physical or mental ability, or space availability.

- Building administrator will review, initial, and forward the field trip proposal to the Field Trip Oversight Committee for review/consideration.
- Field Trip Oversight Committee will review, initial, and forward the field trip proposal to the Superintendent for review.
- Superintendent will review the proposal and forward a recommendation to the School Board for action.
- School Board will approve, not approve, or request further information.
- No formal applications, publicity, fundraising or discussion with students should take place before completing this step.

**TYPE D: Extended field trips held on non-school days AND are overnight:**

- Building administrator is responsible for approving first.
- A Field Trip Form C and D must be submitted at least 12 months in advance of the planned activity. (Twelve to eighteen months for international travel.)
- Approval of field trip based on, but not limited to:
  - Curricular relationship
  - Funding availability
  - Students enrolled in related course
  - Safety/medical issues addressed
  - Transportation
  - Supervision
  - Parent permission
  - Student costs
  - Impact on the total school program
  - Behavior is not a criterion of participation, unless a student is suspended (in-school or out-of-school) or has IEP/504 plan language that is specific to field trips.
  - The following will not be considered as legitimate reasons to prevent a student from participating in curricular-related field trips: grade in class, ability to pay, physical or mental ability, or space availability.
- Building administrator will review, initial, and forward the field trip proposal to the Field Trip Oversight Committee for review/consideration.

- Field Trip Oversight Committee will review, initial, and forward the field trip proposal to the Superintendent for review
- Superintendent will review the proposal and forward a recommendation to the School Board for action.
- School Board will approve, not approve, or request further information.
- No formal applications, publicity, fundraising or discussion with students should take place before completing this step.

### **TYPE E: Non-District sponsored trips during non-school days**

•Coordinating staff member(s) understand that while this type of trip is a recognized educational opportunity, and includes multiple learning experiences for participants, cost, accessibility and other family commitments may prohibit students from being able to attend.

Procedures are as follows:

- Field Trip Form E is required.
- Building administrator will review, initial, and forward to the Field Trip Oversight Committee for informational purposes.
- The Field Trip Oversight Committee will forward the proposal to the Superintendent.
- District employees may not plan, advertise, promote, discuss or fund raise for non-District sponsored trips during their scheduled work day.
- Meetings associated with non-District sponsored trips may not be held on District property during the school day.
- A District employee planning a non-District sponsored trip must advise the participating students and parents in writing that the trip is not sponsored by the District.
- In all written communications regarding a non-District sponsored trip, the District employees coordinating the trip are prohibited from referring in any way to the District, including the use of the District's logo.
- Cost items such as stamps, copying and supplies will be the responsibility of the trip advisor.

### **Field Trip Oversight Committee**

The Field Trip Oversight Committee will consist of the Business Manager, Human Resources Director, and the High School Activities Director. The purpose of the committee will be to provide oversight to field trip proposals C and D. The committee will not deny or approve proposals, but will provide support and direction, to make sure all district policies are being followed, and to insure that field trips are educationally appropriate, fiscally responsible, and safe for student and staff participation.

### **Post Trip Report/Evaluation:**

The trip advisor/administrator is required to complete the Post Trip Report/Evaluation and submit it to the Superintendent within 30 days after the trip.

### **Supporting Field Trip Forms:**

Administrative Procedures for Field Trips  
Student Field Trip Request Form A and B  
Extended Field Trip Request Form C and D  
Field Trip Form "Type E"  
Field Trip/Extended Travel Student Medical Treatment Information  
Field Trip/Extended Travel Medication Administration Procedure  
Field Trip/Extended Travel Behavior Requirements and Parent/Student Permission/Liability Waiver  
Field Trip/Extended Travel Chaperon Guidelines  
Field Trip/Extended Travel Post Trip Report/Evaluation

## **V. SCHOOL BOARD REVIEW**

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

***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)