



FIELD TRIPS

POLICY:	610
ADOPTED:	12/17/01
REVISED:	08/22/22

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 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, but not overnight. 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 before being advanced to the superintendent for final approval. The superintendent will give consideration to factors involved in the trip including, but not limited to, the age and grade level involved, the number of out of school trips, the distance and time involved, staffing, instructional costs and benefits. Financial contributions by students may be required. (Minn. Stat. 123B.36 Authorized Fees). The organizers of any supplementary field trip in which students are required to make financial contributions shall attempt to provide multiple opportunities so all students may have the ability to earn money to cover the cost of the field trip.

C. Extended Trips

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).

1. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.
2. Extended field trips should be scheduled during non-school days whenever possible.
3. The school board will approve or disapprove any extended field trip that will take place during non-school days, including the summer months.

III. Regulations

- A. School rules of conduct and student discipline for students and employees shall apply to all student trip activities.
- 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 pre approval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If pre approval 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. 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 (Co-curricular and Extracurricular Activities;
Insurance)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675
(8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: Policy 403 - Discipline, Suspension, and Dismissal of School District Employees
Policy 423 - Employee-Student Relationships
Policy 506 - Student Discipline
Policy 707 - Transportation of Public School Students
Policy 709 - Student Transportation Safety Policy
Policy 710 - Extracurricular Transportation