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INDEPENDENT SCHOOL DISTRICT 199
Inver Grove Heights Community Schools
2990 80th Street East
Inver Grove Heights, Minnesota 55076

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. 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 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 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. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.
- D. Students must have completed any assigned homework for the period of time of the extended field trip prior to leaving on said extended field trip.
- E. Extended field trips will adhere to the U.S. State Department's travel advisories. Advisors responsible for the extended field trip shall monitor the state department's information for travel.
- F. The organizer of all supplemental or extended field trips will provide information to parents giving them an opportunity to endorse the proposed trip.

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