

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 Board of Education 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 outstate, out of state or international 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: activities director/principal, superintendent, and Board of Education. Exceptions to the approval policy may be granted or expedited by the Superintendent to accommodate emergencies or contingencies (e.g., tournament competition).

2. Extended field trip participation shall be limited to grades 10-12 for domestic extended field trips and grades 11-12 for international extended field trips. Exceptions to grade level restrictions shall be approved by the building principal and the superintendent.

Extended field trip participation for students in grades 5-9 shall be limited to overnight trips within a 300-mile distance from the district.

3. The process to obtain extended field trip permission is:

- a An ISD 194 employee initiates a request using online form: [Proposal for Extended Field Trip](#) to the activities director and/or principal prior to communicating with parents and students.

- b The activities director and/or principal review the request and approve or deny. If approved, it will be reviewed by superintendent.
 - c The superintendent reviews the request and submits the request to the Board of Education at least 30 days prior to date of trip at next regular meeting.
 - d Following board action activities director or principal notifies the coach/advisor of the trip status.
 - e Parents and students are contacted regarding the feasibility of the Board of Education approved trip.
4. The Board of Education 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 must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance. In a nonemergency situation, an employee must get prior, written approval from the Executive Director of Business Services before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The Executive Director of Business Services has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

IV. CANCELLATION

The superintendent is authorized to cancel an approved field trip should safety circumstances arise that in the superintendent's judgment warrant such action. (e.g., based on U.S. State Department travel advisories or other basis as determined by the Superintendent)

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 (8th Cir. 2003)

Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)