

**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, approval, and supervision of trip requests to guarantee a positive and enriching experience for all participants.

**610 FIELD TRIPS****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.

**III. REGULATIONS**

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activities.
- B. The school administration shall oversee the 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 for student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration for 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. DEFINITION OF FIELD TRIPS**

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- A. A field trip is a planned activity which is related to a school experience and/or is required to fulfill IEP objectives and requires students and staff to leave the school grounds.
- B. For the purpose of this policy, field trips are classified into four types. The classification of the field trip is the responsibility of the field trip leader and the building principal or supervisor.
  - 1. Class I General Field Trips **Field Trip Procedures - Appendix B**
    - a. All walking field trips.
    - b. All field trips that require bus transportation.
    - c. All field trips that are within or outside of the school district boundaries.
    - d. Field trips that are no more than one day in length.
    - e. This class of field trip will be covered by the Parent General Approval Form. **Field Trip Procedures - Appendix D**
  - 2. Class II Extended Domestic Field Trips **Field Trip Procedures - Appendix B**
    - a. Trips that require an overnight stay.
    - b. Specific parent permission is required. **Field Trip Procedures - Appendix E**
  - 3. Class III International Travel **Field Trip Procedures - Appendix C**
  - 4. Class IV Extra Curricular
    - a. Trips that fall under the authority of the District Activities Office.
    - b. Permission, waivers, etc... must be on file in the Activities Office.

**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 (8<sup>th</sup> 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)

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Policy 709 (Student Transportation Safety Policy)  
Policy 710 (Extracurricular Transportation)