

## 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.

**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)

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**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 activity.
- 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.

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**IV. Purpose of Procedures**

- A. The purpose of these procedures
  - 1. Assure the reasonable safety of students on trips
  - 2. Inform parents or guardians of the field trip
  - 3. Secure authorization for students to participate
  - 4. Facilitate well-planned field trips

**V. Definition of field trips**

- 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 these procedures, field trips are classified into five types. The classification of the field trip is the responsibility of the staff and the building principal or supervisor.
  - 1. Class I All walking field trips.  
All field trips that require bus transportation and are within District 318 boundaries.  
(This class of field trip will be covered by Parent General Approval Form) Appendix B
  - 2. Class II Field trips that are out of the boundaries of the District 318.  
Field trips that are no more than one day in length.  
Specific parent permission is required. Appendix C
  - 3. Class III Extended field trips (trips that require an overnight stay).  
Specific parent permission is required. Appendix C
  - 4. Class IV School related field trip that is not directly related to a classroom activity.  
Specific parent permission is required. Appendix C
  - 5. Class V Trips that fall under the authority of District Activities Office.  
Permission, waivers, etc., must be on file in the activities office.

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C. Class I Procedures—Walking or In-District

1. At the beginning of each year or upon enrollment, the school or teacher obtains a completed Parent General Approval (Appendix B) for each student. Examples of field trips covered in the Class I category will be included on the form.
2. A staff person will complete a Field Trip Request (Appendix A) and indicate that the proposed trip is covered by Parent General Approval and submits the completed form to the principal or administrative designee.
3. At least one week prior to the field trip, an explanation of the field trip will be sent home to the parent or guardian with the student.
4. On the day of the field trip the person in charge will:
  - a. Submit the list of students leaving the building,
  - b. Follow the established guidelines while on the field trip, and
  - c. Report to the office upon return
5. If a student is unaccounted for, the person in charge will stay at the site and send someone else to contact authorities.

Contact:

- a. School Principal or
- b. Assistant Principal or
- c. Counselor or
- d. Secretary

D. Class II Procedures—One-day, Out-of-District

1. A staff person will complete a Field Trip Request (Appendix A) and submit the completed form to the principal or administrative designee.
2. Upon approval of the Field Trip Request, the staff person in charge will submit a Request for Transportation.
3. At least one week prior to the field trip, an EXPLANATION OF THE FIELD TRIP and a Field Trip Parent Permission (Appendix C) will be sent home with the student. The Field Trip Parent Permission form must be completed by the parent or guardian and returned to the Staff person in charge at least two days before the scheduled field trip.

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4. On the day of the field trip the person in charge will:
  - a. Submit a list of students leaving the building,
  - b. Follow the established guidelines while on the field trip, and
  - c. Report to the office upon return.
5. If a student is unaccounted for, the person in charge will stay at the site and send someone else to contact authorities.

Contact:

- a. School Principal or
- b. Assistant Principal or
- c. Counselor or
- d. Secretary

**E. Class III Procedures – Extended, Overnight**

1. A staff person will complete a Field Trip Request (Appendix A) and submit the completed form to the principal or administrative designee.
2. After discussing the proposed field trip with the staff person, the principal will submit the request to the superintendent. The superintendent will review the request and present the request to the School Board if deemed necessary.
3. If proposed field trip is overnight and out of state, requests will be honored only every 3 years if school is missed.
4. Upon approval of the field trip, the staff person in charge will submit a Request for Transportation if school district transportation is going to be used.
5. At least two weeks prior to the field trip (sooner if possible) an EXPLANATION OF THE FIELD TRIP and a Field Trip Parent Permission (Appendix C) will be sent home with the student. The Field Trip Parent Permission must be completed by the parent or guardian and returned to the staff person in charge at least one week before the scheduled field trip.

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6. On the day of the field trip the person in charge will:
  - a. Submit a list of students leaving the building,
  - b. Follow the established guidelines while on the field trip, and
  - c. Report to the office upon return.
7. If a student is unaccounted for, the person in charge will stay at the site and send someone else to contact authorities.

Contact:

- a. School Principal or
- b. Assistant Principal or
- c. Counselor or
- d. Secretary

**F. Class IV Procedures—School Related, Non-Curricular**

1. A staff person will complete a Field Trip Request (Appendix A) and submit the completed form to the principal or administrative designee.
2. Whenever possible, the field trip will be scheduled for a day that school is not in session.
3. Upon approval of the field trip, the staff person in charge will submit a Request for Transportation if school district transportation is going to be used.
4. At least one week prior to the field trip, an EXPLANATION OF THE FIELD TRIP and a Field Trip Parent Permission (Appendix C) will be sent home with the student. The Field Trip Parent Permission form must be completed by the parent or guardian and returned to the staff person in charge at least two days before the scheduled field trip.
5. If a student is unaccounted for, the person in charge will stay at the site and send someone else to contact authorities.

Contact:

- a. School Principal or
- b. Assistant Principal or
- c. Counselor or
- d. Secretary

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G. Class V Procedures–Extra Curricular

1. Parent Permission, school insurance or waiver, eligibility forms, and any other required paper work must be on file in the activities office before participant will be allowed to travel.
2. All related fees must be paid before participant is allowed to travel.
3. Coach or advisor and the activities director will meet to review details of travel to specific events.
4. Activities director will be responsible for submitting Request for Transportation
5. Prior to leaving for the out-of-town event, the coach or advisor will submit a list of participants to the office. A master list of participants can be presented to cover multiple trips, but ANY CHANGES MUST BE REPORTED PRIOR TO DEPARTURE.
6. Established guidelines must be followed for all travel.
7. If a participant is unaccounted for, the coach or advisor will stay at the site and send someone else to contact authorities.

Contact:

- a. Activities Director or
- b. School Principal or
- c. Assistant Principal or
- d. Counselor or
- e. Secretary

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**INDEPENDENT SCHOOL DISTRICT 318 FIELD TRIP GUIDELINES**

1. Make sure ALL paper work is done in a timely fashion.
2. Complete Field Trip Request (Appendix A) as far in advance as possible. Field Trip Request must be approved by the principal for Classes I, II, & IV. Class III field trips must be approved by both principal and superintendent.
3. Parent General Approval (Appendix B) must be on file for all Class I field trips.
4. An EXPLANATION OF THE FIELD TRIP must be sent home to parent or guardian one (1) week in advance of the field trip for Classes I, II, & IV. The EXPLANATION must be sent home two (2) weeks in advance for Class III.
5. Field Trip Parent Permission (Appendix C) must be sent home with EXPLANATION OF THE FIELD TRIP for Classes II, III, & IV. Field Trip Parent Permission must be returned at least two (2) days in advance for Classes II & IV. Class III must be returned at least one (1) week in advance.
6. Suggested Student-Adult ratio is as follows:

Elementary	1 adult to 12 students
Middle School	1 adult to 15 students
Senior High	1 adult to 18 students
7. Leave a list of students on the field trip with the office just prior to leaving.
8. Report to the office upon return. If return is after regular hours, report to office the next school day.
9. If a student is unaccounted for, the person in charge must stay at the site and send someone else to contact authorities:
  - a. School Principal or
  - b. Assistant Principal or
  - c. Counselor or
  - d. Secretary
10. Meaningful activity must be planned for those students that will not be participating in the field trip.
11. Students must be made aware of and must abide by the rules their building may have relative to advance makeup for any classes they may miss.
12. Staff may send a student home for reasons of illness or discipline at the parent's expense. Staff must use good judgment in exercising this option.
13. Verify transportation arrangements prior to the field trip.
14. Make sure any meal or registration arrangements have been made.
15. Explain trip rules to students prior to leaving on a field trip.



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SCHOOL DISTRICT 318  
FIELD TRIP REQUEST

Please check classification of field trip.

<input type="checkbox"/>	Class I	Walking or in-district
<input type="checkbox"/>	Class II	One day, out of district
<input type="checkbox"/>	Class III	Extended, overnight
<input type="checkbox"/>	Class IV	School related, non-curricular

Title of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Date/s of trip: \_\_\_\_\_ Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

Staff in Charge: \_\_\_\_\_

Number of students involved: \_\_\_\_\_ Number of adult chaperones: \_\_\_\_\_

Special concerns: \_\_\_\_\_

Source of funds: \_\_\_\_\_

Transportation necessary: \_\_\_\_\_

☐ None ☐ School bus ☐ School car ☐ School van

☐ Other (specify \_\_\_\_\_)

What Standard or benchmark does this trip relate to? \_\_\_\_\_

How will you assess student understanding after the trip? \_\_\_\_\_

Additional information that should be known about field trip (use back for additional space if necessary) \_\_\_\_\_

Signature of staff person in charge: \_\_\_\_\_

\_\_\_\_\_  
Approved

Principal/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Denied

Superintendent

\_\_\_\_\_  
Date

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SCHOOL DISTRICT 318  
FIELD TRIP REQUEST

**Parent General Approval, Class I Field Trips**

Student's Name \_\_\_\_\_

Address \_\_\_\_\_

Occasionally, students are taken off the school grounds to visit places of interest. Before your child can participate, your written approval is required.

Class I Field Trips are those trips in which the student will walk one mile or less or a trip in which the students are transported and do not leave the boundaries of District 318.

Examples:

1. Trip to local grocery store
2. Trip to fire station
3. Trip to city library
4. Trip in woods for science class
5. Trip for Forest History Center

When completed, this form provides parental/guardian authorization for Class I field trips.

I/We authorize District 318 to take (student name): \_\_\_\_\_  
on Class I field trips during the current school year.

We understand that the necessary arrangements, plans and precautions will be taken for the care and supervision of the students on the trip. We also understand that we will be responsible for all expenses related to sending our child home from trips for disciplinary reasons or illness based on staff option.

Date: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**School District 318 Field Trip Parent Permission**

This field trip permission slip will be used with all Class II (one-day, out of District 318), Class III (overnight) and Class IV (non-curriculum related) field trips.

My son/daughter (name of student)

\_\_\_\_\_

has my permission to participate in a field trip to

\_\_\_\_\_

on (date/dates of field trip)

\_\_\_\_\_

and that (name of staff person)

\_\_\_\_\_

will be the staff person in charge.

I/We understand that the necessary arrangements, plans and precautions will be taken for the care and supervision of the students on the trip. We also understand that we will be responsible for all expenses related to sending our child home from above named field trip for disciplinary reasons or illness based on staff option.

Date: \_\_\_\_\_ Signature of Parent(s)/Guardian(s): \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO PERSON IN  
CHARGE PRIOR TO LEAVING ON FIELD TRIP**