



Adopted: May 7, 2024

606 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 school board 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. (Minnesota Statutes section 123B.37)

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 building principal. Financial contributions by students may be requested. (Minnesota Statutes section 123B.36)

C. Extended Trips

1. 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).

2. The school board acknowledges and supports the efforts of 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.
- 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 of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval 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 (Extracurricular Activities; Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)
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: 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)

**GOVERNING BOARD OVERNIGHT FIELD TRIP
APPROVAL FORM**

Please answer the following questions:

1. Instructor: _____
 - a. Other Adults Accompanying: _____
2. Program: _____
3. Name of the event: _____
4. Location: _____
5. Date of Trip: _____ Number of School Days Missed: _____
6. Number of students participating: Female _____ Male _____
7. Grade level of the students' participating: _____
8. Objective of trip: _____
9. Cost per student: _____
 - a. Trip funded by:
 - i. School Account: _____
 - ii. Individual Student: _____
10. Mode of transportation: _____
11. ATTACH A COPY OF THE FIELD TRIP ITINERARY

**STUDENT INFORMATION AND PARENT/GUARDIAN
PERMISSION FORM**

Student Information:

Student's Full Name _____

(last) (first) (middle)

Birthdate _____

Address of Residence _____

Home Telephone _____ Father's Work/Cell Telephone _____

Mother's Work/Cell Telephone _____

Medical Information:

Clinic Name _____

Doctor's Name _____

Insurance Company Name _____

Group Number _____

Policy Number _____

Emergency contact Information: (in the event that the parent/guardian cannot be reached)

Name _____ Relationship _____

Address _____

Telephone Number _____

In the event of an accident or illness requiring medical treatment, occurring while in attendance at this field trip, I, the undersigned parent/guardian hereby authorize the teacher and/or chaperon to procure suitable medical treatment for the named student. I will provide for the payment of these costs. I expect the advisor to notify me by telephone, if medical services are necessary, as soon as possible at the telephone number listed above.

I/We, the parent/guardian agree to hold the transportation company and the Wright Technical Center, Independent School District 966 harmless for any damage that might arise.

I/We, the parent/guardian and the student identified above, have read and understand all the information contained in this packet. We will comply with all regulations and rules identified in this Field Trip Packet. As a parent/guardian, I/we give our permission for our son and/or daughter to participate in the above noted field trip event.

(Student signature) (Parent/Guardian Signature) (Date)

On the back of this sheet please note any medicines or special information needed to insure a safe experience.

Student Code of Conduct

Students who have agreed to participate in a field trip are expected to abide by the Code of Student Conduct (Policy 606 Field Trips)

1. I will at all times, respect public and private property, including any facility in which I am assigned to stay.
2. I will spend each night in my assigned room.
3. I will abide by the curfew established and shall respect the rights of others at all times.
4. I will not place myself in compromising positions, which may be considered unprofessional by my peers or advisors.
5. I will remain drug free and refrain from the use of alcoholic beverages, use tobacco or vape products while participating in this school sponsored field trip.
6. I will conduct myself in a responsible manner that shows respect for others and the community at-large and I will refrain from any action, behavior or words that could be considered harassment by any one I come in contact with on this field trip.
7. I will observe the proper dress code.
8. I will attend all scheduled meetings and shall be punctual.
9. I will not leave the hotel site unless permission has been received from the advisor.
10. I will not use a private vehicle during the field trip.
11. I will keep my conduct exemplary at all times.
12. Advisors are responsible for room check.

I agree to adhere to this Code of Conduct, and, if found in violation of any rule, I shall accept the penalty imposed on me, even to the extent of being sent home at my own expense. Individual school consequences will also apply.

Student signature _____

Advisor signature _____

Parent/Guardian signature _____