

*Adopted:* October 28, 1996  
*Reviewed:* October 1999, December 2000; December 2003, March 2005  
*Review Date:* March 2008

## **610 FIELD TRIPS**

### **I. PURPOSE AND DEFINITION**

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. A student trip is any occasion when a student or group of students under staff supervision leaves the school grounds during the regular school day or leaves the school district boundaries at any time. For purposes of this section the school grounds includes the Redwood Area Community Center.

### **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. Financial contributions by students may be requested. (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**

An extended field trip is one that involves one or more overnights. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity.

### 1. General Guidelines

- a. All extended field trips are optional for students.
- b. Extended field trips will take place in the summer unless exempted by administration. (i.e. student tournaments, etc.)

### 2. Preliminary Approval

- a. Preliminary approval must be granted prior to announcement of the trip to students or parents. It must include the education/activity objectives for the proposed extended field trip.
- b. Preliminary approval requires the principal and superintendent signature.
- c. Preliminary approval authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

### 3. Formal Approval

- a. After securing preliminary approval, an extended trip request form must be completed and approved at each level: teacher/advisor, principal, superintendent, and school board.
- b. It must be approved before any contracted arrangements are made or any trip specific fund raising occurs.
- c. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.
- d. Formal board approval must be secured at least five months before the proposed extended field trips.
- e. The contract(s) with providers and agents must be approved by the Director of Business Services in consultation with the teacher/advisor.
- f. Upon receipt of board approval, parents and guardians will be asked to sign a permission form authorizing their child's participation and accepting the conditions under which the trip was approved.
- g. A detailed itinerary and complete roster of participants and chaperones, including home addresses, phone number and emergency contacts, shall be filed with the Director of Business Services.

## **III. REGULATIONS**

- A. Rules of conduct and student discipline 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.

#### **IV. ARRANGEMENTS**

- A. Travel, unless by district owned vehicle, shall be made by commercial carrier or under a contract approved by the Director of Business Services.
- B. The number of adult chaperones shall be provided at the discretion of each site level. Chaperones shall be selected by and are under the supervision of the teacher/advisor. Chaperones are considered school volunteers. Expenses for chaperones shall be shared among trip participants as predetermined by the teacher/advisor.
- C. Reasonable accommodation for students with disabilities shall be provided.

#### **V. FINANCE**

- A. Except for classroom or co-curricular activities funded through the general fund, all extended field trips will be considered extracurricular in nature and will be processed through student activity accounts. As such, fees may be collected from students. Alternative sources of funding shall be identified (i.e., fund raising, donations, etc.) for all students, including those who are unable to provide for their own financial support regarding the proposed extended field trip.
- B. Any stipends and expense payments made to staff in connection with the extended field trip shall be charged as a direct cost of the extended field trip.
- C. All costs of the extended field trip will be itemized and provided to potential participants prior to the collection of any participant fees.

#### **VI. STUDENT CONDUCT**

Extended field trips fall under all district student conduct policies. Participants who violate these may be sent home from the extended field trip at the parent's expense.

**Legal References:** Minn. Stat. 123B.36 (Authorized Fees)  
Minn. Stat. 123B.37 (Prohibited Fees)  
Minn. Stat. 123B.49 (Cocurricular & Extracurricular Activities; Insurance)

**Cross References:** Policy 506 (Student Discipline)  
Policy 707 (Transportation of Public School Students)  
Policy 709 (Student Transportation Safety Policy)  
Policy 710 (Extracurricular Transportation)

**REDWOOD AREA SCHOOL DISTRICT - PRELIMINARY APPROVAL FORM**  
**REDWOOD AREA SCHOOL DISTRICT**  
**FIELD TRIP PRELIMINARY APPROVAL FORM**

Proposed Field Trip \_\_\_\_\_

---

Estimated Dates of Proposed Trip \_\_\_\_\_

Teacher/Advisor \_\_\_\_\_

Club/Organization \_\_\_\_\_

Purpose of the Proposed Field Trip \_\_\_\_\_

---

---

---

Preliminary approval of the above stated field trip is required by site principal and superintendent prior to discussing trip with students and parents.

Site Principal Signature \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Date of Preliminary Approval \_\_\_\_\_

**REDWOOD AREA SCHOOL DISTRICT  
FIELD TRIP FINAL APPROVAL FORM**

Teacher/Advisor(s) \_\_\_\_\_

Class/Organization \_\_\_\_\_

Field Trip Destination \_\_\_\_\_

Field Trip Dates \_\_\_\_\_

Field Trip Booked Through \_\_\_\_\_

Mode(s) of Transportation \_\_\_\_\_

Cost of Field Trip Per Student \_\_\_\_\_

Departure Date/Time/Place \_\_\_\_\_

Arrival Date/Time/Place \_\_\_\_\_

Places Group Intends to Visit \_\_\_\_\_

Who is eligible to go on the trip? \_\_\_\_\_

Number of Students Attending \_\_\_\_\_

Number of Chaperones \_\_\_\_\_

Chaperones Names \_\_\_\_\_

---

Itinerary (continue of the back if necessary) \_\_\_\_\_

---

How will students pay for this trip? \_\_\_\_\_

What fundraising events will be scheduled? \_\_\_\_\_

Please attach any other information that will be helpful for school administrators/school board members to know. Final approval of the above stated field trip is required by the school board after preliminary approval by the superintendent and site principal.

School Board Signature \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Site Principal Signature \_\_\_\_\_

Date of Final Approval \_\_\_\_\_