

FIELD TRIPS

I. PURPOSE

The purpose of this policy is to identify through criteria the components of a school sponsored trip and outline the general process to be followed for review and approval of trip requests.

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 as:

A. Class and Activity Day Trips

1. Take place during the school day
2. Require participation as part of the class objectives
3. May not request student financial contributions
4. Will be approved by the building principal
5. Require that all rules of conduct and discipline shall apply

B. Overnight Trips - Academic

1. One day missed at Principal discretion
2. More than one day missed subject to board approval and,
3. Completion of forms A, D and E

C. Overnight Trip - Co-curricular

1. One day missed at Principal and Activities Director's discretion
2. More than one day missed requires board approval except for Minnesota State High School League sponsored event whereas attendance is required for participation and,
3. require completion of forms B, C, D.

III. FIELD TRIP PROCEDURES

- A. A list of students and information about the field trip must be provided to the teaching staff and food service program at least one week in advance of departure.
- B. Will have a ratio of 1 chaperone to every 15 students. 50% of the chaperones must be staff from the subject area or building and will include the trip coordinator or his/her designee. Only adults designated as chaperones may participate in trips coordinated or arranged through the school district.
- C. May contract with outside agencies that are proven reputable and long-standing
- D. Shall charge no more than a \$10 per participant administrative fee to cover expenses (i.e. substitute teachers and clerical duties).
- E. Travel costs for chaperones may be covered through the participant financial contributions.
- F. Reach out to students who may be unable to attend based on ability to pay
- G. Must document student permission forms signed by a parent/guardian.
- H. Will be coordinated by the Activities Director or his/her designee from the licensed administrative staff.
- I. Must be supplemental to curriculum not imbedded in curriculum
- J. Will communicate information to parents through school or on school district letterhead from the trip coordinator
- K. Must account for finances through a school district activity account
- L. Coordinator will arrange for the training of chaperones and communication of guidelines that include the requirement of all chaperones to refrain from alcohol consumption during the trip.
- M. Make provisions for background check for any adults associated with the trip (**Policy 610 Form F**)
- N. International travel will identify only destinations that are politically secure and safe.
- O. Must be submitted for application to the superintendent at least six weeks prior to the last day of commitment has to be made to an outside agency (commitment usually made to travel agent, hotel, and/or host. The application must include identifying the student objectives, relationship to

education program, itinerary, procedures for selection of chaperones, background information on any outside agencies being used and an itemized cost to the students.

Legal References: Minn. Stat. § 120.74 (Prohibited Fees)

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