



*South Washington County Schools
Cottage Grove, MN*

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.

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. Early communication with parents/guardians is required. 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. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate. 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 and/or activities director. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

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/designee, and School Board. Exceptions to the approval policy may be granted or expedited by the Superintendent/designee to accommodate emergencies or contingencies (e.g. tournament competition).

2. The School Board acknowledges and supports the efforts of booster 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 and permission, supervision, and such other factors deemed important and in the best interest of students.
- C. Round trip transportation shall be furnished through a commercial carrier or school-owned vehicle. Transporting of students by staff members to or from school activities/programs in a private vehicle is not acceptable practice.
- D. Staff members transporting students in a district approved vehicle will be required to have a motor vehicle driver's license background check.

IV. SCHOOL BOARD REVIEW

The Superintendent/designee shall regularly 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 (Cocurricular and Extracurricular Activities; Insurance)

Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)

POLICY ADOPTED: February 17, 2009

POLICY REVISED: September 25, 2014