

610.00 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

- A. The general expectation of the 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.
- B. The Board recognizes the value of student participation in competition at the regional, state, and national levels. The Superintendent shall establish procedures for such student participation.
- C. The Superintendent, or the Superintendent's designee, shall have the authority to make decisions to delay, suspend, or cancel any field trip in the event of unforeseen or emergency circumstances.

III. CATEGORIES OF FIELD TRIPS

Student trips will be categorized within five (5) general areas:

A. Instruction 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 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

1. Trips that involve one or more overnight stops within the State of Minnesota fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. Specific timelines for planning and approval may be established by procedures. An extended trip request form must be completed and approved at each level: student, principal, the Superintendent. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
2. The Board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

D. Expanded Trips

1. Instructional or supplementary trips that involve travel outside of the State of Minnesota, including international travel, falls into this category.
2. Expanded trips must be planned and requested well in advance of the planned activity. Specific timelines for planning and approval may be established by procedures. An expanded trip request form must be completed and approved at each level: student, principal and the Superintendent.
3. The Board acknowledges and supports the efforts of booster clubs and similar organizations in providing and/or contributing to expanded trip opportunities for students.

E. Non-sanctioned Field Trips

1. Any trip occurring during the summer recess, except trips planned as part of the regular summer school program, is considered non-sanctioned.
2. Field trips organized by individual parents, parent groups, community partners or employees acting as independent contractors or agents are non-sanctioned and are not Board

approved field trips.

3. Non-sanctioned field trips include trips planned by individuals, groups, or agencies that are involved with students on a volunteer or self-supporting basis.
4. Total responsibility for non-sanctioned field trips or tours rests with the individual(s) and agency sponsoring them. Saint Paul Public Schools assumes no legal or financial responsibilities for non-sanctioned field trips.
5. Students absent from school for a non-sanctioned field trip are not excused for attendance, unless the student receives an excuse applied for and approved in advance of the trip in compliance with district policy.

Employees involved in non-sanctioned field trips shall not use duty time or any district resources to recruit participation, plan, organize or conduct these trips. Employees may, subject to the terms of their contract or collective bargaining agreement, arrange to use vacation days for non-sanctioned field trips. Approval for such vacation arrangements shall be in the sole discretion of the employee's supervisor.

IV. REGULATIONS

- A. All students must have the permission of their parent or guardian to participate in any field trip.
- B. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- C. The school administration shall be responsible for providing more detailed procedures, including planning, approval, parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- D. Volunteers and chaperones shall receive background checks pursuant to Saint Paul Public Schools policy, procedures, or as required by applicable law.
- E. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- F. 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.

- G. 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.F, 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.

V. 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 (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)
Minn. Stat. § 123B.03 (Background Check)

Cross References: 414.00 Tobacco-Free Environment
415.00 Discrimination, Harassment, Violence, and Retaliation Policy
501.00 Hazing Prohibition
504.00 Drug-Free Schools
505.00 Bullying Prohibition
506.00 Student Discipline
506.02 Student Discipline: Expulsion & Exclusion
506.03 Student Discipline: Suspension
516.00 Students: Medications/Medical Procedures
520.00 Technology Usage & Safety
601.00 Educational Programming

707.00 Transportation: Eligibility
707.02 Transportation: Student Conduct
707.05 Transportation: Type III School Buses
710.00 Transportation: Field, Athletic, Community Education Trips
719.00 Food Service