

## 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.

#### A. Day Trips

Day trips are those field trips in which students voluntarily participate and which usually take place either during or outside the regular school day. Examples of trips in this category involve class field trips, 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.

#### B. Overnight Trips

Overnight trips that involve one or more overnight stops must be requested well in advance of the planned activity. An Overnight Student Field Trips Application form must be completed and approved by the school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament competition).

C. Financial contributions for field trip expenses by students may be requested. The school board acknowledges and supports the efforts of PTOs, booster clubs and similar organizations in providing field trip opportunities for students.

D. All Northfield Public Schools rules of conduct and discipline for students and employees shall apply to all student trip activity.

E. 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.

F. Transportation shall be furnished through a commercial carrier. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.

Policy 610 - Field Trips

Adopted: 1/14/08

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 123B.36 (Authorized 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  
(8<sup>th</sup> Cir. 2003)

***Cross References:*** Policy 403 (Dismissal of Employees)  
Policy 404 (Employment Background Checks)  
Policy 423 (Employee – Student Relationships)  
Policy 506 (Student Discipline)  
Policy 655 (School Volunteers)  
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)