

INSTRUCTION - 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. 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)

1. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

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 (Out of State, Out of Country, and/or Overnight)

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: parent/guardian, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited 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. Code of Conduct and School Board Policies shall apply to all student trip activity.
- B. The school administration shall be responsible for more detailed procedures, including parent permission form, supervision, and such other factors deemed important and in the best interest of students.
- C. In general, transportation shall be furnished through a commercial carrier or school-owned vehicle.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

**BEMIDJI AREA SCHOOLS
FIELD TRIP REQUEST FORM**

_____ Date

School _____ Staff Member _____

Proposed Field Trip:

Destination _____

Departure Date _____ Departure Time _____

Return Date _____ Return Time _____

Cost/Funding Source _____

Number of Students _____ Number of Staff/Adults _____

Objective of Field Trip:

District Curriculum Standards/Outcomes/Building Goals addressed through this proposed field trip:

Principal Approval Approved _____ Date
 Not Approved _____ Date

Out of State/Overnight Field Trips

Superintendent Approval Approved _____ Date
 Not Approved _____ Date

School Board Approval Approved _____ Date
 Not Approved _____ Date

**Please submit request at least 10 days in advance.
Copy to Director of Curriculum & Instruction**