

# EDUCATION PROGRAMS

## Field Trips

610 - NB

### 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 and safe manner 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 or district goals, and require student participation, shall fall in this category. These trips shall be subject to review and approval of the building principal or appropriate administrator, 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. (Minnesota Statutes section 123B.37)

#### B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which may take place during or outside the regular school day. Examples of trips in this category involve student activities, clubs, classroom supplementary experiences, and other special interest groups. These trips are subject to review and approval of the building principal or appropriate administrator. Financial contributions by students may be requested. (Minnesota Statutes section 123B.36)

#### 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 must be approved by the building principal or appropriate administrator and superintendent. 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 support for extended trip opportunities for students outside of the school day.
3. It is expected that extended trips will take place, as much as possible, at times when students do not miss class time. To that end, extended trips should be planned over breaks or during the summer.

#### D. Regulations

1. A field trip request form needs to be submitted to the building principal or appropriate administrator and should detail the educational benefits of the student trip and how it is integrated into a specific

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NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #610 - NB

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educational unit.

2. Rules of conduct and student discipline as stated in the student handbook shall apply to all students throughout the duration of the trip.
3. 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.
4. Transportation shall be furnished through a commercial carrier or school-owned vehicle. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.

### **Legal References:**

Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)  
Minn. Stat. § 169.011, Sub. 71 (a) (Definitions)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8th Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8th Cir. 2007)

### **Cross References:**

NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
NB Policy 423 (Employee – Student Relationships)  
NB Policy 506 (Student Discipline)  
NB Policy 707 (Transportation of Public School Students)  
NB Policy 709 (Student Transportation Safety Policy)  
NB Policy 710 (Extracurricular Transportation)

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