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Reviewed: 11/19/2024
Revised: 01/09/2025
Rescinds: IICA

Burnsville-Eagan-Savage School District Policy 610

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

The general expectation of the school 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. 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.)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which may 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/athletic director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 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 request form must be completed and approved at each level: student (when funds from a student activity account are being used), principal, 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 extended trip opportunities for students.
3. The process to obtain extended field trip permission is:
 - a. An ISD 191 employee initiates a written request (form: Proposal for Extended Field Trip) to the activities/athletic director and/or principal.
 - b. The activities/athletic director and principal review the request and, if appropriate, forward the request for preliminary approval (prior to communicating with parents and students) to the superintendent, as appropriate, per schedule below:

PRELIMINARY APPROVAL SCHEDULE

Local, Regional Travel – Principal and Superintendent	60 days in advance
National Travel – Principal and Superintendent	120 days in advance

- c. The superintendent reviews the request.
- d. The trip is approved or denied.
- e. Activities/athletic director or principal notifies the coach/advisor of the trip status.
- f. Parents and students are contacted regarding the feasibility of the approved trip.
- g. The activities/athletic director and principal review the request and forward the request for final approval to the superintendent, as appropriate, per the schedule below:

FINAL APPROVAL SCHEDULE

Local, Regional Travel – Principal and Superintendent	30 days in advance
National Travel – Principal and Superintendent	60 days in advance

D. INTERNATIONAL AND EXTENDED TRIPS WHERE STUDENTS MAY BE MISSING MORE THAN THREE DAYS OF SCHOOL

1. Trips that involve international travel and/or missing three or more days of school fall into this category. Extended trips may be instructional

or supplementary and must be requested well in advance of the planned activity. An international or extended trip request form must be completed and approved at each level: student (when funds from a student activity account are being used), 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.
3. The process to obtain extended field trip permission is:
 - a. An ISD 191 employee initiates a written request (form: Proposal for Extended Field Trip) to the activities/athletic director and/or principal.
 - b. The activities/athletic director and principal review the request and, if appropriate, forward the request for preliminary approval (prior to communicating with parents and students) by the superintendent and School Board as appropriate per schedule below:

PRELIMINARY APPROVAL SCHEDULE

International or Extended Trip missing more than three days of school- Principal, Superintendent and School Board	180 days in advance
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- c. The superintendent reviews the request and forwards the request to the Board of Education.
- d. The trip is approved or denied.
- e. Activities/athletic director or principal notifies the coach/advisor of the trip status.
- f. Parents and students are contacted regarding the feasibility of the approved trip.
- g. The activities/athletic director and principal review the request and forward the request for final approval by the superintendent as appropriate per the schedule below:

FINAL APPROVAL SCHEDULE

International or Extended Trip missing more than three days of school- School Board	120 days in advance
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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, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. 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.
- E. 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.E.1, 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.
 - 3. Equitable transportation must be provided to all students.

IV. ADDITIONAL GUIDELINES FOR EXTENDED

- A. Chaperones of same gender of students must be on the trip.
- B. Ratio of chaperones to students is 10:1 with a minimum of two chaperones on the trip.
- C. Plan for supervision of students must be provided prior to trip.

V. CANCELLATION

The superintendent is authorized to cancel an approved field trip should safety

circumstances arise that in the superintendent's judgment warrant such action (e.g., based on U.S. State department travel advisories or other basis as determined by the superintendent).

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (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)
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: Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)
Burnsville-Eagan-Savage School District Policy 423 (Employee – Student Relationships)
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 707 (Transportation of Public School Students)
Burnsville-Eagan-Savage School District Policy 709 (Student Transportation Safety Policy)
Burnsville-Eagan-Savage School District Policy 710 (Extracurricular Transportation)