

# Field Trip Implementation Procedures

## Crosslake Community Schools Administrative Procedures Manual

Implementing Board Policy:  610 field trips

## 1. Purpose and Scope

These administrative procedures establish comprehensive operational guidelines for planning, approving, and conducting school field trips for both Seat-Based and Online programs. These procedures implement Board Policy 610 (Field Trips) adopted 2/13/23, reviewed 3/17/2025, and provide detailed step-by-step guidance to ensure field trips enhance educational objectives while maintaining student safety and compliance with Minnesota state law.

**Authority:** These procedures are established under the authority of Board Policy 610 and may be updated by administration to improve operational effectiveness while maintaining compliance with board-established policy framework.

## 2. Definitions

- **Field Trip:** School-sponsored activity occurring off school premises
- **Instructional Trip:** Curriculum-required trips during school day, directly related to course standards
- **Supplementary Trip:** Voluntary trips for activities, clubs, or special interest groups, typically outside school hours
- **Day Trip:** Field trip occurring within a school day
- **Overnight Trip/Extended Trip:** Field trip requiring overnight accommodations
- **High-Risk Population:** Students requiring enhanced supervision due to behavioral, medical, or developmental needs

## 3. Trip Classification and Authority

### 3.1 Instructional Trips (per Policy 610, Section II.A)

- **Purpose:** Direct curriculum alignment, required student participation
- **Timing:** During regular school day
- **Funding:** School-funded within building budget, possibly supplemented by PTO
- **Fees:** NO fees may be charged to students (Minn. Stat. § 123B.37, Policy 610)
- **Approval:** Director approval required

- **Timeline:** Submit requests two (2) weeks prior

### **3.2 Supplementary or Day Trips (per Policy 610, Section II.B)**

- **Purpose:** Direct curriculum alignment probability, but voluntary participation
- **Timing:** Typically outside regular school hours
- **Fees:** While fees may be requested, no fees may be required of students. All students must be allowed to participate regardless of payment (Minn. Stat. § 123B.37, Policy 610)
- **Approval:** Director approval required
- **Timeline:** Submit requests two (2) weeks prior for day trips

### **3.3 Extended Trips (per Policy 610, Section II.C)**

- **Purpose:** Either instructional or supplementary requiring overnight stay
- **Fees:** While fees may be requested, no fees may be required of students. All students must be allowed to participate regardless of payment (Minn. Stat. § 123B.37, Policy 610)
  - Note: This does not apply to extended trips through outside vendors
- **Approval:** Director and Executive Director (Policy 610, Section II.C.1)
- **Timeline:** Submit requests thirty (30) days prior
- **Exception:** Emergency or tournament competition may receive expedited approval (Policy 610, Section II.C.1)

## **4. Student Eligibility Requirements (per Policy 610, Section III.A)**

### **4.1 Academic Standards**

- Students must maintain satisfactory academic progress in all classes
- Teachers may require academic catch-up plan for extended absences

### **4.2 Behavioral Standards (Minn. Stat. 121A.031, Policy 610, Section III.A)**

- Compliance with school discipline policy required (Policy 610, Section III.A)
- No major disciplinary incidents within 30 days of trip
- Adherence to school bullying prohibition policy
- Students with behavioral concerns require individualized supervision plan

### **4.3 Participation Requirements**

- **Instructional Trips:** All eligible students must participate; alternative activities may be provided for non-participants
- **Supplementary Trips:** Voluntary participation with registration deadlines
- **Extended Trips:** Additional behavioral and academic review required

## 5. Approval Process and Required Documentation

### 5.1 Timeline and Authority Matrix

Trip Type	Approval Required	Timeline	Board Approval
Instructional Day Trip	Director	2 weeks	No
Supplementary Day Trip	Director	2 weeks	No
Instructional Overnight	Director + Executive Director	30 days	Yes
Supplementary Overnight	Director + Executive Director	30 days	Yes

### 5.2 Required Information for All Trips

- Trip coordinator and lead chaperone identification
- Educational objectives aligned with curriculum standards
- Destination, detailed itinerary, and planned activities
- Student count, grade levels, and special needs considerations
- Comprehensive cost breakdown and funding plan
- Transportation arrangements and driver credentials
- Supervision plan with staff-to-student ratios
- Risk assessment and mitigation strategies
- Emergency response plan
- Parent communication timeline

## 6. Financial Management and Fee Structure

### 6.1 Funding Guidelines

- **Instructional Trips:** Fully school-funded, no student fees permitted
- **Supplementary Trips:** Student contributions allowed, but not required
- **PTO Support:** Parent Teacher Organization may offset costs for instructional and supplementary trips

### 6.2 Cost Management

- Budget approval required before trip confirmation
- Post-trip budget reconciliation within two weeks of return
- Unused funds returned to original funding source

### 6.3 Staff Compensation

- **Non-school days:** \$150/day
- **Overnight supervision:** \$150/night
- **Mileage:** Reimbursed at current federal rate
- **Substitute coverage:** Funded separately from trip budget

## 7. Transportation Requirements (per Policy 610, Section III.C, III.D, III.E)

### 7.1 Preferred Transportation Methods (Priority Order per Policy 610, Section III.C)

1. School district transportation (Crosby-Ironton Transportation)
2. Commercial charter with verified insurance and licensing
3. Parent arranged transportation (must fill out information in registration google form)
  - a. Including a reminder that the vehicle owner's liability insurance is primary in the event of an accident
  - b. Have lead chaperone contact information provided in case changes need to be made
  - c. Must provide vehicle driver info so we can contact them

### 7.2 Employee Vehicle Restrictions (per Policy 610, Section III.E)

- **Prohibited:** Employees may NOT transport students in personal vehicles (Policy 610, Section III.E)
- **Staff/Property Only:** Personal vehicles may transport staff or equipment with prior written approval (Policy 610, Section III.D)
- **Emergency Exception:** Personal vehicle use permitted only for medical emergencies with (Policy 610, Section III.E.1):
  - Immediate administrative approval when practicable
  - Post-incident documentation and reporting required (Policy 610, Section III.E.2)
  - Proper vehicle registration and insurance verification (Policy 610, Section III.E.1)

## 8. Supervision Requirements

### 8.1 Minimum Staff-to-Student Ratios

- **Grades K-3:** 1:10 staff-to-student ratio
- **Grades 4-12:** 1:15 ratio

*Ratios may be changed based on individual student needs, activity risk level, group dynamics, or Director discretion*

## 8.2 Required Supervision Personnel (Minn. Stat. 124E.12)

- **Licensed Teacher:** At least one required for all trips
- **First Aid/CPR Certified:** At least one staff member required
- **Background Checks:** Current screening required for all chaperones
- **Parent/Guardian Chaperones:** Permitted with approval and background clearance

## 8.3 Specialized Supervision

- Consult IEP or 504 for student-specific needs
- High-risk students may require 1:1 supervision regardless of grade level
- Medical needs students require trained personnel familiar with health plans

# 9. Overnight Trip Procedures

## 9.1 Grade-Level Requirements

- **Grades K-5:** Overnight trips permitted only with parent/guardian accompaniment
- **Grades 6-12:** Overnight trips permitted with enhanced supervision protocols

## 9.2 Accommodation Standards

- **Room Assignment:** Students will be assigned based on the gender indicated on their enrollment application. Individual arrangements may be made, when possible, to honor gender identity or family values considerations. Special room assignment requests can be submitted through the Google Form.
- **Occupancy:** Dependent on location. Each student must have their own bed.
- **Chaperone Proximity:** Adult supervision on same floor as students
- **Shared Rooms:** Two adults required if sharing rooms with students, unless the room only contains students and their own parent. When room sharing occurs, adults and students must be of the same gender. If room assignments would include adults and students of different genders, parent/guardian approval is required in advance.

## 9.3 Family Accompaniment Procedures (K-5)

- Parent/guardian assumes primary supervision responsibility for their child and any non-CCS siblings
- Families are responsible for full payment of any non-CCS children
- Families must sign waiver prior to trip
- Students with family accompaniment don't count toward staff ratios
- Background check and liability waiver requirements still apply
- Pre-trip meeting attendance mandatory for all accompanying families

## 9.4 Enhanced Safety Protocols

- Regular room checks with documented schedule
- Clear curfew policies with consequences outlined
- Adult supervision maintained
- Written emergency response plan specific to location
- Buddy system implementation for all activities

## 10. Health and Safety Requirements

### 10.1 Required Documentation (Minn. Rules 9503.0100)

- **Permission Forms:** Parent/guardian written consent stating trip purpose and destination  
and/or year long field trip permission form with detailed information at time of trip
- **Photo/Media Permissions:** Per school data privacy policy compliance
- **Emergency Contacts:** Primary and alternate contact information for each student
- **Medical Information:** Physician contacts, health conditions, medications, allergies
- **Medication:** Parents will provide any necessary medication (just the doses needed for the trip) and dosing information to the lead chaperone. Medication will be kept in a locked area, whenever possible.
- **Special Needs:** IEP/504 accommodations and emergency protocols

### 10.2 Emergency Preparedness (Minn. Rules 9503.0100; Minn. Stat. 124E.03)

- **First Aid Kit:** Required for all trips with trained personnel
- **Emergency Facilities:** Identification and contact information for local hospitals/urgent care
- **Communication Protocol:** 24-hour contact with school administration
- **Parent Notification:** Immediate contact procedures for incidents
- **Documentation:** Incident reporting per charter school requirements
- **Evacuation Plan:** Weather and emergency evacuation procedures
- **Medication Administration:** All lead chaperones will be trained in medication administration yearly.

### 10.3 Medical Emergency Procedures

- Immediate medical attention protocols
- Parent/guardian notification within 30 minutes when possible
- Hospital authorization and insurance information readily available
- Medication administration only by trained, authorized personnel
- Return transportation arrangements for medical situations

## **11. Accessibility and Inclusion**

### **11.1 Disability Accommodations**

- All trips must accommodate students with disabilities per ADA requirements
- Advance planning required for accessibility needs
- Equipment and facility modifications as needed
- Alternative format materials and communication methods

### **11.2 Inclusive Participation**

- Alternative activities may be provided for non-participating students in instructional trips
- Religious and cultural considerations accommodated when possible
- Language interpretation services arranged when needed

## **12. Legal Compliance and Liability**

### **12.1 Charter School Requirements (Minn. Stat. 124E.03, 124E.09)**

- Compliance with all federal, state, and local health and safety requirements
- School assumes full liability for field trip activities
- Authorizer indemnification requirements met
- All trips covered under school liability insurance per charter contract

### **12.2 Data Privacy and Documentation (Minn. Stat. Ch. 13)**

- Photo/media use complies with signed permissions
- Student information confidentiality maintained
- Three-year record retention requirement
- Incident documentation and reporting for all injuries

### **12.3 Professional Standards**

- Staff conduct must meet professional standards during trips
- Mandatory reporter obligations remain in effect
- Employee-student relationship boundaries maintained per Policy 423

## **13. Online Program Considerations**

### **13.1 Virtual Alternatives**

- Virtual field trip options prioritized when educational objectives can be met

- Technology requirements and support provided for online participation

### **13.2 In-Person Participation**

- Advance registration required for online program students
- Family responsible for transportation to designated meeting locations
- Same supervision and safety standards apply
- Additional orientation may be required for infrequent participants

## **14. Communication and Parent Involvement**

### **14.1 Pre-Trip Communication**

- Detailed trip information provided minimum 1 week before departure
- Parent information meeting for overnight trips
- Clear communication of expectations, itinerary, and contact procedures
- Packing lists and preparation guidelines

### **14.2 During Trip Communication**

- Regular updates to administration
- Emergency contact protocols clearly established
- Social media and communication guidelines for students and chaperones

## **15. Post-Trip Procedures**

### **15.1 Required Follow-Up**

- Trip assessment and evaluation within one week
- Budget reconciliation and financial reporting within two weeks
- Incident reports and documentation completion
- Student and parent feedback collection

### **15.2 Improvement Process**

- Annual review of trip outcomes and safety incidents
- Policy and procedure updates based on lessons learned
- Best practices sharing among staff

## **16. Board Reporting and Governance (per Policy 610, Section IV)**



## 16.1 Annual Reporting (Policy 610, Section IV)

- Director shall report annually to Board of Education on trip utilization (Policy 610, Section IV)
- Report shall include:
  - Trip utilization by category
  - Safety incidents and responses
  - Financial performance and cost analysis
  - Policy compliance and recommended improvements

## 16.2 Policy Integration (Policy 610, Legal References and Cross References)

- Primary Authority: Board Policy 610 (Field Trips)
- Cross-reference with Policy 403 (Employee Discipline)
- Alignment with Policy 423 (Employee-Student Relationships)
- Coordination with Policy 506 (Student Discipline)
- Integration with Policy 707 (Transportation) and Policy 709 (Transportation Safety)

## 17. Annual Review and Updates

These procedures shall be reviewed annually by administration in conjunction with the annual review of Board Policy 610. Updates may be made as needed to reflect:

- Changes in state and federal regulations
- Safety incident lessons learned
- Educational best practices
- Operational efficiency improvements
- Alignment with Board Policy 610 amendments

**All procedural changes must remain consistent with Board Policy 610. Any procedural requirements that would contradict or exceed the authority granted in Policy 610 require Board approval through policy amendment.**

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**Procedures effective date:** [Date]

**Last reviewed:** [Date]

**Next review date:** [Date]

**Authority:** Board Policy 610 - Field Trips (Adopted: 2/13/23, Reviewed: 3/17/2025)

**Cross References:** Staff Handbook, Student and Family Handbook