



Adopted: August 21, 1996

EMID 6067 Board Policy 610

Revised: March 15, 2006; Feb. 18, 2015

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 Board expects and directs that all student trips will be well planned, conducted in an orderly manner and safe environment, and relate directly to the objectives of the integration program 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 Executive Director or integration program supervisor, and shall be financed by EMID funds within the constraints of the integration program budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

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 integration program supervisor. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

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 integration program supervisor, and/or Executive Director. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament



competition). Any extended trip involving travel outside Minnesota or beyond a 200-mile radius will require prior approval by the Executive Director and notification of the EMID Board.

III. REGULATIONS

- A. Rules of conduct and discipline policy for students and employees shall apply to all student trip activity.
- B. The EMID administration shall be responsible for providing more detailed procedures, including parental or guardian involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier. In the event a private vehicle is approved by administration for use, a certificate of insurance must first be on file in the district office.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Cocurricular and 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 F3d. 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F. 3d 1026 (8th Cir. 2007)

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