

Education Program

Series 600

Policy Title: Field Trips

Code No. 610

I. PURPOSE AND DEFINITION

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. A student trip is any occasion when a student or group of students under staff supervision leaves the school grounds during the regular school day or leaves the school district boundaries at any time.

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 to a course of study, and require student participation shall fall into this category. A written plan must be submitted to the building principal or designee at least two weeks prior to the trip. Fees may not be assessed against students to defray costs, but financial contributions by students may be requested. The written plan must specify the following:

- * Destination
- * Educational objectives that will be accomplished
- * Time of departure and return
- * Educational alternatives for students who do not participate in the trip

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and the 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.

C. Extended Trips

An extended field trip is one that involves one or more overnight stays. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity.

1. General Guidelines

- a. All extended field trips are optional for students.
- b. Extended field trips will take place in the summer unless exempted by the administration.

2. Preliminary Approval

- a. Preliminary approval must be granted prior to announcement of the trip to students or parents. It must include the educational/activity objectives for the proposed extended field trip.
- b. Preliminary approval requires the principal's and superintendent's signature.
- c. Preliminary approval authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

3. Formal Approval

- a. After securing preliminary approval, an extended trip request form must be completed and approved at each level: teacher/advisor, principal, superintendent, and school board.
- b. It must be approved before any contracted arrangements are made or any trip specific fundraising occurs.
- c. Formal board approval must be secured at least five months before the proposed extended field trip.
- d. The contract(s) with providers and agents must be approved by the district office in consultation with the teacher/advisor.
- e. Upon receipt of board approval, parents and guardians will be asked to sign a permission form authorizing their child's participation and accepting the conditions under which the trip was approved.
- f. A detailed itinerary and complete roster of participants and chaperones, including home addresses, phone numbers, and emergency contacts shall be filed with the district office.

III. REGULATIONS

- A. Rules of conduct and student discipline shall apply to all student trip activity.
- B. Transportation shall be furnished through a commercial carrier or school-owned vehicle.

IV. ARRANGEMENTS

- A. Travel, unless by district owned vehicles, shall be made by commercial carrier or under a contract approved by the district office.
- B. Reasonable accommodations for students with disabilities shall be provided.

V. FINANCE

A. Except for classroom or co-curricular activities funded through the general fund all extended field trips will be processed through student activity accounts. As such, fees may be collected from students. Alternative sources of funding shall be identified (i.e. fundraising, donations, etc.) for all students, including those who are unable to provide for their own financial support regarding the proposed extended field trip.

B. All costs of the extended field trip will be itemized and provided to potential participants prior to the collection of any participant fees.

VI. STUDENT CONDUCT

Extended field trips fall under all district student conduct policies. Participants who violate these may be sent home from the extended field trip at the parent's expense.

Date of Adoption:

July 23, 2009

Revised:

April 28, 2016

Authority for Policy:

Board of Education

**Luverne Public School District
Instructional Field Trip Plan Form**

Classroom Teacher: _____

Date Submitted: _____

Destination & Date of Activity: _____

Educational Objectives: _____

Time of Departure & Return: _____

Educational Alternatives: _____

**Luverne Public School District
Preliminary Approval Form
Extended Field Trips**

Proposed Field Trip: _____

Date Submitted: _____

Estimated Dates of Proposed Trip: _____

Teacher/Advisor: _____

Club/Organization: _____

Purpose of the Proposed Field Trip: _____

Preliminary approval of the above stated field trip is required by the site principal and superintendent prior to discussing trip with students and parents.

Site Principal Signature _____

Superintendent Signature _____

Date of Preliminary Approval _____

**LUVERNE PUBLIC SCHOOL DISTRICT
EXTENDED FIELD TRIP FINAL APPROVAL FORM**

Teacher/Advisor(s) _____

Class/Organization _____

Field Trip Destination _____

Field Trip Dates _____

Field Trip Booked Through _____

Mode(s) of Transportation _____

Cost of field Trip Per Student _____

Departure Date/Time/Place _____

Arrival Date/Time/Place _____

Places Group Intends to Visit _____

Who is Eligible to go on Trip? _____

Number of Students Attending _____

Number of Chaperones _____

Chaperones Names _____

Itinerary (continue on back if necessary) _____

How will students pay for trip? _____

What fundraising events will be scheduled? _____

Please attach any other information that will be helpful for school administrators/school board members to know. Final approval if the above stated field trip is required by the school board after preliminary approval by the superintendent and site principal.

School Board Signature: _____

Superintendent Signature: _____

Site Principal Signature: _____

Date of Final Approval _____