

*Adopted: June 15, 1998*

***Sartell-St. Stephen School District 748  
Policy 610***

*Revised: October 21, 2013  
August 19, 2019*

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March 16, 2015  
May 15, 2023  
June 4, 2026*

**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**

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 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. (Minnesota Statutes section 123B.37)

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 activities director and/or the building principal. 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 request form must be completed and approved at each level: student, principal, Superintendent, and school board. Exceptions to the approval policy may be expedited or granted to accommodate emergencies or contingencies (e.g. tournament competition).

2. The school board acknowledges and supports the efforts of parent groups and similar organizations in providing extended trip opportunities for students.

### **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 a 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, and 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.

### **IV. SCHOOL BOARD REVIEW**

The Superintendent shall at least annually review the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance) Minn. Stat. § 169.011, Subd. 71(a) Definitions)  
Minn. Stat. § 169.454 Subd. 13 (Type III Vehicle Standards)  
Sonkowsky v. Board of Educ., 327 F3c.675 (D. Minn. 2002)

**Cross References:** Sartell-St. Stephen School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Sartell-St. Stephen School District Policy 423 Employee-Student Relationships  
Sartell-St. Stephen School District Policy 506 (Student Discipline)  
Sartell-St. Stephen School District Policy 707 (Transportation of Public School Students)  
Sartell-St. Stephen School District Policy 709 (Student Transportation Safety Policy)  
Sartell-St. Stephen School District Policy 710 (Extracurricular Transportation)