

**RED WING PUBLIC SCHOOLS  
BOARD OF EDUCATION POLICY**

**610 FIELD TRIPS**

Adopted: April 18, 2005  
Last Revised: January 27, 2025

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**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

1. Instructional trips take place during the school day, relate directly to a course of study, and require student participation.
2. Instructional trips shall be subject to review and approval of the building principal.
3. Instructional trips 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

1. Supplementary trips are 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.
2. Supplementary trips are subject to review and approval of the activities director and/or the building principal.
3. Supplementary trips shall be financed by school district funds within the constraints of the student activity and/or school building budget. 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.
2. A “Student Overnight Trip Request” must be completed and approved by the Activities Director (as appropriate), building principal, Business Manager, Superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament competition).
3. These trips shall be financed by school district funds within the constraints of the student activity and/or school building budget. Only student activities in good financial standing are allowed to host an extended trip.

**III. ACKNOWLEDGEMENT OF OUTSIDE SUPPORT**

The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

**IV. REGULATIONS**

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity. Students and employees must abide by American law and laws in the country in which they are visiting.
- 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 of students 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 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 circumstances, 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.

- F. If a trip involves an overnight stay, students are required to stay in a hotel unless there is a bonafide non-monetary reason for not staying in a hotel (for example, the trip features canoeing sponsored by the Environmental Learning Center). Personal cabins are not allowed. Chaperones may not stay in the same room as a student unless the chaperone is the parent of the student.
- G. Trip chaperones are required to have background checks completed prior to the trip. The Superintendent shall have the sole discretion to determine if information found on the background check disqualifies an individual from chaperoning the trip.

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

The superintendent shall report to the school board or a committee of the school board, at least annually, about the utilization of trips under this policy.

#### ***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) (Definitions)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

#### ***Cross References:***

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 423 (Employee – Student Relationships)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 707 (Transportation of Public School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)