

INDEPENDENT SCHOOL DISTRICT 719  
PRIOR LAKE - SAVAGE AREA SCHOOLS

## 610 FIELD TRIPS

### I. PURPOSE

The Prior Lake – Savage Area School Board recognizes the educational value that can result from student travel. The School Board sanctions and encourages field trips, which are of value in helping students accomplish educational objectives. 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. DEFINITIONS

Student trips will be categorized within three general areas:

#### A. Instructional Trips

Trips that take place during the school day, related directly to a course of study, and require student participation shall fall into this category. These trips shall be subject to review and approval of the building principal in consultation with student support services administration, and shall generally be financed by school district funds within the constraints of the school budget.

#### B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate. Examples of trips in this category involve classroom and grade level trips, and trips for student activities, clubs, and other special interest groups. These trips are subject to review and approval of the co-curricular activities director and/or the building principal. Financial contributions by students for supplementary trips may be requested.

#### C. Major Magnitude Trips

Trips that involve more than one overnight lodging or that involve travel in excess of 500 miles one-way from the Prior Lake-Savage Area School District fall into this category. Major Magnitude trips may be instructional or supplementary, and must be requested well in advance of the planned activity. A Major Magnitude trip request form must be completed and approved by the principal in consultation with student support services administration, superintendent, and/or assigned designee. Exceptions to the approval process may be granted or expedited to accommodate emergencies or contingencies, such as for tournament competition. Financial contributions by students for major magnitude trips will be requested.

Wolf Ridge ELC is an educational overnight trip for 5<sup>th</sup> graders. Due to its highly structured format which includes mandatory background checks, this trip is excluded from the requirements of the major magnitude field trip policy. The protocols for Wolf Ridge chaperones replace these requirements.

### III. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board that all 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.

The School Board acknowledges and supports the efforts of booster clubs, PTC's, and similar organizations in helping to provide field trip opportunities for students.

## A. GENERAL REGULATIONS FOR FIELD TRIPS

Rules of conduct and discipline for students and employees shall apply to all student trip activities. All school district policies shall apply during the field trip.

The school administration is responsible for providing detailed procedures for all student field trips, including parental involvement, supervision, costs, accommodations, and other factors deemed important and in the best interest of students. In approving field trips, the school administration is expected to consider the frequency of field trips by students and impact on the overall education of students.

Transportation shall generally be furnished through a commercial carrier or school-owned vehicle. In the unusual event that a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.

## B. SPECIFIC REGULATIONS FOR MAJOR MAGNITUDE FIELD TRIPS

Major Magnitude trips should generally be scheduled during vacation times and should be planned to minimize the loss of teacher/student school time. Major Magnitude trips should not exceed ten (10) days in total length during the school year or fourteen (14) days in total length during the summer break.

Participation in any Major Magnitude trips should be voluntary; there should be no sanctions resulting from non-participation.

No students who have graduated from high school will be allowed to participate on Major Magnitude Trips.

Generally speaking, trips routinely scheduled for regional or state athletic or co-curricular events, seasonal practices, or tournaments are not considered to be Major Magnitude trips. If a request is due to the results of a state competition requiring out-of-state travel, Major Magnitude procedures are to be followed. In planning Major Magnitude trips, staff members need to be aware of the financial and academic impact on students and their families. Consideration of such impact should strongly affect the destination, frequency, and planned activities of the Major Magnitude trips.

The School Board directs the superintendent to create and disseminate procedures for granting approval for Major Magnitude trips, to include a formal trip proposal of trip details, principal and superintendent review and approval well in advance of the Major Magnitude trip.

When the Major Magnitude trip involves foreign travel, the following specific regulations apply:

1. Students and chaperones must meet the medical requirements for exit and return to the United States and entrance into foreign nations.
2. Travelers must obtain required passport and visa documents.
3. Parents/legal guardians must complete a notarized certificate of interest/permission/ emergency release for Major Magnitude trips.
4. Staff shall secure multiple bids for transportation and travel prior to approval of a new trip including local vendors if at all possible. For recurring trips, rebidding should occur every third trip.
5. Established contracts with vendors will be formally approved by the executive director of business services, superintendent, or their assigned designee.
6. Staff members shall not receive any compensatory travel payment, travel benefit, or current/future travel vouchers. The only exception is that staff may receive personal frequent flier miles for their travels.
7. An administrator will attend and participate in the Major Magnitude trip for any travel outside of the continental United States.
8. For any Major Magnitude Trip, the superintendent has the discretion to make the decision to require additional administrative support for the supervision of staff and students while on the trip. The cost of all supervision shall be built into the overall cost of the trip.

## School Board

The superintendent shall at least annually report to the school board upon 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 (8th Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8th Cir. 2007)  
Minnesota State High School League

**Cross References:** [Policy 403 \(Discipline, Suspension, and Dismissal of School District Employees\)](#)  
[Policy 506 \(Student Discipline\)](#)  
[Policy 521 \(Student Disability Nondiscrimination\)](#)  
[Policy 707 \(Transportation of Public School Students\)](#)  
[Policy 709 \(Student Transportation Safety Policy\)](#)

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