

## **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 people who are not currently enrolled students who wish to attend student trips.

### **II. GENERAL STATEMENT OF POLICY**

A. 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 school activity for which the trip is organized.

B. Student trips are categorized within two general areas:

1. 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 financed by Southside Family Charter School funds within the constraints of the school budget. Fees may not be assessed against students to defray costs of instructional trips.

2. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and may take place either during or outside of the school day. If taking place during the school day, the school must make instructional arrangements for those students who choose not to attend the field trip. For those students who opt to attend, financial contributions by students may be requested, but not required.

C. Southside Family Charter School may allow parents, community members, unenrolled immediate family members of staff members, and some visiting guests to attend field trips.

### **III. REGULATIONS**

A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.

- B. The classroom teacher providing trip oversight, and/or school administration, shall be responsible for providing more detailed procedures, including parental involvement, supervision, and other such factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle. Parents may use their private vehicle to transport their child(ren) only.
- D. People who are not enrolled students at the school who would like to attend field trips must:
  - 1. Have permission from the school to attend.
  - 2. Be accompanied by a parent or guardian (if under 18), or have written permission to attend the field trip.
  - 3. Pay any costs associated with their individual field trip attendance.
  - 4. Be responsible for appropriate behavior, held to the same high standards as those for students and employees.
  - 5. Have a current background check, if necessary, on file in the school office if necessary when students is needed, tain field trips over 18. A background check for an adult field trip volunteer is the adult is in direct or extended (overnight) contact with individual (for example, camping and swimming). When a background check adult volunteers shall pay for their own background check for certain on a case by case basis, as determined by the school.
  - 6. Provide their own transportation in the event that there is not room on the bus.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
 Minn. Stat. § 123B.37 (Prohibited Fees)  
 Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)

**Cross References:** Southside Family Charter School Policy 403 (Discipline, Suspension, and Dismissal of School Employees)  
 Southside Family Charter School Policy 423 (Employee - Student Relationships)  
 Southside Family Charter School Policy 506 (Student Discipline)  
 Southside Family Charter School Policy 709 (Student Transportation Safety)