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School Board Revised: October 26, 1998  
School Board Review: September 25, 2000 (no change)  
School Board Revised: June 27, 2005  
March 9, 2009  
May 9, 2011  
School Board Revised: May 29, 2018 [Routine Review]  
Contact Person: Assistant Superintendent

## **POLICY 610            FIELD TRIPS**

### **I.        PURPOSE**

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 standards of the class or objectives of the activity for which the trip is requested. Student trips will be categorized within three general areas:

#### **A.      Enrichment Field Trips**

Enrichment field trips take place during the school day, are voluntary, and enrich a course of study. These trips are subject to review and approval of the school principal/assistant principal. Financial contributions from students may be requested.

#### **B.      Instructional Field Trips**

Instructional field trips take place during the school day, relate directly to a course of study, and require student participation. These trips are subject to review and approval of the school principal/assistant principal and are financed by District funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips.

#### **C.      Extended Field Trips**

Extended field trips involve one or more overnight stays at the travel destination. An extended field trip request form must be completed by staff and pre-approved by the school principal and Superintendent (or designee). Final approval by the School Board is required. Evidence of proper insurance and liability protections must be approved by the Business Office in advance of final approval when the District enters into a contract or agreement.

Exceptions to the approval process may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition). The School Board shall approve any waivers/exceptions to this Policy. The School Board reserves the right to cancel or defer any extended field trip.

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

- D. All staff, students, chaperones, and volunteers are expected to conduct themselves consistent with the Policies and Regulations of the District including, but not limited to: Policy / Regulation 417 Chemical Use & Abuse, 419 Tobacco-Free Environment, 423 Staff-Student Relationships, 501 Weapon-Free Schools, 506 Student Discipline, 516 Student Medication/Medical Procedures, 540 Hazing Prohibition and 906 Volunteers.

- E. Extended Trips Not Sponsored by the Bloomington Public Schools

Summer field trips outside the Continental United States including Alaska, Puerto Rico, Hawaii, Guam and the US Virgin Islands will not be allowed.

Staff entering into contracts or agreements with commercial agencies, without District formal approval, do so at their own risk. As such, any extended trip not approved by the District is considered a private venture. Prior to committing financial resources to a trip not sponsored by the District, participating students and parents must sign a release form indicating they understand the trip to be of a private nature and not sponsored, endorsed, or approved by the District.

Individual staff members engaging in a private venture, cooperating with, receiving benefit from, or serving, as agents for a commercial agency shall not use schoolwork time, materials, or other resources to promote, plan, organize, or recruit for the unsponsored trip. The use of District meeting space will be subject to Policy 806 – Use of School Facilities

- F. Background Checks

Background checks must be completed as described in Policy 906 Volunteers.

- G. Any field trip taken by a school for an activity, club, or team is considered a school sponsored trip and subject to the contents of this Policy / Regulation. Transportation for activities is governed under Regulation 707.3

- H. Trip advisors and principals/ assistant principals should determine prior to actual travel if the U.S. Government has issued a travel warning or alert that could put Americans in harm's way. The trip may be postponed at School Board discretion if necessary.

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Contact Person: Assistant Superintendent

## **REGULATION 610      FIELD TRIPS**

- A. All procedures for field trips must be followed (Appendix A Field Trip and Travel Procedure Summary).
- B. Enrichment Field Trips
  - 1. Procedures
    - a. All enrichment field trips are optional for students.
    - b. Enrichment field trips require parent/ guardian authorization with the exception of students who are of legal age.
    - c. Enrichment field trips may only take place during the school day.
  - 2. Approval
    - a. The Single Day Form must be submitted in writing (Appendix B form 610-SD) by the teacher or program/ activity leader to the school principal.
    - b. The principal or assistant principal will review the Single Day Form and deny or and grant approval.
    - c. If approved, and District transportation will not be used; the Business Office must review and approve alternative transportation.
    - d. School Board approval for enrichment field trips is not required.
  - 3. Arrangements
    - a. Travel arrangements must be consistent with District Policy /Regulation 707 Transportation. Groups are encouraged to use District transportation whenever possible. The use of personal vehicles, including rental vehicles, to transport students is strictly prohibited. Student travel is allowed on District buses or seven or eight person District vans driven by individuals who have a current Type III driver certification on file with the District (10-15 person vans are prohibited), public transportation, or contracted travel services. When contracted travel services are used, the contract is subject to District requirements for insurance coverage as determined by the District Insurance Agent and must be approved by the Business Office in advance of entering into the contract. Individuals may

not enter into a contract with a service. The contract must be with the District.

- b. The number of adult chaperones shall be provided appropriate to the age level and needs of the students. Chaperones shall be selected by and are under the supervision of the teacher/advisor. Chaperones are considered school volunteers and are subject to Policy/Regulation 906 Volunteers. People working in the position of chaperones will do so on a voluntary basis unless directed by the supervisor or representative of the District.
- c. Reasonable accommodation for students with disabilities shall be provided (i.e., special assistance, transportation, accessibility at site).
- d. Enrichment field trips that include an overnight stay must follow extended field trip procedures.

#### 4. Finances

- a. Students may be requested to make financial contributions for enrichment field trips. Funds collected through individual donation or individual or group fund raising must be recorded in the District accounting (UFARS) system.
- b. Scholarships must be made available.

#### 5. Student Conduct

Rules of conduct and student discipline that apply to enrichment trips include but are not limited to the following District Policies/Regulations: 417 Chemical Use & Abuse, 419 Tobacco-Free Environment, 423 Staff-Student Relationships, 501 Weapon-Free Schools, 506 Student Discipline, 516 Student Medication/Medical Procedures, 540 Hazing Prohibition.

#### 6. Staff/Chaperone/Volunteer Conduct

Rules of conduct for staff, chaperones, volunteers that apply to enrichment trips include, but are not limited to, the following District Policies/Regulations: 417 Chemical Use & Abuse, 419 Tobacco-Free Environment, 423 Staff-Student Relationships, 501 Weapon-Free Schools, 506 Student Discipline, 516 Student Medication/Medical Procedures, 540 Hazing Prohibition, 707 Transportation and 906 Volunteers.

### C. Instructional Field Trips

#### 1. General Guidelines

- a. All instructional trips are required for students.
- b. All instructional trips must relate directly to the academic standards covered by the class.

- c. Instructional field trips require parent/ guardian authorization with the exception of students who are of legal age.
  - d. Instructional field trips may only take place during the school day.
2. Approval
- a. The Single Day Form must be submitted in writing (Appendix B form 610-SD) by the teacher or program/ activity leader to the school principal.
  - b. The principal or assistant principal will review the Single Day Form and deny or and grant approval.
  - c. If approved, and District transportation will not be used; the Business Office must review and approve alternative transportation.
  - d. School Board approval for instructional field trips is not required.
3. Arrangements
- a. Travel arrangements must be consistent with District Policy/Regulation 707 Transportation. Groups are encouraged to use District transportation whenever possible. The use of personal vehicles, including rental vehicles, to transport students is strictly prohibited. Student travel is allowed on District buses or seven or eight person District vans driven by individuals who have a current Type III driver certification on file with the District (10-15 person vans are prohibited), public transportation, or contracted travel services. When contracted travel services are used, the contract is subject to District requirements for insurance coverage as determined by the District Insurance Agent and must be approved by the Business Office in advance of entering into the contract. Individuals may not enter into a contract with a service. The contract must be with the District.
  - b. The number of adult chaperones will be provided appropriate to the age level and needs of the students. Chaperones are selected by and are under the supervision of the teacher or program/ activity advisor. Chaperones are considered school volunteers and are subject to Policy/Regulation 906 Volunteers. People working in the position of chaperones will do so on a voluntary basis unless directed by the supervisor or representative of the District.
  - c. Reasonable accommodation for students with disabilities shall be provided (i.e., special assistance, transportation, accessibility at site).
  - d. Instructional field trips that include an overnight stay must follow extended field trip procedures.

4. Finances

Instructional trips are financed by District funds with in the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips.

5. Student Conduct

Rules of conduct and student discipline shall apply to instructional field trips including but not limited to the following District Policies/Regulations: 417 Chemical Use & Abuse, 419 Tobacco-Free Environment, 423 Staff-Student Relationships, 501 Weapon-Free Schools, 506 Student Discipline, 516 Student Medication/Medical Procedures, 540 Hazing Prohibition.

6. Staff/Volunteer/Chaperone Conduct

Rules of conduct for staff, volunteers, chaperones that apply to instructional trips include, but are not limited to, the following District Policies/Regulations: 417 Chemical Use & Abuse, 419 Tobacco-Free Schools, 423 Staff-Student Relationships, 501 Weapon-Free Environment, 506 Student Discipline, 516 Student Medication/Medical Procedures and 906 Volunteers.

D. Extended Field Trips

1. General Guidelines

- a. All extended field trips are optional for students.
- b. Extended field trips involve one or more overnight stays at the travel destination.
- c. Extended field trips require parent/guardian authorization.
- d. Opportunities for state, national, and international educational activities are viable options for global, cultural, and educational travel experiences. Any unit/group may travel outside the continental United States a maximum of once every two years.
- e. Travel other than travel using District or public transportation must be conducted through a contracted transportation service. Evidence of proper insurance and liability protections must be approved by the Business Office in advance of final approval when the District enters into a contracted agreement with a tour service.
- f. If the trip is out of state, the building principal has the authority to require the inclusion of a principal, assistant principal, or dean as a chaperone at the expense of the booster club or trip organizing body.

- g. Any trip taken by a school activity, club, or team is considered a school-sponsored trip and subject to these regulations.
- h. Trip advisors and principals/ assistant principals should determine prior to actual travel if the U.S. Government has issued a travel warning or alert that could put Americans in harm's way. The trip may be postponed at School Board discretion if necessary.

## 2. Preliminary Approval

- a. Preliminary approval must be granted at least four months prior to announcement of the trip to students or parents.
- b. The Preliminary Form (Appendix C form-PA) must be completed with the following signatures:

Within Continental U.S.: Principal or Assistant Principal and  
Superintendent (or designee)

Outside Continental U.S.: Principal and Superintendent (or designee)

- 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. Final Approval

- a. After securing preliminary approval and determination that the proposed trip is feasible, a Final Approval form (Appendix D 610-FA) must be submitted.
- b. Local/National trips must be submitted two months prior to the trip.
- c. International trips must be submitted five months prior to the trip. The field trip must be approved before any contractual arrangements are made or any trip-specific fund-raising occurs.
- d. If there is a contract with a travel agency or if an event sponsor is providing transportation, the Business Office must review. A list of contact name(s), email(s) and phone number(s) for the travel agency or event sponsor.
- e. Final approval by the School Board is required prior to the field trip.

NOTE: Special regulations apply for travel outside of the Continental U.S. (see section 8).

- f. After securing final approval, it is the responsibility of the teacher/ advisor to assure that all details, arrangements, and commitments adhere to the stipulations of this Policy and Regulation and any other District policies or regulations which may be pertinent.

#### 4. Arrangements

- a. Travel arrangements must be consistent with District Policy /Regulation 707 Transportation. Groups are encouraged to use District transportation whenever possible. The use of personal vehicles or rental cars to transport students is strictly prohibited. Student travel is allowed on District buses, seven-person district vans, or seven or eight person rental vans driven by individuals who have a current Type III driver certification on file with the District. (10-15 person vans are prohibited). In lieu of District vehicles or rental vans, public transportation or contracted travel services must be used. When contracted services are used, the contract is subject to District requirements for insurance coverage as determined by the District Insurance Agent and must be approved by the Business Office in advance of entering into the contract. Individuals may not enter into a contract with a service; the contract must be with the District.
- b. Air travel shall be on commercial airlines.
- c. The number of adult chaperones will be provided appropriate to the age level and needs of the students. The number of chaperones should not exceed the number needed for reasonably supervising the trip. Numbers should not exceed a ratio of 1:5 chaperones to students. Chaperones shall be selected by and are under the supervision of the teacher /advisor. Chaperones will travel to and from the destination with the group and remain within easy access through duration of the trip. Exceptions to this are permitted when in writing and at the discretion of the principal or assistant principal. Chaperones are considered school volunteers and are subject to Policy /Regulation 906 Volunteers, including having a background check on file in the District Office. Staff working in the position of chaperones will do so on a voluntary basis unless directed by the supervisor or representative of the District. Expenses for chaperones must be addressed in the initial planning for the trip by the teacher /advisor. Expenses for chaperones cannot be paid with District funds. However, booster clubs may provide support for chaperone expenses, as booster club funds are not District Funds. Advisors will discuss with chaperones appropriate chaperone behavior around students.
- d. Overnight accommodations for students will be approved by the teacher /advisor after review of appropriateness, quality, cost, and student safety.
- e. Home stays are discouraged unless student safety can be assured and the use of home stays provides an essential benefit that cannot be duplicated in any other manner.
- f. Reasonable accommodations for students with disabilities shall be provided (i.e., special assistance, transportation, accessibility at site).



## 5. Permission and Medical Forms

- a. A parent/guardian must complete and sign an applicable emergency release form, either in-state form or out-of-state form.
- b. A release and indemnification agreement must be completed and signed.
- c. Students 18 years or older must complete and sign a release and indemnification agreement.
- d. An itinerary must be submitted to the school.
- e. All District required permission forms must be used for all participants and maintained on file at the school for 12 months following the date of the trip.

## 6. Finances

- a. Except for classroom or activities funded through the general fund, all extended field trips will be considered optional and will be processed through student activity accounts. As such, fees may be collected from students. Alternative sources of funding shall be identified (i.e., fund-raising, donations, etc.) for students who are unable to provide for their own financial support regarding the proposed extended field trip. Funds collected through individual donation or individual or group fund raising must be recorded in the district accounting (UFARS) system.
- b. Any stipends and expense payments made to staff in connection with the extended field trip will be charged as a direct cost of the extended field trip.
- c. All costs of the extended field trip will be itemized and provided to potential participants prior to the collection of any participant fees.
- d. Student assessment for extended field trip costs may include expenses for adult chaperones except for the criminal background check.
- e. Scholarships should be made available.

## 7. Student Conduct

- a. Special rules for the specific extended field trip will be established by the teacher/advisor in the form of a student conduct agreement that reflects the unique nature of the trip. Students and parents will sign the agreement which stipulates the special rules and holds the student accountable for District Policies/Regulations including, but not limited to: 417 Chemical Use & Abuse, 419 Tobacco-Free Environment, 423 Staff-

Student Relationships, 501 Weapon-Free Schools, 506 Student Discipline, 516 Student Medication/Medical Procedures, 540 Hazing Prohibition, The teacher/advisor leading the trip will inform official chaperones and all other adults accompanying the traveling group of the rules of conduct, and these people will be responsible for enforcing all rules of conduct.

- b. Participants who violate the conduct agreement or District Policies/Regulations may be sent home from the extended field trip at parents' expense or at the expense of emancipated student.
8. Travel Outside of the Continental United States
- a. In addition to other provisions of this regulation, travel outside of the continental United States requires additional planning.
    - 1) All travel must be conducted through a reputable travel agency.
    - 2) Guidelines for a travel agent to provide service shall include:
      - i. Demonstrate successful experience with similar school group tours
      - ii. Insurance coverage as recommended by the District's Insurance Agent of Record
      - iii. Availability of trip cancellation insurance and travel accident insurance.
    - 3) Final School Board approval must be secured at least five months before the proposed extended field trip.
    - 4) A principal, assistant principal, or dean must accompany the trip as a chaperone at the expense of the booster club or trip organizing body for any group exceeding 35 students.
    - 5) The contract(s) with providers and agents must be approved by the Executive Director of Finance (or designee).
    - 6) Care should be taken to ensure the trip is competitively priced.
  - b. Upon receipt of School Board approval, parents/guardians and emancipated students will be asked to sign a permission form authorizing their child's participation and accepting the conditions under which the trip was approved.
  - c. Medical emergency information for students must be on file with the building principal and the trip organizer.
  - d. A detailed itinerary and complete roster of participants and chaperones, including home addresses, phone numbers, and emergency contacts, will be filed with the building principal.

9. Student Conduct

- a. Special rules for the specific extended field trip will be established by the teacher/advisor in the form of a student conduct agreement that reflects the unique nature of the trip. Students and parents will sign the agreement which stipulates the special rules and holds the student accountable for District Policies/Regulations including, but not limited to: 417 Chemical Use & Abuse, 419 Tobacco-Free Environment Schools, 423 Staff-Student Relationships, 501 Weapon-Free Schools, 506 Student Discipline, 516 Student Medication/Medical Procedures, 540 Hazing Prohibition. The teacher/advisor leading the trip will inform official chaperones and all other adults accompanying the traveling group of the rules of conduct, and these people will be responsible for enforcing all rules of conduct.
- b. Participants who violate the conduct agreement or District Policies/Regulations may be sent home from the extended field trip at parents' expense or at the expense of emancipated student.

10. Staff/ Chaperone/Volunteer Conduct

Rules of conduct for staff, volunteers, chaperones that apply to instructional trips include, but are not limited to the following Bloomington School District Policies/Regulations: 417 Chemical Use & Abuse Health Policy, 419 Tobacco-Free Environment Schools, 423 Staff-Student Relationships, 501 Weapon-Free Schools, 506 Student Discipline, 516 Student Medication/Medical Procedures, 540 Hazing Prohibition, 707 Transportation and 906 Volunteers.

E. Extended Trips Not Sponsored by the Bloomington Public Schools

1. Summer field trips outside the Continental United States including Alaska, Puerto Rico, Hawaii, Guam and the US Virgin Islands will not be allowed.
2. Staff entering into contract or agreements with commercial agencies, without District formal approval, do so at their own risk. As such, any extended trip not approved by the District is considered a private venture. Prior to committing financial resources to a trip not sponsored by the District, the District request that parents sign a disclaimer form indicating they understand the trip to be of a private nature and not sponsored, endorsed, or approved by the District.
3. Individual staff members engaging in a private venture, cooperating with, receiving benefit from, or serving, as agents for a commercial agency shall not use schoolwork time, materials, or other resources to promote, plan, organize, or recruit for the unsponsored trip. The use of District meeting space will be subject to Policy 806 – Use of School Facilities.

F. Background Checks

1. Background checks must be completed as described in Policy 906 Volunteer.

APPENDIX A

**Field Trip and Travel Procedure Summary**

District approved forms are to be used for all trips. Available on our website under Staff/Frequently Accessed/Field Trip Information

|   | Select appropriate field trip category below   |   |   |
|---|--|---|---|
|   | Enrichment   | Instructional   | Extended  |
| <b>Procedures</b>   |  |   |   |
| Student Participation   | Optional   | Required  | Optional  |
| Parent Permission   | Signed permission required   | Signed permission required  | Signed permission required  |
| Time Duration   | During the school day  | During the school day   | One or more overnight stays   |
| <b>Approval</b>   |  |   |   |
| Single Day Field Trip Appendix B                                  | Complete Single Day Form   | Complete Single Day Form  |   |
| Who Approves  | Principal/Assistant Principal  | Principal/Assistant Principal   |   |
| Preliminary Approval Appendix C                                   |  |   | Complete Preliminary Form<br><b>Four</b> months prior to announcement   |
| Who Approves  |  |   | Principal or Assistant Principal, Activity Director, Teacher, Advisor, Superintendent or designee                               |
| Final Approval Appendix D   |  |   | Complete Final Form<br><b>Two</b> months prior to the trip<br>Local/National<br><b>Five</b> months for International trips      |
| Who Approves  |  |   | Principal or Assistant Principal, Activity Director, Teacher, Advisor, Superintendent or designee                               |
| Business Office Review  | If there is a contract or agreement, individuals may not enter into a contract with service. The contract must be with ISD 271.  | If there is a contract or agreement, individuals may not enter into a contract with service. The contract must be with ISD 271. | If there is a contract or agreement, individuals may not enter into a contract with service. The contract must be with ISD 271. |
| School Board Approval   | No   | No  | Yes<br>Approval required prior to trip  |
| <b>Arrangements</b>   |  |   |   |
| District Transportation   | District buses or vans   | District buses or vans  | District buses or vans  |
| Contracted Transportation   | <b>If using contracted transportation</b> - Trip advisor to provide list of contact name(s), email, and phone numbers for transportation provider to Brenda Wibbens. The Business Office will work directly with the transportation provider to obtain the needed insurance information. |   |   |
| Chaperones  | Yes  | Yes   | Yes   |
| Overnight Stay  | If yes, must follow Extended procedures  | If yes, must follow Extended procedures   | Follow Extended procedures  |
| <b>Permission and Medical Forms</b>                               |  |   |   |
| In State Permission Emergency Release                             |  |   | Yes   |
| Out of State Certificate of Interest Permission Emergency Release |  |   | Yes   |
| Minors Release and Indemnification Agreement                      |  |   | Yes   |
| Emancipated Release and Indemnification Agreement                 |  |   | If applicable   |
| Chaperone Release and Indemnification Agreement                   |  |   | If applicable   |
| Emergency Procedures  |  |   | Yes   |
| Tentative Itinerary   |  |   | Yes   |
| <b>Finances</b>   |  |   |   |
| Source of Funds   | Students, fundraising  | District/building funds. Fees may not be assessed   | Students, fundraising, booster clubs  |
| Scholarships  | Must be available  | Must be available   | Should be available   |
| <b>Student Conduct</b>  |  |   |   |
| Special Rules   |  |   | To be established by teacher/advisor  |
| Other Applicable District Policies                                | 417, 419, 423, 501, 506, 516, 540, 707   | 417, 419, 423, 501, 506, 516, 540, 707  | 417, 419, 423, 501, 506, 516, 540, 707  |
| <b>Staff/Chaperone/Volunteer</b>                                  |  |   |   |
| Applicable District Policies                                      | 417, 419, 423, 501, 506, 516, 540, 707, 906  | 417, 419, 423, 501, 506, 516, 540, 707, 906   | 417, 419, 423, 501, 506, 516, 540, 707, 906   |
| Background Checks   | Must be completed  | Must be completed   | Must be completed   |

**APPENDIX B**  
 ISD 271 Bloomington, Minnesota  
**SINGLE-DAY FIELD TRIP APPLICATION**

An **ENRICHMENT** field trip is taken during one school day, is voluntary for students and enriches a course of study. Financial contributions from students may be requested. Approval: Principal.

An **INSTRUCTIONAL** field trip is taken during one school day, requires student participation and relates directly to a course of study. Fees cannot be assessed against students. Approval: Principal.

School \_\_\_\_\_

Group/Class \_\_\_\_\_ Number of students \_\_\_\_\_

Teacher(s)/Advisor(s) submitting request \_\_\_\_\_

Destination \_\_\_\_\_

Address \_\_\_\_\_ Miles round trip \_\_\_\_\_

Educational Goal or Objective \_\_\_\_\_

Alternative activity for non-participating students \_\_\_\_\_

**TIME**

Date of Trip \_\_\_\_\_ Depart Time \_\_\_\_\_ Return \_\_\_\_\_

**HEALTH & SAFETY**

How many school personnel will accompany group? \_\_\_\_\_

How many non-school adult chaperones will accompany group? \_\_\_\_\_

Have reasonable accommodations been made for students with disabilities? \_\_\_\_\_

Are there any students with health concerns or who need medications? \_\_\_\_\_

**TRANSPORTATION: Attach request if using district transportation.**

School buses and/or 7 or 8 person vans \_\_\_\_\_ N/A \_\_\_\_\_

\_\_\_\_\_ Public Transportation \_\_\_\_\_ Contracted Transportation: \_\_\_\_\_  
 (Name of Service; attach contract)

**COST**

Cost per student \_\_\_\_\_ Source of funds \_\_\_\_\_

**CHECKLIST FOR PLANNING SINGLE-DAY FILED TRIPS**

- Obtain parent/guardian authorization
- Plan to provide an adequate number of volunteer adult chaperones, appropriate to the age level and needs of the students.
- Be aware that school policies pertaining to student behavior are enforced during field trips.
- Communicate with school personnel who may be affected by student absences:
  - Specialist
  - Health associate
  - Lunchroom personnel
  - Other classroom teachers
- Consult Policy/Regulation 610 for detailed guidelines for field trips

**APPROVAL**

Activity Director \_\_\_\_\_ Date \_\_\_\_\_

Teacher/Advisor \_\_\_\_\_ Date \_\_\_\_\_

School Principal \_\_\_\_\_ Date \_\_\_\_\_

Assistant Principal \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX C**  
 ISD 271 Bloomington, Minnesota  
**EXTENDED FIELD TRIP APPLICATION**  
**PRELIMINARY APPROVAL**

**An Extended Field Trip is one that exceeds one night or more.** Preliminary approval must be granted **4 months** prior to the announcement of the trip to students or parents. Approval of this application authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

School \_\_\_\_\_

Group/Class \_\_\_\_\_

Teacher(s)/Advisor(s) submitting request \_\_\_\_\_

Estimated number of students participating \_\_\_\_\_

Destination \_\_\_\_\_

Address \_\_\_\_\_

Education and/or activity objectives \_\_\_\_\_

Dates of the trip \_\_\_\_\_

Days absent: When school is in session \_\_\_\_\_

Non-school days/vacation time \_\_\_\_\_

Estimated cost per student \_\_\_\_\_

Source of funding: Student \_\_\_\_\_ District \_\_\_\_\_ Other \_\_\_\_\_

**APPROVAL**

Preliminary approval requires the following signatures:

Activity Director/Teacher/Advisor \_\_\_\_\_ Date \_\_\_\_\_

School Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Assistant Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent (or designee) \_\_\_\_\_ Date \_\_\_\_\_

**Final Approval should be submitted to the Assistant Superintendent no later than \_\_\_\_\_**

**Preliminary Trip Planning**

- Consult Policy/Regulation 610: Field Trips for detailed guidelines for trip planning and preparation.
- Meet with parents and students to determine interest.
- Ensure that reasonable accommodations are made for students with disabilities.
- Prepare and submit the FINAL APPROVAL form with supporting documents to the building principal.
  - **DO NOT** make final plans or expend funds toward the trip without first receiving FINAL APPROVAL.
  - Principals/Teachers/trip advisors **may not** sign contracts with outside agencies. These contracts must be signed at the District level.

**Secure FINAL APPROVAL**

- Submit FINAL APPROVAL form with supporting documents to the office of the Assistant Superintendent.
- Local/National travel must be submitted **2 months** prior to the trip
- International travel must be submitted **5 months** prior to the trip
- Allow for at least **six weeks** for the Extended Field Trip FINAL APPROVAL application to pass through the entire approval process.

**Distribution:** Original to Principal, signed copies to teacher(s)/advisor(s) submitting the application, office copy **610-PA 05/18**

**APPENDIX D**  
 ISD 271 Bloomington, Minnesota  
**EXTENDED FIELD TRIP APPLICATION**  
**FINAL APPROVAL**

**Final approval must be granted prior to engaging in securing contracts and collecting fees from students.** Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School \_\_\_\_\_

Group/Class \_\_\_\_\_

Teacher(s)/Advisor(s) submitting request \_\_\_\_\_

# of students \_\_\_\_\_ # of school personnel \_\_\_\_\_ # of chaperones \_\_\_\_\_

Destination \_\_\_\_\_ Address \_\_\_\_\_

Have students received teachers' approval to miss class? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Departure \_\_\_\_\_ Time of Departure \_\_\_\_\_

Return Date \_\_\_\_\_ Time of Return \_\_\_\_\_

Days absent: When school is in session \_\_\_\_\_

Non-school days/vacation time \_\_\_\_\_

Have reasonable accommodations been made for students with disabilities? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there a contract or agreement with a travel agency? If so, attach contract or agreement with final application.

Yes \_\_\_\_\_ No \_\_\_\_\_

For trips outside the Continental US and those using a travel services, provide the agency name, contact person(s), email(s) and phone number(s): \_\_\_\_\_

Who has signed off on discussing school discipline policies with students? \_\_\_\_\_

Who has signed off on discussing school discipline policies with staff and chaperones? \_\_\_\_\_

**TRANSPORTATION: Attach request if using district transportation.**

School buses and/or 7 or 8 person vans \_\_\_\_\_ N/A \_\_\_\_\_

\_\_\_\_\_ Public Transportation \_\_\_\_\_ Contracted Transportation: \_\_\_\_\_  
 (Name of Service; attach contract or quote that must be reviewed by the Business Office)

Place of lodging \_\_\_\_\_ Dates \_\_\_\_\_

Costs (Estimate per student)

Transportation \$ \_\_\_\_\_ Expenses to be paid by the district \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_ Expenses to be paid by special funds \$ \_\_\_\_\_

Substitute Teachers \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_ Explain special funding and/or procedures for handling instances

Other (fees, ins) \$ \_\_\_\_\_ of economic need \_\_\_\_\_

Total \$ \_\_\_\_\_

**The following documentation must be attached:**

- Emergency procedures
- Contract or agreement with agency if applicable
- Tentative itinerary
- Copy of District approved permission forms that will be used

**APPROVAL**

Final approval requires the following signatures:

Activity Director/Teacher/Advisor \_\_\_\_\_ Date \_\_\_\_\_

School Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Assistant Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent (or designee) \_\_\_\_\_ Date \_\_\_\_\_

Board Approval Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

**Distribution:** Original to Principal, signed copies to teacher(s)/advisor(s) submitting the application, office copy **610-FA 05/18**