

Adopted:
Revised:

3/6/1979
10/21/1986

Saint Paul Public Schools Procedure

610.00

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FIELD TRIPS

Purpose

The purpose of these procedures is to (1) assure the reasonable safety of students on trips, (2) inform parents or guardians of the field trip, (3) secure authorization for students to participate and (4) facilitate well-planned field trips.

Definition – Field Trip

A field trip is a planned educational activity which is directly related to learner outcomes established for a particular course or program and which requires students and staff to leave the school grounds.

For the purpose of these procedures, field trips are classified into three types. The classification of a field trip is the responsibility of the principal/program director.

Type I Field Trips

Type I field trips are trips for which general approval is given by the parent/guardian, on the appropriate form, to cover all such trips during the year and which include all walking field trips of one mile or less. Examples: visits to local grocery store, local library, local fire station and community walking trips.

1. At the time of enrollment each year or semester, as appropriate, the school or teacher obtains a completed Parent General Approval Form for each student. Examples of trips covered in Type I for each school will be included in a cover sheet. The Parent General Approval Form provides space for parents to note special health needs and other parental concerns. Verbal approval will not be accepted.
2. If special health problems are noted, the form is routed to the nurse. The nurse will compile a list of students having special problems. This list will be regularly updated and be made available to all staff members.
3. Staff person completes the Field Trip Request Form and indicates that the proposed trip is covered by the Parent General Approval Form and submits the completed form to the principal or the administrative designee.
4. On the day of the trip the person in charge will:
 - a. Submit to the office the names of students leaving the building,
 - b. Make arrangements for students left behind, and
 - c. Make a status report to the office upon return from the field trip.

610.00 FIELD TRIPS**Type II Field Trips**

Type II field trips are trips which require parent/guardian permission for each trip, which require transportation, and which are limited in time to one school day or less. Examples: a class field trip to a museum, theater presentation, trip to Belwin, the Como planetarium, a bicycle trip.

1. Staff person submits a Field Trip Request Form to the principal or administrative designee.
2. Principal or administrative designee approves or denies, signs and informs staff person.
3. Staff person collects a completed and signed Field Trip Authorization Form from each parent which indicates approval or denial and notes special health problems and handicapping conditions.
4. On the day of the field trip the person in charge will:
 - a. Submit to the office the names of students leaving the building,
 - b. Make arrangements for students left behind, and
 - c. Make a status report to the office upon return from the field trip.
5. The principal shall determine the number of chaperones. This determination shall take into account the age of the students, the number of students needing special considerations, and the nature of the site and length of the trip.

Type III Field Trips

Type III field trips are trips which require parent/guardian permission for each trip, which require transportation and which require more than one day. Examples: a field trip overnight or longer to St. Cloud, a language camp weekend, student trip to Winnipeg or Quebec, etc.

Application Procedures

1. No activity, e.g., fund raising, parent meeting, reservations, etc. can be conducted prior to approval of the Letter of Intent.
2. The Letter of Intent form must be filed with the principal by the person in charge of the field trip on or before September 30 for first semester and on or before February 28 for second semester of the school year in which the trip will occur. However, the Letter of Intent may be filed with the principal by the person in charge of the field trip at any time before the school year in which the trip is to occur.
3. If the principal approves, he/she will file his/her recommendation with the appropriate director within 5 school days.
OR
If the principal disapproves, he/she will notify the teacher within 2 days.
4. The director will either endorse the principal's recommendation for approval or reject the application and inform both the principal and

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Type III Field Trips (Continued)

Application Procedure (Continued)

- Superintendent of the action taken within 5 school days.
5. The principal will inform the teacher of the final decision of the director and Superintendent within 3 school days.
 6. Type III field trips which have been approved or disapproved by the appropriate director will be filed with the Board of Education for their information.

Planning Procedures

1. Immediately upon receiving approval from the appropriate director, it is the responsibility of the staff member to notify parents that such a trip is being contemplated and involve parents in planning the trip.
2. The rationale and other details of the trip will be sent to the principal for his/her information and recommendations.
3. The rationale and details of the trip will be sent to the appropriate director for approval if positive action is taken by the principal.
4. A licensed staff member will be in charge of the trip. Additional adults will accompany the trip as determined by the principal.
5. The teacher and principal shall agree on the number of chaperones needed. This determination shall take into account the age of the students, the number of students needing special consideration, and the nature of the site and length of the trip.
6. Each field trip plan shall include the following elements:
 - a. Destination, itinerary and dates for trip
 - b. Manner of travel
 - c. Housing arrangements
 - d. Rules for students and safety precautions, procedures for emergencies
 - e. Permission from parents
 - f. Chaperones

Copies of all forms referred to are on file in the Office of the Superintendent.

State, Regional and National Student Competitions

1. Student participation in competitions up through the state level shall be funded from the principal's funds, other funds budgeted for that purpose and fund raisers as approved by the principal.
2. The district shall provide support to student participants in competitions beyond the state level in payment of registration fees not to exceed \$25

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Type III Field Trips (Continued)

State, Regional and National Student Competitions (Continued)

per participant. Funding beyond this amount will be the responsibility of the participant and/or sponsoring organization. Fund raising activities to aid the participants may be conducted with permission of the principal.

3. Type I, Type II and Type III Field Trip Procedures will be followed as appropriate.

CROSS REFERENCE:

LEGAL REFERENCES: