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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]
Board Information: May 28, 2024 [Routine Review/Revised]
Board Approved: June 24, 2024 [Routine Review/Revised]

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. Special exceptions to this process can be appealed to the superintendent. 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, 526 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.

Review: October 9, 1984
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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, 526 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, 526 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 Field Trip Permission/Health.
 - b. A release and indemnification agreement for minors 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 [BPS Login>BPS Staff Forms](#)

	Select appropriate field trip category below		
	Enrichment	Instructional	Extended
Procedures			
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
Approval			
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 Four months prior to announcement
Who Approves			Principal or Assistant Principal, Activity Director, Teacher, Advisor,
Final Approval Appendix D			Complete Final Form Two months prior to the trip al/National Five 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 BPS ISD 271	If there is a contract or agreement, individuals may not enter into a contract with service. The contract must be with BPS ISD 271	If there is a contract or agreement, individuals may not enter into a contract with service. The contract must be with BPS ISD 271
School Board Approval	No	No	Yes Approval required prior to trip 4th Monday of the month
Arrangements			
District Transportation	District buses or vans	District buses or vans	District buses or vans
Contracted Transportation	If using contracted transportation - 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
Permission and Medical			
Emergency Procedures			Yes
Tentative Itinerary			Yes
Permission/Health Form			Yes
Minors Release and Indemnification Agreement			Yes
Emancipated Release and Indemnification Agreement			If applicable
Chaperone Release and Indemnification Agreement			If applicable
Non-Chaperone Release and Indemnification			If applicable
Finances			
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
Student Conduct			
Special Rules			To be established by teacher/advisor
Other Applicable District Policies	417, 419, 423, 501, 506, 516, 526, 707	417, 419, 423, 501, 506, 516, 526, 707	417, 419, 423, 501, 506, 516, 526, 707
Staff/Chaperone/Volunteer			
Applicable District Policies	417, 419, 423, 501, 506, 516, 526, 707, 906	417, 419, 423, 501, 506, 516, 526, 707, 906	417, 419, 423, 501, 506, 516, 526, 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 _____

Distribution: *Original to Principal, signed copies to teacher(s)/advisor(s) submitting application, office copy*

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 _____ Today's Date _____

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 _____

Subs required per day _____

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 6/24**

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