

Policy 610

Field Work



HEARTLAND LAKES COMMUNITY SCHOOL EXISTS TO EMPOWER SCHOLARS TO:
 BRAVELY LIVE THEIR TRUTH,
 TO BECOME WISE STEWARDS OF THE LAND AND RESOURCES
 AND TO IGNITE LASTING CURIOSITY THAT LEADS TO POSITIVE CHANGE IN THEIR SCHOOL, THEIR COMMUNITIES, AND THEMSELVES.

Adoption:	October 28, 2024
Revision History	
Last Board Review: October 28, 2024	
Next Board Review: October 2025	
Review Frequency: Annually (per Policy 208)	

I. PURPOSE

The purpose of this policy is to provide guidelines for student field work and to identify the general process to be followed for review and approval of trip requests. “Field work” is defined as any event, occasion, or trip that takes students off of school property for any part of the school day for an instructional purpose.

II. GENERAL STATEMENT OF POLICY

The general expectation of the Board of Directors is 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 activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Field Work

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 subject to review and approval of the Director, and shall be financed by school district funds within the constraints of the school budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. §123B.37, Prohibited Fees).

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the Director. Financial contributions by students may be

requested. (Minn. Stat. §123B.36, Authorized Fees).

C. Extended Field Work

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. A Field Work Request form must be completed and approved by the Director. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies or special opportunities.
2. The Board of Directors acknowledges and supports the efforts of Parent Advisory Committees and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and staff shall apply to all student trip activities.
- B. The teachers shall be responsible for providing more detailed procedures, including parental involvement/permission, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school contracted vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field work upon prior, written approval from administration.
- E. An employee may use a personal vehicle to transport one or more students for purposes of a field trip, but only for extenuating circumstances and with prior verbal or written approval from the student's parent. Written approval is preferred, but verbal approval will be accepted if two or more adults hear the approval. Reference Policy 611 Sec. 3F.
 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
- F. An employee must obtain pre-approval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If pre-approval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstance, an employee shall report the relevant facts and circumstances

justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

Note: The applicability and enforceability of this policy 610 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.