
I. PURPOSE

The purpose of this policy is to provide guidelines for student fieldwork and to identify the general process to be followed for review and approval of trip requests.

II. DEFINITIONS

- A. Instructional Fieldwork: Fieldwork that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category.
 - 1. These trips require the approval of the Lead School Administrator or designee.
 - 2. Fees may not be requested in accordance with Minn. Stat. § 123B.37.
- B. Supplementary Fieldwork : Trips in which students voluntarily participate and which usually take place outside the regular school day
 - 1. Examples include student activities, clubs, athletics, etc.
 - 2. These trips require the approval of the Lead School Administrator or designee.
 - 3. Appreciated donations by students may be requested in accordance with Minn. Stat. § 123B.36.
- C. Overnight Fieldwork: Fieldwork that involve one or more overnight stops that must be requested well in advance of the planned activity.
 - 1. Overnight fieldwork must be requested at least thirty (30) days in advance of the planned activity.
 - 2. An *Overnight Student Field Trips Application* form must be completed and approved by the Athlos Academy Governing Board.
 - 3. The Governing Board acknowledges and supports the efforts of the Parent-Teacher Organization (PTO) and similar organizations in providing overnight trip opportunities for students.

III. POLICY

- A. All instructional, supplementary, and overnight fieldwork 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 fieldwork is requested.

Fieldwork Policy

1. Students **must** have written parent/guardian permission, including pertinent medical information, in order to participate in any fieldwork.
 2. Off-site trips must include a 1:8 chaperone to student ratio unless otherwise approved by school administration.
- B. The ability to participate in fieldwork is a privilege that must be earned.
1. Students with a school behavior problem or a problem keeping up with their school work will be excluded from the fieldwork at the discretion of the teacher and Lead School Administrator.
 2. If a student cannot attend a planned fieldwork experience due to a behavior problem or lack of a proper permission slip, an alternative assignment that addresses the standards and purposes of the trip will be provided.
- C. Financial contributions for fieldwork expenses by students may be requested.
1. Your child will be allowed to participate in all fieldwork experiences that are offered as part of the regular school curriculum; however, as fieldwork is costly, donations to help support opportunities for students are appreciated.
 2. Permission slips may indicate an “appreciated donation”; donations are tax deductible.
 3. Supplemental fieldwork may request a participation fee in accordance with Minn. Stat. § 123B.36.
- D. Reference the school’s *Student Transportation Safety Policy 7201* for details concerning transportation during fieldwork experiences as well as transportation safety in general.

Legal References:

[Minn. Stat. § 123B.36](#) (Authorized Fees)
[Minn. Stat. § 123B.37](#) (Prohibited Fees)

Related Documents:

Student Transportation Safety Policy 7201