



Book	Policy Manual
Section	2000 Program
Title	FIELD TRIPS AND OTHER DISTRICT-SPONSORED TRIPS
Number	po2340
Status	Active
Adopted	February 8, 2017

2340 - **FIELD TRIPS AND OTHER DISTRICT-SPONSORED TRIPS**

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. encourage new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

Field Trips

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises or adjoining park land, which is under the supervision of a professional staff member and an integral part of a course of study.

School attendance is compulsory, and attendance for regular field trips is considered a component of the school day. However, parents may deny permission due to their religious beliefs, safety concerns, or other relevant matters. In such cases, an appropriate alternate experience will be provided at school. A student's non-participation may not affect the student's grades.

Field trips shall be requested and approved according to the following procedures:

- A. A teacher shall request a field trip by completing a "Field Trip Request Form" and submitting it to the Principal. The form should be completed well in advance of the trip. All field trips will be approved, or disapproved, in writing, by the Principal.
- B. Students may be assessed a fee to cover field trip costs. Field trip expenses for teachers and chaperones may be absorbed as part of student field trip fees. Provisions will be made as determined by the Principal to assist students with field trip fees as needed for students to participate in field trips as an extension of the curriculum. Care should be taken to keep costs to a minimum.
- C. Parent/adult student permission forms shall include the following information:
 - 1. Place to be visited
 - 2. Date of trip
 - 3. Means of transportation
 - 4. Time of departure and return
 - 5. Purpose of the trip

6. Cost per student (if any)
7. Date the permission slip should be returned
8. Student medical problems that school personnel should be aware of
9. Name of supervising teacher(s)
10. Emergency contact information
11. Parent/adult student signature
12. Financial Assistance Form

Permission from parent/adult student must be provided in writing (may include e-mail, fax, or other written note) and unusual circumstances must be handled by a building administrator. Permission forms must be retained until the end of the year unless the student is involved in an incident or suffers an injury where at that time permission forms must be kept with the accident/injury claim indefinitely.

- D. Adequate adult supervision must be provided for each trip. The number of chaperones and the chaperones' duties will vary depending upon the nature of the field trip, and the grade level and needs of the students. Field trip vehicles transporting students shall not exceed the rated seating capacity of the vehicle and shall include at least one school employee and/or responsible adult approved by the Principal.
- E. Standards for vehicle safety, conduct and courtesy shall be discussed with all students prior to each field trip.
- F. A list of students, teachers and chaperones participating in a field trip will be provided to the school office. This list must include the bus or vehicle to which each person is assigned.
- G. When students go on field trips, they shall be counted as present and permitted to make up any regular schoolwork that has been missed in other classes. They will not be placed at a disadvantage because of participation in a trip planned by school officials.
- H. Students may be excluded from participating in a field trip by the school principal for academic or disciplinary reasons. Students will not be denied participation in curriculum-related field trips for disciplinary reasons unless the student's behavior is considered unsafe to self or others and/or interferes with others' rights to learn as determined by the Principal.
- I. Any student excluded by the Principal or unable to participate in a field trip shall be given alternative activities in the school by the school staff. These students will be under the supervision of school staff during the duration of the field trip. A list of students remaining at school will be provided to the school office.
- J. For all field trips, the coordinating teacher, advisor, or administrator will notify the Health Room Clerical Assistant of the trip no fewer than 7 calendar days prior to the trip to ensure the proper preparation of plans, medication, and trained staff for the field trip.

Overnight Field Trips

Overnight field trips are defined as any school-sponsored trip meeting all of the following criteria:

- A. Are related to curriculum within the school.
- B. Are of more than one day duration.
- C. Would require additional funding either from the School District budget, donations, student activities budget, or individual students.

Overnight field trips - except for overnight co-curricular trips and/or foreign trips—shall be requested and approved according to the following procedures:

Applications for overnight field trips are required no later than sixty (60) days in advance of the first day of the trip.

Following the approval of the Principal, the Assistant Superintendent for Teaching and Learning will review applications for the overnight field trips. These applications will be reviewed on an individual basis and must include information on all criteria listed below:

- A. the educational purpose served and direct link to State standards and approved curriculum;
- B. amount of time necessary, including the number of school days to be missed (student trips that require more than two consecutive school days of duration away from the normal academic school year will not ordinarily be approved);
- C. cost expected to be covered by the individual student, school, and/or to the District or outside donors, if any;

- D. accessibility to the trip for students with disabilities and all socio-economic levels of the school and ways the trip will be funded for students involved or wishing to be involved that have financial hardships;
- E. amount of faculty supervision available and necessary, including adult-to- student ratios, teacher-to-student ratios, and non-employee volunteers with a final analysis of adult-to-student ratio;
- F. appropriate male-to-male and female-to-female chaperone ratios;
- G. optional trip insurance is readily available to participants for purchase to protect against cancellation or unexpected non-participation.

All requests made to the Assistant Superintendent for Teaching and Learning will be submitted to the Teaching and Learning (T&L) Committee. The T&L Committee has the authority to approve or deny trips based on the criteria listed above. In the event that a trip would take place before a scheduled meeting and upon referral from the Assistant Superintendent for Teaching and Learning, the T&L Committee Chairperson may approve the trip.

Expense-free trip opportunities must have T&L Committee approval prior to the development of trip arrangements.

Permission from parent/adult student must be provided in writing (may include e-mail, fax, or other written note) and unusual circumstances must be handled by a building administrator. Permission forms must be retained until the end of the year unless the student is involved in an incident or suffers an injury where at that time permission forms must be kept with the accident/injury claim indefinitely.

Participants in an overnight field trip shall be in one of the following four categories:

- A. student
- B. teacher
- C. staff member assigned to supervise
- D. adult chaperones (both District and non-District employees and/or volunteers)

All student participants, teachers, staff members assigned to supervise, and adult chaperones shall follow Board policies and guidelines and Wisconsin State Statutes, and are prohibited from using alcohol, drugs or other mood-altering substances and/or tobacco.

The administration shall, with information and input by school communities, develop written volunteer and chaperone guidelines that includes references to expectations, safety, behavior, and discipline. Such guidelines shall be distributed in advance of the particular trip.

According to State law, District employees are prohibited from receiving anything of personal value that results from selling, soliciting, or promoting the sale of goods or services to public school students while on school property or at school-sponsored events from an organization or individual other than the school district itself. Any faculty supervisor/chaperone assigned to the trip are considered to be working and receiving free or reduced travel fees are not considered to be items of personal value. The teacher(s), and/or other staff members assigned to supervise and approved by the building principal or designee, may participate without cost.

Provisions will be made as determined by the principal to assist students with trip fees as needed for students to participate as an extension of the curriculum and will be included in the trip application. Students will not be denied participation in trips for disciplinary reasons unless the student's behavior is considered unsafe to self or others and/or interferes with others' rights to learn as determined by the principal. Chaperones that assist the School District in trip responsibilities may participate at a reduced cost. Persons who do not fall under the above categories will not be allowed to participate in the school trip.

All plans or policies for the returning of any funds or refunds to students shall be approved by building principal in advance and communicated in writing to students, participants, and their parents. This shall be dealt with in one of the following ways:

- A. Excess monies shall be placed in the appropriate activity account.
- B. Excess monies shall be returned to the participants who paid for the trip, distributed proportionately.
- C. If records are kept of individual students' donations or fund raising, the advisor may establish a differentiated and equitable plan for the return of excess funds or refunds.

In the event of a shortage of funds, the teacher must present to the building principal a plan for making up the difference.

Foreign Travel

Any travel outside of the United States must be approved by the Teaching and Learning Committee prior to promotion to students. The same application procedure shall be used as indicated in Overnight Field Trips. The trip application must be submitted no later than eighteen (18) months prior to the start of the trip.

Permission and chaperone requirements shall be the same as specified in Overnight Field Trips.

Refund procedures shall be specified within the application for the trip and shall be publicized to students and parents with the trip promotional materials.

Co-curricular Trips

Co-curricular trips are those trips related to the activities of recognized, school-sponsored athletic teams and student groups/organizations. Co-curricular trips shall be approved by the principal or athletic director in accordance with the same procedures used for approving field trips.

Co-curricular Overnight Trips

Co-curricular overnight trips are those trips conducted by a school-sponsored athletic team or student group/organization which include one or more overnight stays. All such trips must be approved by the T&L Committee, or if eligibility due to competition (e.g., WIAA tournaments) makes the regular time line impractical, by the Assistant Superintendent for Teaching and Learning. A report of all administratively approved trips will be provided to the T&L Committee at its next meeting.

Applications for co-curricular overnight trips must be made as soon as practicable. Consideration for a shortened time line may be given for trips based on eligibility due to competition. Applications for trips that are made for future athletic or student activity competitions during the regular season should be made as soon as such competitions are known, generally a year in advance.

The same application process as for Overnight Field Trips shall be used, as well as the same requirements for permission, chaperones, and refunds.

Any school-sponsored trip may be canceled by school officials for safety concerns at any time as determined by the school official. Alternative arrangements and/or refunds will follow Board policies and administrative guidelines.

Non-District-Sponsored Trips

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the appropriate District official or the T&L Committee. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip.

Students may be charged fees for District-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Superintendent, for the operation of all District-sponsored trips, including athletic trips, shall provide procedures to ensure:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly monitored;
- D. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- E. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

The distance traveled outside the State and the use of nondistrict vehicles shall be consistent with Chapter 121 Wis. Stats.

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