

**FIELD TRIPS AND EXCURSIONS**

**800.33**

The Board encourages school-sponsored trips to parks, museums, institutions, and other points of interest within the district. It also believes that field trips to more distant locations can be an important part of a student's educational experiences.

Therefore, field trips may be approved by the administration if they contribute to the total educational program.

The following guidelines are set to implement the planning of field trips:

1. All trips, and the arrangements for trips, must be approved by the school administrator.
2. Written parental permission is required for each student on any trip which requires transportation away from the school grounds.
3. Trips must be taken in conveyances properly covered by a comprehensive general liability policy.
4. Adequate supervision must be provided at all times.
5. All local or co-curricular trips taken during normal school hours must be within budgetary allotments for such purpose and approved by the administrator.
6. For extracurricular trips scheduled outside normal school hours and/or outside the normal school program a fee covering the actual cost of the trip will be charged.
7. School buses, or commercial buses will be used.
8. Field trips requiring travel outside the State of Wisconsin shall require the Board's authorization.
9. The district will pay field trip fees for children who may have a hardship in paying for a field trip.

**EXTENDED TRIPS**

Extended trips are considered those trips which are out-of-state, involving overnight arrangements and considered to be part of the school's program. The district shall not permit the use of facilities, time or staff involvement in advertising or promotion of unauthorized trips or tours.

All proposals for school-sponsored extended trips must be presented to the administration prior to any preliminary discussion with students or any public announcements. No fund raising activities for an extended trip may occur before trip approval is granted.

Participation in school-sponsored extended trips shall be voluntary. No student will be subjected to real or implied retribution if he/she chooses not to participate in any extended trip.

The following guidelines will be used when approving school-sponsored extended trips for students:

1. A request for a school-sponsored extended trip must be submitted in writing to the building administration for approval. The request must be submitted at least 90 days prior to the trip and include the following information:
  - a. An explanation of all financial arrangements.
  - b. The cost of the trip per participant, what is included in the price, and what is not included in the price.
  - c. The length of time for travel including departure and return times, dates, distances and modes of travel. Every attempt should be made to schedule trips during vacation periods. If travel arrangements necessitate that school days are missed, the administration must approve faculty and student absences. An anticipated amount of the school time must also be included in the trip request. All transportation must be by bonded carrier. Assurances are required.
  - d. A count of the number of free transports, if any are furnished and whom they will be granted.
  - e. Approximate number of student participants.
  - f. A list of the names of chaperones who will accompany the students. The trip organizers must be a district employee. Additional supervisors are to be adults and parents from the respective group approved by the administration. Each trip must have a minimum of two chaperones. Supervision will be provided in a reasonable manner.
  - g. The instructional purposes of each trip or tour.
  - h. Evidence of insurance coverage. The District Administrator should be contacted in writing regarding insurance coverage.
  - i. A list of fund raising activities and/or organizations that will be solicited for support.
2. There must be no cost to the District. Travel, lodging, meal expenses and stipends, if any, of district employees must be considered part of the total cost of the trip and be shared by participants.
3. School-sponsored extended trips cannot make a profit.
4. Student participants must furnish written parent permission and medical emergency information, along with authorization for medical care prior to the extended school trip.

