

FIELD 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. arouse 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.

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

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program.

The Board shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District overnight for three or more consecutive nights. Said overnight trips which are considered annual, biannual, or are otherwise scheduled in a rotation need only be approved in subsequent years by the principal and superintendent unless significant changes to the trip have occurred since it was initially approved by the Board.

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The Board shall also approve those field trips and other District-sponsored trips which are planned to take students out of State. Said out of State Trips which are considered annual, biannual, or are otherwise scheduled in a rotation need only be approved in subsequent years by the principal and superintendent unless significant changes to the trip have occurred since it was initially approved by the Board.

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~~The Board shall approve those field trips and other district-sponsored trips which are planned to take students out of the 48 contiguous states. Trips of this nature must be approved at least nine (9) months in advance of the departure date.~~

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- ~~(-) approve all proposed field trips.~~
- ~~(-) consider field trips which are included in curriculum guides to have been approved in advance. All field trips not listed in the curriculum guide must each be approved by the Board.~~
- ~~(-) annually approve a list of potential field trips. Each proposed field trip not so listed must be approved by the Board.~~

- ~~() — approve those field trips and other District-sponsored trips which~~
- ~~() — take students more than _____ miles from this District.~~
- ~~() — are planned to keep students out of the District overnight or longer or out of the State.~~

The District Administrator of designee shall approve all other such trips.

~~{ } — The Board shall assume the costs of field trips; no regularly enrolled student shall be charged a fee for participation in field trips. Students may be charged fees, however, for other District-sponsored trips which are not part of a course of study.~~

~~{ } — Students may be charged fees for District-sponsored trips.
Students may be charged fees for District-sponsored trips but no~~

~~() — 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 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 Board or District Administrator. 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 District Administrator. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The District Administrator shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall 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 planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;

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F. 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;

G. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.

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~~() — the safety and well-being of students;~~

~~() — parental permission is sought and obtained before any student leaves the District on a trip;~~

- ~~(-) each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;~~
- ~~(-) the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;~~
- ~~(-) each trip is properly monitored;~~
- ~~(-) 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;~~
- ~~(-) a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.~~

H 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.

- ~~(-) 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.

121.54(7), Wis. Stats.

(add revision date)