



Book	Policy Manual
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Title	FIELD AND OTHER DISTRICT-SPONSORED TRIPS
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#### 2340 - **FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

The Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

The Board 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. For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by the Administration, and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher. 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.

Out-of-state field trips that do not include an overnight stay must be approved by the Superintendent.

#### **Extra-Curricular/Co-Curricular Trips**

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games, or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the Administration in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the Superintendent of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than WIAA athletic teams participating in State tournaments/meets.

### **Overnight Travel**

Overnight travel is defined as a field trip that involves one or more overnight stays. ~~Overnight travel includes foreign travel.~~ The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the Principal and then the Superintendent in accordance with the District's overnight travel format.

-International field trips present special considerations that need to be taken into account when planning these activities. The Board must approve these trips for the trips to be considered District-sponsored trips. The Board will only approve international field trips that are affiliated with a sponsoring or commercial organization that specializes in international travel (→) and that are responsible for establishing the cost of such programs and for collecting payment directly from participating students or their parents. **END OF OPTION**

-Approval of international travel shall also take into account travel warnings for Americans to avoid travel to specified countries. These warnings are issued by the United States Department of State based on current conditions around the world and are updated as deemed necessary. **END OF OPTION**

### **Other District-Sponsored Trips**

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, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

### **Trip Approval Process**

No staff member may offer or lead any trip as a District-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

The Board shall be informed of those field trips and other District-sponsored trips which are planned to keep students out of the District overnight or longer.

### **General Trip Provisions**

Field trips as part of the school program will be free of charge to students and no students shall be penalized academically for not participating.

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 Superintendent. 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. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The Superintendent 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 student learning;
- E. each trip is properly monitored;

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.

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 the staff member's charge is imperiled or where changes or substitutions beyond the staff member's 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.

### **Transportation for Field and other District Sponsored Trips**

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The District shall assume transportation costs for a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

It will also assume the transportation costs for other designated trips which may include co-curricular, athletic, and other extra-curricular trips.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and may not be available.

All field trips shall be supervised by staff members. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Whenever students are in the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students returning to the District and while the students are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the principal or coach/advisor by the parent, in writing, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without the approval of the principal.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission and does not transport any other student.

Transportation by private vehicle shall be in accordance with Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.

The Superintendent shall prepare administrative guidelines as needed to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.

~~[ ] Transportation shall be provided by regular (Commercial Driver's License (CDL) not required) or special purpose (CDL required) school vehicles for field and other District sponsored trips. [END OF OPTIONAL PARAGRAPH]~~

~~[ ] The transportation for all field and other District sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. [END OF OPTIONAL PARAGRAPH]~~

~~[ ] The District shall assume transportation costs for~~

~~( ) all field trips.~~

~~( ) a certain number of approved field trips ( ) as approved by the Superintendent ( ) as specified in the Superintendent's administrative guidelines. [END OF OPTION].~~

~~[END OF OPTIONAL PARAGRAPH]~~

~~[ ] The District will provide transportation for all other trips including co-curricular, athletic, and other extra-curricular trips ( ) as approved by the Superintendent. [END OF OPTION]. [END OF OPTIONAL PARAGRAPH]~~

~~[ ] The District will assume the vehicle cost for all other trips including co-curricular, athletic, and other extra-curricular trips, but the cost of the driver shall be paid~~

~~( ) by the sponsoring organization.~~

~~( ) from the designated fund.~~

~~[END OF OPTIONAL PARAGRAPH]~~

~~[ ] The District will provide for the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge will be assessed to cover the cost of the driver and fuel. This charge is to be paid~~

~~( ) by the sponsoring organization.~~

~~( ) from a designated fund.~~

~~[END OF OPTIONAL PARAGRAPH]~~

~~[ ] Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. [END OF OPTIONAL PARAGRAPH]~~

~~[ ] All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home. [END OF OPTIONAL PARAGRAPH]~~

~~[ ] All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception. [END OF OPTIONAL PARAGRAPH]~~

~~[ ] District students not affiliated with the trip activity, non-district students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.~~

~~( ) without the approval of Administration.~~

~~[END OF OPTIONAL PARAGRAPH]~~

~~[ ] No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.x~~

~~( ) and does not transport any other student.~~

~~[END OF OPTIONAL PARAGRAPH]~~

~~Transportation by private vehicle shall be in accordance with Policy 8660—Transportation by Private Vehicle for District-Sponsored Activities or Trips.~~

~~[ ] The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles. [END OF OPTIONAL PARAGRAPH]~~

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T.C. 4/17/23

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121.54(7), Wis. Stats.