

## **351 FIELD TRIPS AND EXCURSIONS**

### **District-Sponsored Travel**

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/co-curricular program related trips; (c) extended travel trips; and (d) foreign travel trips.

### **Field Trips**

Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth and development are appropriate extensions of the classroom. 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 principal 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:

Field trips shall be well planned. The principal shall determine that the following have been considered:

1. Purpose of the field trip.
2. Description of the field trip.
3. Date.
4. Time of departure and expected time of arrival back at school.
5. Arrangements for bus students if arriving back at school late or leaving early in the morning.
6. Type of transportation.
7. Names of chaperones.
8. Arrangements for indigent children.
9. Arrangements for meals and lodging, if necessary.
10. Description of how the field trip is to be funded.

Field trips requiring travel of more than 75 miles one way shall require the District Administrator or their designee's authorization.

### **Extra/Co-curricular Trips**

The Board recognizes that student trips will occur for reasons 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 season. Extra-curricular or co-curricular trips shall be approved by the principal or athletic director 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 principal or athletic director of the activity and pertinent information.

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

## **Extended Travel**

Extended travel is defined as a field trip that involves one (1) or more overnight stays. 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 extended 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. Extended travel shall first be approved by the principal and District Administrator.

## **Foreign Travel**

Any travel outside of the United States is a form of extended travel. Such foreign travel must be approved by the Board. Before any extended travel or foreign travel is approved, sponsors must verify with the School Business Manager, relevant liability insurance coverage. Additionally, the District will verify that the transportation is safe, the operator is licensed and competent, and that emergency nursing services are available as required by Sec. 121.02(g) Wis. Stats. Students will be adequately supervised, and background checks will be performed on chaperones and volunteers.

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. The District 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.

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 is altered, the professional staff member in charge shall notify the administrative superior immediately.

## **General Trip Provisions**

1. A signed permission slip shall be obtained from the parent or guardian of each participating student. Students not attending shall be provided appropriate alternative instruction. Students may be charged fees for District-sponsored trips.
2. Students on all District-sponsored trips remain under the supervision of the District and are subject to the District's administrative guidelines.
3. The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips.
4. Teachers shall not transport students in private automobiles unless authorized by the principal and the requirements of state law are met.
5. 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.
6. Students on all District-sponsored trips remain under the supervision of this District and are subject to the District's administrative guidelines.

LEGAL REFERENCE: Wisconsin Statutes, Sections 121.54(7), 121.555, 895.437.

APPROVED: January 13, 2003  
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February 22, 2021

Williams Bay School District  
Williams Bay, Wisconsin