

Book	Policy Manual
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Title	Copy of DISTRICT-SPONSORED TRIPS
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2340 - **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.

Field 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 school 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. cultivate 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 building principal and subject to review by the Directors of Elementary or Secondary Education.

Field trips to destinations more than 150 miles from the District must be approved by the building principal and subject to review by the Directors of Elementary or Secondary Education.

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 school administration activities 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 activities director building administrator subject to review by the Director of Secondary Education and the Director of Teaching, Learning, and Leadership Integration in accordance with the District's overnight travel guidelines, which includes appropriate and adequate supervision.

Overnight Travel

Overnight travel is defined as a field trip that involves one 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 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 (x) Principal (~~) District Administrator [END OF OPTIONS] in accordance with the District's overnight travel guidelines, (~~) and then must be submitted to the Board for final approval [END OF OPTION].~~~~

[x International field trips present special considerations that need to be taken into account when planning these activities. The Board must approve these 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 (x) 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]

[x 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 ~~Including Foreign Travel and Extended Out-of-District Field 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.

Foreign and Extended Out-of-District Field Trips

The Board of Education recognizes the importance of intercultural and international education as important parts of the school program. To this end the Wausau School District may approve study tours and/or exchanges of its students and teachers between various countries for limited periods of time. The following procedures are to be followed in regard to these events.

Procedure

The Superintendent of Schools or designee is vested with the authority to approve extended trips or foreign travel within the constraints of this policy. The following information must be provided to the Superintendent of Schools or designee at the time a request is made for an extended trip or foreign travel:

- A. A written statement assuring that financial aid information will be provided to students with financial need. No student may be eliminated from consideration for participation in a District approved tour on the basis of sex (including transgender status, change of sex, sexual orientation, or gender identity), race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.
- B. A written statement that students for whom foreign travel is to be approved perform at or above the first year of high school language study.
- C. A written curricular plan including the trip itinerary, tour objectives, and anticipated instructional activities.
- D. A written statement of endorsement for the trip or tour from the Department Chairperson and the building principal.
- E. A written statement of all financial arrangements, including, but not limited to:
 1. the number of students expected to participate.
 2. the cost per student.
 3. a breakdown of what is included in the cost of the trip.

4. the cost of substitute teachers.
 5. the cost of support staff for students with special needs.
- F. A written statement indicating the number of free transports, if any. These free transports will be assigned by the District to staff members and/or chaperones in a manner that best meets the needs of the students involved in the tour.
 - G. The name(s) of all supervisory personnel who will accompany the tour. The organizer must be an employee of the District and additional supervisors/chaperones are to be over the age of twenty-one (21) and approved by the District. In the event that students of both genders are traveling, a chaperone of each gender is required. Supervisors/Chaperones who are not employees of the District will be subject to a criminal information records check through the Department of Justice and other appropriate agencies.
 - H. The length of time for travel including departure and return times, dates, distances, and modes of travel. Every attempt should be made to schedule approved trips during vacation periods. If travel arrangements necessitate that school days are missed, the Superintendent of Schools or designee may approve faculty and student absences provided that, in his/her judgment, school time missed is within acceptable limits; preferably not to exceed five days.
 - I. A written statement that all travel will be by bonded carrier.
 - J. A preliminary list of participants provided 120 days before departure along with any changes that may have occurred in the information listed above. Subsequent changes must be reported as they are received.

Other Requirements

The District Administrator or designee may use discretion when considering details for a specific trip. However,

- A. Students not accompanying their teacher on the foreign field trip will be given instruction by a teacher certified in the content area being studied if the travel exceeds three (3) days of school time.
- B. Costs to be incurred by the District include employing a qualified substitute teacher and providing compensation for overnight chaperones if required by Administrative Rule 6410 (Overnight Chaperone Coverage for Middle and High School Activities).
- C. Without approval of the Superintendent of Schools or designee, the number of students per supervisor/chaperone on the foreign trip shall not exceed 10 to 1.

A minimum of two (2) supervisors/chaperones shall be required on all foreign trips unless extenuating circumstances exist and an alternate plan for student safety is approved in advance by the Superintendent of Schools or designee.
- D. Students participating as part of foreign and extended out-of-District field trips are subject to all rules and regulations of the High School Activities Code, Policy 5610. It should be understood that violations of the High School Activity Code may jeopardize a student's ability to participate as part of a foreign or extended out-of-District field trip without expectation of a refund.
- E. Parents and students must comply with Policy 6425, Conduct for Field Trips/Activities/Travel, including submission of signed permission and medical authorization documents. Students are subject to all applicable District policies while participating in travel under this policy. Students violating rules, regulations, and policies while on said trip, are subject to being sent home early. Additional costs incurred as a result of this will be the responsibility of the parent/guardian.
- F. Participants shall be under the direction and control of designated school officials during the entire trip.
- G. No District facilities, time, or staff shall be involved in advertising or promoting unauthorized tours.
- H. Insurance options available to students will be shared with parents and students. Any insurance policy chosen will be the financial responsibility of the family.

Cancellation of a Tour

The District Administrator and/or the Board of Education may withdraw authorization for a previously approved student trip at any time based upon lack of participation, changed circumstances, or other justifiable reason. Circumstances in which withdrawal of authorization may occur include, but not limited to, terrorism, the danger of war, political unrest, disease epidemics, or in general, the safety and well-being of the students. Should a trip need to be cancelled, the District will work with the travel company in an attempt to postpone, reschedule, or provide an alternate destination. However, there is no guarantee an agreeable solution may be reached.

The District shall not be held responsible financially or otherwise in the event a trip is cancelled.

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.

Any staff member may propose a trip by presenting details of the proposed trip to the principal.

Proposals shall include the details of the trip, the cost of the trip, identify any third party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be properly supervised.

A list of field trips may be approved annually. Each proposed field trip not so listed must be separately approved.

General Trip Provisions

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, however; students shall have an equal opportunity to participate regardless of financial situation.

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 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;
- F. all necessary arrangements for transportation are made and any cost of transportation which will be charged to participants is approved.

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.

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

Trips Not Sponsored by the District

No staff member, volunteer, coach, or other individual acting in some capacity for the District may solicit students of this District to participate in any trip not sponsored by the District unless that staff individual has received approval of the principal to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the District is participating, as well as athletic activities outside the District's athletic program.

If approval is granted to solicit students to participate, that individual must clearly communicate to parents that the trip is not District-sponsored and that that individual is not participating within the staff individual's role representing the District. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics/Policy 4210 - Support Staff Ethics.

Transportation for Field and other District Sponsored Trips

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 District Administrator ~~(x) as specified in the District Administrator'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 District Administrator. {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, nondistrict 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.~~

~~(-) 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.

X] The District Administrator 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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Legal

121.54(7), Wis. Stats.