



Book	Policy Manual
Section	Second Reading by Board
Title	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 outing by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by the building 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:

- 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.

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. Extra-curricular or co-curricular trips shall be approved by the athletic director.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than WIAA athletic teams participating in State tournaments/meets. Any overnight trip by students or athletes requires Form 2340F2 - **School-Sponsored Events - Outside Standard School Hours-Overnight Grades 8-12** and if out of state Form 2340F3 - **Field Trip**

Consent Form for Out of State/Country.

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 in accordance with the District's overnight travel guidelines, and then must be submitted to the Board for final approval. (See also Form 2340F2 - School-Sponsored Events - Outside Standard School Hours-Overnight Grades 8-12 and F3-Field Trip Consent Form for Out of State/Country)

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. (See also Form 2340F2 - School-Sponsored Events - Outside Standard School Hours-Overnight Grades 8-12 and F3-Field Trip Consent Form for Out of State/Country)

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.

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.

~~All out of country trips need to be approved by the Board. See also Forms 2340F2 and 2340F3)~~

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.

Ad 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 for District-sponsored trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under and are subject to the District's policies and 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 learning outcomes;
- 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;
- H. all necessary arrangements for transportation are made and any cost of transportation which will be charged to participants is approved;
- I. school personnel will adhere to AG2340 - **School Sponsored Events**.

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 their 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.

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 Superintendent 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

[X] 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]**

[X] 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]**

[X] 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]**

[X] 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]**

[X] 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]**

[X] 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]**

[X] 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

(X) without the approval of Administration.

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


[X] 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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Revised 2/22/23
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Revised 2/21/24
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Legal 121.54(7), Wis. Stats.

Cross References [ag2340 - SCHOOL SPONSORED EVENTS](#)

 [2340\(A\) Field Trip Request Fillable 9.24.2024.pdf \(293 KB\)](#)

 [2340F2 School-Sponsored Events-Outside Standard School Hours-Overnight - Grades 8-12.pdf \(272 KB\)](#)

 [2340F3 Field Trip Out of State or Country.pdf \(210 KB\)](#)

Last Modified by Ellen Suckow on December 2, 2024