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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.

Field 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. 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, approved by (x) Administration and furthers or supplements an integral part of a course of study. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. help students relate school experiences to the reality of the world outside of school;
- C. (x) bring the resources of the community - natural, artistic, industrial, commercial, governmental, and educational - within the student's learning experience;
- D. afford students the opportunity to study real things and real processes in their actual environment.

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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 **(x)** 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 **(x)** activities director 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 **(x)** Principal and **(x)** District Administrator in accordance with the District's overnight travel guidelines, **(x)** and then must be submitted to the Board for final approval.

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.

~~The District Administrator shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District overnight or longer or out of the State. The Building Principals shall approve all other trips.~~

[x] Trip Approval Process

No staff member may offer or lead any trip no matter the type unless the trip has been approved in the manner prescribed in this policy.

General Trip Provisions

[x] Students may be charged fees for District-sponsored trips.

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. each trip is properly monitored;
- E. 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;
- F. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.

G. **(x)** all necessary arrangements for transportation are made and any cost of transportation which will be charged to participants is approved.

[x] 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 **(x)** 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.

~~The distance traveled outside the State and the use of nondistrict vehicles shall be consistent with Chapter 121 Wis. Stats.~~

T.C. 2/22/22

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Legal 121.54(7), Wis. Stats.

Last Modified by Coleen Frisch on November 11, 2022