

Policies of the Board of Education

Series 300: Instruction

**FIELD TRIPS GUIDELINES**

352-Rule (1)

The following guidelines are set to implement the planning of field trips:

1. Written parental permission is required for each student on any trip which requires transportation.
2. Trips must be taken in conveyances properly covered by a comprehensive general liability policy.
3. Adequate supervision must be provided at all times while on a field trip.
4. All local or co-curricular trips taken during normal school hours must be within the budgetary allotments for such purpose and be approved by the principal.
5. The arrangements for trips must be approved by the principal.
6. For co-curricular trips scheduled outside normal school hours and outside the normal school program, a fee covering the actual cost of the trip will be charged.
7. School buses or commercial buses will be used for field trips. Students will not be permitted to use their own cars or to provide transportation for other students for a field trip.

Field Trip Permission:

1. Field trips, other than local or co-curricular trips, must be approved by the superintendent.
2. Field trips and co-curricular trips requiring travel outside the State of Wisconsin shall require the Board's authorization.
3. Field trips and co-curricular trips requiring in State overnight accommodations shall require the district administrator's authorization.

Other Points of Consideration:

The Board recognizes that not all educational opportunities can be provided within the boundaries of our school district and field trips are a vital part of our educational program. However, the Board also believes that measures need to be taken to minimize time missed from school and instruction.

The following parameters will guide decisions regarding student travel, but unique and unanticipated opportunities that do not particularly fit these parameters can be reviewed for consideration by the superintendent and the Board of Education on a case by case basis.

- Students who qualify for a regional/national competition through co-curricular programs will be allowed the opportunity to travel and compete in these events.
- The band/choir/orchestra trips to cultural centers (ie. New York City, etc.) will be considered in an effort to provide a cultural and arts related experience that is an extension of the school music program that cannot be easily replicated by staying local. Attendance on these trips must be voluntary.
- Trips planned during a break from school are acceptable as long as they do not consume the majority of a spring or holiday break.
- The Board places a preference for all athletic activities to remain in Wisconsin and to seek competition within our own borders.
- Athletic teams or co-curricular groups shall be allowed to travel to states that border Wisconsin as part of higher levels of competition or unique opportunities such as high level invitation only activities.
- Athletic teams may stay overnight to alleviate early morning or late night travel.

Legal Ref.: Section 121.54(7) Wisconsin Statutes

Adopted: 11/8/82

Revised: 1/15/90  
March 1994  
January 2002  
September 2010  
December 2012

Waunakee Community School District