
**#5142 Regulation
Field Trips & Student Travel**

The Superintendent of Schools or superintendent's designee will develop and implement procedures outlining the requirements for student travel. These procedures may include a preapproved list of activities. To protect the Madison Public Schools (the "District") from liability, District employees, volunteers, independent contractors, or students will not participate in any activities, special events, or trips which are not approved or sponsored by the District. The District will not assume any liability for any student travel which was not preapproved by the Superintendent or his/her designee.

Should student travel involve significant risk of loss to the District and/or students, the District may require the purchase of additional insurance coverage or the transference of such risk to a third party. Any cost attached to such additional insurance coverage or risk transfers may be assessed against the participants in the proposed activity.

By contract or by any other means, the district will not assume any liability for the operations of any third-party providing services to the district, its employees, volunteers or students for student activities or travel. The District will not provide any physical damage comprehensive or collision coverage to any vehicles or other property not directly owned or leased by the District.

General Guidelines for Student Travel

1. Student travel during the school day must be approved by the building principal.
2. Student travel which involves overnight accommodations or trips outside of the state for students must be approved by the Superintendent.
3. School bus transportation shall be the preferred form of student travel
4. Written parental / guardian permission must be obtained for all participating students.

Student Travel Outside the Continental United States

In addition to the foregoing guidelines for educational travel, for travel outside the continental United States, approval from the Board of Education must be received prior to staff making contractual arrangements and advertising. Such approval shall be considered based upon the recommendation of the Superintendent. Factors to be considered by the Board include: costs, supervision, relation to curriculum, assessment of the country's political climate, and the method of assessing the educational value for the participants.

Non-School Sponsored Educational Travel

The Board expressly prohibits District employees from acting as private agents for non-school sponsored student travel.

Forms

Field Trip and Student Travel requests shall be completed on District request forms available in schools and on the District website and submitted to the designated responsible administrator. Other written or oral requests shall not be considered.