

Revised: August 12, 1991
Revised: March 12, 2001
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Revised: August 10, 2009

SCHOOL SPONSORED EXCURSIONS

The Board shall allow field trips and other school related excursions if such activities are judged to be of value by the principal. All out-of-school trips must have administrative approval.

Each overnight trip will be considered on its individual merits, but the school board will take into consideration at least the following in making a decision: (a) the educational purpose and the sponsor of the event (if any); (b) the number of school days to be missed; (c) the effect of the trip on other school activities; (d) the financial impact on individual families; (e) completion of proper arrangements. Such trips may be approved on a rotating basis to avoid conflicts and to the greatest extent possible, budgetary limitations for the district and students.

Funding arrangement for each trip must be approved by the building principal. Principals may approve overnight trips of only one night. Trips involving overnight stays of more than one night are permissible with principal support and approved by the board, including funding arrangements. The board should be informed of recurring annual trips after the initial year.

Parent permission slips must be signed in order for students to participate on all out-of-district school related excursions. All transportation for school-sponsored trips will be in accordance with state statutes.

The district reserves the right to require students to return home if student conduct warrants such action. The cost associated with the return to the domicile will be borne by the student and the family.

School transportation vehicles will normally be furnished for all school-sponsored excursions. Public transportation may be requested when deemed advisable by the building principal. All such travel shall be subject to budgetary limitations. School vehicles may not be used for trips which are not sponsored and/or financed by the school district. If it is necessary or advisable to use private motor vehicles to transport students, such vehicles shall be driven by a staff member or parent/guardian, and insurance and liability rest with the driver and vehicle owner. Students shall not be permitted to drive vehicles which transport other students.

The district is not responsible for student insurance coverage on school-sponsored excursions. The district advises all participants to acquire insurance coverage as is appropriate to the excursion, especially for extended or out-of-country travel. Participants on out-of-country excursions should adhere to all public health and medical recommendations and requirements.

Teachers and other school personnel shall accompany students on all excursions and shall assume responsibility for their proper conduct. The teacher or district-sanctioned person in charge of the group is responsible just as if the activity were conducted at school. Chaperones should provide close supervision and always be accessible to students. Chaperones are expected to conduct themselves as they would during a normal teaching day.

Legal Ref.: Sections 118.001 Wisconsin Statutes

120.12(2)

120.13(1)

121.54(7)

895.437

Local Ref.: Policy #352.3 – Planning and Supervision of School Trips