

PLANNING AND SUPERVISION OF SCHOOL TRIPS

A sponsoring teacher shall request a field trip by completing a “Field Trip Request Form” and submitting it to the building principal. The form should be completed a minimum of one week in advance of the actual trip. All field trips shall be approved or disapproved, in writing, by the principal. Parental approval shall be obtained before a student is allowed to participate in a field trip. A list of students participating in a field trip shall be provided to the school office and all chaperones. Students may be assessed a fee to cover field trip costs.

Adequate adult supervision shall be provided for each field trip. The number of chaperones and their duties shall vary depending upon the nature of the field trip and the grade level of the students. Volunteer chaperone duties shall be determined by the teacher prior to the principal’s final review and approval of the trip.

Staff trained to deal with the health needs of students on the trip should be included as chaperones. The health or medical needs should be reviewed at least one week prior to departure and the school nurse consulted to deal with health needs in time to develop contingency plans.

The staff member in charge, and other school personnel who assist, shall be responsible for knowing the trip site in relationship to any unusual hazards, safety conditions and/or special facilities. The staff member in charge is responsible for chaperones knowing their responsibilities. They should also:

1. Know and enforce all rules and regulations related to the place or site to be visited, as well as the school rules.
2. Discuss standards for vehicle safety, conduct and courtesy with all students prior to the trip.
3. Make it clearly understood that no discourtesy, disobedience or defiant behavior shall be tolerated.
4. Caution students to respect the property and rights of others.
5. Provide a statement of expectations and responsibilities for chaperones and a list of students in their charge.
6. Staff member in charge shall have at least one first aid kit, a list of student’s health related needs, copies of medication forms, a plan in place for dispensing medications, and all student contact information.
7. Chaperones on duty should be easily identified by students with a nametag or other identifier.

All staff and volunteer chaperones shall abide by the following guidelines:

- a. Chaperones are directly responsible to the staff member in charge of the scheduled activity.
- b. Chaperones shall assume only those responsibilities as designated by the staff member in-charge.
- c. Chaperones shall ride to and from the area of destination with the students in the same means of transportation provided for the students.
- d. Chaperones shall have a list of students and emergency phone numbers available to them.

- e. Chaperones shall abstain from use of alcohol, controlled substances or tobacco/vaping/electronic cigarettes during the duration of the trip.
- f. Chaperones shall follow procedures outlined by the staff member in charge in cases of emergency.

Legal Ref.: Sections 118.001 Wisconsin Statutes (Duties and Powers of School Boards)
118.12(2)(a) (Duties and Powers of School Boards)
118.13 (Pupil Discrimination Prohibited)
120.12(2) (School Board Duties: General Supervision)
120.13(1) (School Board Powers)
121.54(7) (Transportation by School Districts)
895.437 (Use of Lodging Establishments)

Local Ref.: Policy #352 – School Sponsored Excursions
Policy #352.1 – Overnight Excursion Regulations
Policy #352.1 Form – Overnight Excursion-Parent/Guardian Permission