

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

Policies of the Board of Education

Series 300: Instruction

EXTENDED FIELD TRIP OR FOREIGN STUDY TOUR PROCEDURES

352-Rule (2)

The Board of Education may approve extended field trips or foreign study tours within the following guidelines:

1. All requests for extended field trips or foreign study tours shall be made to the superintendent through the building principal. The request must contain a concise statement of the educational purpose and value of said trip.
2. Any individual or group requesting an extended field trip or foreign study tour shall submit a detailed plan to the building principal, who shall review it with the superintendent. The plan shall include at least the following information:
 - a. An explanation of all financial arrangements, including any financial aid information that may be available to students with financial need.
 - b. The cost of the trip per participant and what is NOT included in the price.
 - c. The length of time for travel including departure and return times, dates, distances and modes of travel.
 - 1) Every attempt should be made to schedule trips during vacation periods. If travel arrangements necessitate that school days are missed, the Board may approve faculty and student absences provided that the school time missed is within acceptable limits. An accurate count of the time to be lost should be given.
 - 2) All transportation must be by bonded carrier. Assurances shall be required.
 - 3) All accommodations shall be obtained through an approved travel service or agent.
 - d. A count of the number of free transports, if they are furnished, and to whom they will be granted.
 - e. A list of names and numbers of chaperons who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the District.
 - f. The instructional purposes of each trip or tour.

Rule (2) continued

- g. Evidences of insurance coverage.
3. The Board shall use discretion when considering details for a specific trip. However, it is expected that:
 - a. There will be no cost incurred by the District for such trips beyond that of hiring qualified substitute teachers.
 - b. The number of students per chaperon on the extended field trip or foreign study tour shall not, without approval, exceed 10 to 1.
 4. A preliminary list of participants should be provided to the building principal 30 days before departure, along with any changes which may have occurred in the information above. All later changes must be reported as they are received.
 5. Parents/guardians must submit signed permission to the building principal's office in order for a student to be excused from school to participate in an extended field trip or foreign study tour.
 6. All students participating in extended field trips or foreign study tours shall be expected to abide by trip conduct rules and regulations as outlined by the trip supervisors, and the rules of the school as outlined in the student handbook and activity handbook. Any student violating such rules shall be subject to disciplinary action.
 7. The district shall not permit use of facilities, time or staff involvement in advertising or promotion of unauthorized trips or tours.

Approved: March 1994

Revised: January 2002

Waukegan Community School District

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OVERNIGHT ACCOMODATIONS ON FIELD TRIPS

352-Rule (3)

The Board of Education establishes the following guidelines for school field trips that require overnight accommodations:

1. Reasonable times will be established by staff for lights to be out and for there to be quiet to provide students with appropriate sleep time.
2. Staff will periodically check rooms/tents to assure that student behavior is within established guidelines.
3. Students will not share rooms/tents with staff or chaperones.
4. Students will share rooms/tents with students of the same gender.
5. Students will not share beds with other students unless the student and his/her parents/guardians agree to do so to reduce the individual cost of the accommodations.
6. All rules and regulations established by Board policy, school handbooks, and administrative procedures and guidelines shall be adhered to by students/staff/chaperones at all times, including time spent in individual rooms/tents on school sponsored trips.

Adopted: 8/10/98

Waukegan Community School District

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OVERNIGHT AND EXTENDED TRIP - PARENTAL PERMISSION WAIVER

352-Exhibit

1. If emergency medical attention is necessary, I agree to have my son/daughter taken to the nearest medical facility and to have medical attention rendered as deemed necessary by the attending physician.

INSURANCE GROUP AND SUBSCRIBER NUMBERS

2. If your son/daughter has any medical disability, allergies, medication requirements, etc., please list them below. PLEASE BE COMPLETE AND SPECIFIC

3. My son/daughter does ____, does not ____ have my permission to swim on this trip.
NOTE: Supervision of the pool area may not be provided.

4. I have read the financial arrangements, the itinerary, and guidelines for rules of conduct for this trip and to hereby give my consent for the student named to participate on this trip.

GROUP TAKING TRIP

DATE(S) OF TRIP

5. I, therefore, understand that I may be held financially responsible for any additional expense as a result of early termination or any infraction of the rules.

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

ADDRESS

(Street)

(City)

(State)

(Zip)

FIELD TRIP - STUDENT AGREEMENT

I have read and fully understand the rules and regulations for this trip. I agree to adhere to all of them. I understand that failure to abide by any of these rules could result in expulsion from the tour and the organization.

STUDENT'S SIGNATURE:

THIS FORM IS TO BE RETURNED TO THE INSTRUCTOR

Adopted: March 1994

Revised:

Waukegan Community School District