

## FIELD TRIPS

Educational field trips (for a specific class) shall be planned with the following guidelines:

1. Field trips shall be classified as those directly related to courses offered in the school curriculum.
2. Appropriate instruction shall precede and follow each field trip.
3. Field trips shall be considered as instruction and planned as such with definite objectives determined in advance.
4. All field trips shall fall within budgetary limitations. (Budgeted in advance)
5. Field trip participants will be expected to provide signed parental/guardian consent forms that include notice of special medical needs/conditions, and may include releases for information and/or authorization for medical treatment.
6. All field trips shall begin and end at school and may include convenience stops at other school-related facilities.
7. The teacher shall review the educational value of the field trip with the Principal and receive approval prior to making arrangements for the field trip.
8. The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the children.
9. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.
10. Children will not be permitted to leave the field trip group during the trip unless prior written arrangements are made by parents, and approved by the principal.
11. Extended trips may call for additional insurance. The advisor planning the trip will discuss insurance liability with the school principal while planning the trip. Any trips involving planes, canoes, or boats will call for additional insurance.

### Club or Organization Field Trips

If a club or organization wishes to take a field trip, they must pay all expenses for the field trip. The field trip must be approved by the principal (by Board of Education if the trip exceeds 300 miles one-way).

It is understood that the school district will pay the club advisors registration fees, meals, lodging, and transportation for a school sponsored activity. The advisor will solicit additional chaperones if participant numbers warrant.

### Recreational Field Trips

Trips that have as their primary purpose a recreational or entertainment purpose will not be authorized during school time, except those approved by the building principal.

All school rules and regulations regarding student behavior are applicable on any school sponsored trip. Only the Board of Education may authorize out-of-state trips.

LEGAL REFERENCE: Wisconsin Stats. 121.54(7), 895.437