

## **FIELD TRIPS**

### **Field Trips**

Educational field trips shall be approved by the building principal(s) when they are carefully planned and budgeted. Any teacher proposing a field trip shall plan the specific objectives for the field trip and show how it will strengthen the classroom experience.

Staff are required to complete all the steps outlined in the field trip process. When approving field trip applications, the principal shall consider the distance involved and the number of field trips requested by any one teacher for any one group of students.

All elementary grade (4K-5) field trips are encouraged to be completed within the scheduled school day. High school and junior high school trips should be scheduled so that students get home at a reasonable hour.

### **Overnight and Out of State/Country School Field Trips**

Overnight school field trips must be approved by the Board. If timeliness of the situation is an issue, the district administrator shall consider and may approve the trip and report to the Board at the next scheduled meeting.

### **School Affiliated Field Trips**

School affiliated trips are considered part of the District's recognized curriculum or co-curricular program. As such, all students in the organization, class or extra-curricular activity should be able to participate without undue financial burden; unless the trip is scheduled outside the normal school hours or outside the normal school program. For field trips not affiliated with the District and not approved by the administration or the Board, information and materials shall be distributed in accordance with established procedures.

**NOTE:** The Board reserves the right to cancel any previously scheduled field trip. The District shall not be financially responsible for any losses incurred by the cancellation of any trip by the Board or by any third party involved in the trip. Additionally, the District is not liable for any consequential damages related to the cancellation of any field trip. Any permission slip required by the District for a field trip involving payment by a student of fees or expenses shall include a disclaimer advising students and parents of this policy and the fact that participation in the field trip is conditioned on agreement to these terms.

### **Non-School Affiliated Field Trips**

Non-school affiliated field trips are trips that are not affiliated with the District. These are organized by faculty members or other individuals acting as independent agents for students or others who take part on a voluntary basis. The District shall not permit the use of facilities or staff time or other resources in the advertisement or promotion of these field trips or tours. Neither students nor staff may engage in fundraising activities that use the implied or actual name of a District organization or the District in general for non-Board approved trips.

No individual or organization may provide oral information or distribute written materials on District grounds about any trip, internship or other activity not affiliated with the District unless the individual or organization registers with the District Office. A school approved disclaimer (See 352 – Form) must be included on all written and oral materials.

LEGAL REF.: 118.12(2)(a), 118.13 - Wisconsin Statutes  
120.12(2), 120.13(1) & 121.54(7) - Wisconsin Statutes  
895.437 - Wisconsin Statutes

CROSS REF.: 352-Rule – Field Trip Guidelines  
Field Trip Request Form  
751 - Student Transportation

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