

STUDENT TRIPS

The School Board recognizes that student trips can be valuable extensions of the traditional classroom environment that enhance student learning. Trips that are expansions of extra-curricular offerings or student organization activities can enrich student development in multiple areas. Trips of significant educational value shall be encouraged and trips of significant extra-curricular or recreational value shall be permitted. All student trips shall be subject to the rules established by the District Administrator regarding the organization and supervision of trips including, but not limited to, requests, reviews, approvals, and permissions.

Student safety, welfare and growth shall be primary considerations when planning field trips. Trips should be appropriate for the age and maturity level of the participating students and based on an assessment of student needs, interests and readiness. Trips should be planned with consideration also given to other staff members and ongoing school operations. Planning should include collaboration with other school staff members to insure trips are not duplicated across grade levels and to minimize disruptions of other school activities. Schedules should minimize the time students are absent from school and avoid conflicts with other operations such as regular school day bus schedules.

Student trips shall be approved by the building principal. Trips that extend beyond the school day, require out-of-state travel and/or are unique in terms of safety or costs shall also be reviewed and approved by the District Administrator. School Board approval is required for extended trips that require overnight accommodations, including international trips. All required written approvals shall be obtained prior to announcing a trip to students and parents/guardians. Such approvals are also required prior to making any trip-related commitments such as transportation or other travel arrangements.

Since student trips are considered an extension of the educational program, all Board policies, laws and school rules regarding the conduct of students, staff members and volunteers are applicable. In addition, compliance is required of any special conduct rules and regulations outlined for specific trips by administration and supervising staff members. Conduct violations may result in early termination of trip participation and/or disciplinary actions in accordance with established District procedures.

LEGAL REF.: Sections 120.12(2) Wisconsin Statutes
 120.13
 121.54(7)
 121.555

CROSS REF.: 352-Rule, Field Trip Procedures
 330, Curriculum Development and Adoption
 431-Rule, Student Attendance
 443, Student Conduct
 443.4, Student Alcohol and Other Drug Use
 447, Student Discipline
 522.1, Alcohol and Drug-Free Workplace
 751, Student Transportation
 831, Tobacco Use on School Premises
 832, Weapons on School Premises

Approved: April 7, 1997
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