

**School-Sponsored Overnight or Extended Field Trips**

**Code #352.02**

The Tri-County Area School District Administrator shall approve all overnight or extended field trip proposals.

The school building serves as an important learning setting. However, it is not the only learning setting. A vast number and variety of learning resources exist outside the school building far away from the District. To provide students with additional learning opportunities, school-sponsored overnight trips or extended field trips will be provided as another type of learning resource. Such overnight or extended field trips are to be properly planned and carried out to provide the kind of firsthand knowledge that cannot be gained in the school building. This policy is to make sure that when student groups participate in school-sponsored overnight or extended field trips, the trips are properly planned and carried out.

Each trip will be considered on its individual merits. The following factors shall be considered by the District Administrator when determining whether an overnight or extended field trip is appropriate:

1. The age and experience of the participants.
2. The number and behavioral history of the participants.
3. Whether or not the trip is to a dangerous area of the Country or world.
4. The number of chaperones accompanying the participants.
5. The experience of those serving as chaperones.
3. Previous problems with this type of trip.
7. Cost of the trip to the District and/or to the students.
8. How the trip furthers the educational process of students in direct relationship to their course(s) of study or is part of the recognized curriculum and in a manner which cannot be duplicated within the school.
9. The itinerary achieves its educational objective.

The building principal, along with appropriate staff members, shall determine if an overnight or extended field trips meets the appropriate educational objective. The building principal determines the appropriateness of an overnight or extended field trip on the following basis.

1. The objectives of the trip are consistent with the general objectives of the instructional program.
2. The on-going school program will not be adversely affected.

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3. Participating students' total educational program will not be adversely affected by the trip.
4. Appropriate provision is made for the continuity of learning for eligible students who do not participate in the trip.
5. That no eligible student is denied participation in the trip for economic reasons.
6. The financial implications are realistic in terms of the value of the trip.

The following information must be provided and the following conditions met in order for the District Administrator to act on the overnight or extended field trip proposal:

1. Evidence of financial capability.
2. Dates of the trip.
3. School days missed and total number of days of the trip.
4. Total cost of the trip, including food, lodging, cost per pupil, and what is included in the costs.
5. Who will provide the funds? Financial impact on individual families.
6. List of participants.
7. All travel arrangements listed to include length of time (including departure, return times), dates, distance and method of travel. All transportation must be by bonded carrier.
8. What educational purpose is served?
9. Names of personnel who will be supervising the trip. The organizer is to be an employee of the District and additional supervisors are to be approved adults and present in the ratio of not less than 1:15.
10. Evidence that parents/guardians have been advised of the plans in order that they may react favorably or unfavorably.

**Students participating in field trips are expected to follow established rules of student conduct.**

Funds may be raised by students through certain fund-raising activities specifically for and only for the overnight or extended field trip, and some funds may come from the District budget. Donations may be made by parents, parent groups, community or private groups. Funds may only be raised and used for the proposed trip after approved by the District Administrator.

**Legal Reference:** Sections 120.13 (1), Wisconsin Statutes

**Code #352.2 School-Sponsored ... Trips**

**Cross Reference:** 352.02EX1 - Overnight Trip - Parental Permission Waiver  
352.02EX2 - Authorization for Parental Surrogate to Consent to  
Medical Treatment for Minor Children  
352.02AR1, General Trip Rules  
352.02AR2, Student Conduct Rules  
374.00, Student Fundraising Activities  
374.00AR, Student Fundraising Activities (Admin. Rule)

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