

Policies of the Board of Education

Series 300: Instruction

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.
8. Field trips, other than local or co-curricular trips, must be approved by the superintendent.
9. Field trips and co-curricular trips requiring travel outside the State of Wisconsin shall require the Board's authorization.
10. Field trips and co-curricular trips requiring overnight accommodations shall require the district administrator's authorization.

Legal Ref.: Section 121.54(7) Wisconsin Statutes

Adopted: 11/8/82

Revised: 1/15/90
March 1994
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Waukegan Community School District