

# EXTENDED FIELD TRIP OR FOREIGN STUDY TOUR PROCEDURES

Waunakee Community School District

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The Board of Education may approve extended field trips or foreign study tours within the following guidelines:

1. All requests for extended field trips or foreign study tours shall be made to the superintendent through the building principal. The request must contain a concise statement of the educational purpose and value of said trip.
2. Any individual or group requesting an extended field trip or foreign study tour shall follow a two-step process to get pre-approval and the final approval for the requested field trip . Each step shall be submitted to the building principal, who shall present it, with a supporting memo, to the superintendent and the Board of Education.
3. The two step process for trip approval includes Pre approval and Final Approval  
Pre Approval includes:
  - Location
  - Draft Itinerary
  - The length of time for travel including departure and return times, dates, distances and modes of travel.
    - Every attempt should be made to schedule trips during vacation periods. If travel arrangements necessitate that school days are missed, the Board may approve faculty and student absences provided that the school time missed is within acceptable limits. An accurate count of the time to be lost should be given.
    - All transportation must be by bonded carrier. Assurances shall be required.
    - All accommodations shall be obtained through an approved travel service or agent
  - An explanation of all financial arrangements, including any financial aid information that may be available to students with financial need.
  - The cost of the trip per participant and what is NOT included in the price
  - Number of anticipated students
  - The numbers of chaperons who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the District.
  - The instructional purposes of each trip or tour.

The principal, if in support of the trip, will send a memo and the above information to the Superintendent, who will bring to the Board of Education for approval.

Final Approval includes:

- Final location including lodging location

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- Final Itinerary
- Travel information
- The final cost of the trip per participant and what is NOT included in the price
- Actual number of students attending
- A list of names of chaperons who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the District.

The board will consider the final details and give their final approval for the trip.

4. The Board shall use discretion when considering details for a specific trip. However, it is expected that:
  - a. There will be no cost incurred by the District for such trips beyond that of hiring qualified substitute teachers.
  - b. The number of students per chaperon on the extended field trip or foreign study tour shall not, without approval, exceed 10 to 1.
5. A preliminary list of participants should be provided to the building principal 30 days before departure, along with any changes which may have occurred in the information above. All later changes must be reported as they are received.
6. Parents/guardians must submit signed permission to the building principal's office in order for a student to be excused from school to participate in an extended field trip or foreign study tour.
7. All students participating in extended field trips or foreign study tours shall be expected to abide by trip conduct rules and regulations as outlined by the trip supervisors, and the rules of the school as outlined in the student handbook and activity handbook. Any student violating such rules shall be subject to disciplinary action.
8. The district shall not permit use of facilities, time or staff involvement in advertising or promotion of unauthorized trips or tours.
9. All Trips under this policy should have a parent permission waiver that (at a minimum) includes the following:
  - Emergency medical attention permission and insurance information
  - Medical disabilities, allergies, requirements listed
  - Swimming permission
  - Consent for student to participate in trip with knowledge of financial arrangements, itinerary, and guidelines/rules of conduct for this trip

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- Understanding of financial responsibility for any expense due to early termination or infraction of rules.

**Adoption Date:** March 1994

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