

Student field trips can enhance student learning, help to develop new interests and more excitement for learning, and provide useful opportunities for students to engage with people, environments, activities, and resources outside of the confines of the school campus. At the same time, field trips require substantial advance planning, can sometimes be costly, and introduce certain safety risks.

District employees and other agents of the District are always responsible for ensuring that they have been sufficiently authorized to allow students to participate in any off-premises, District-supervised trip, event, or activity.

The School Board may establish limited funding for fields trips within the District's annual budget. The administration is responsible for monitoring the allocation of any such funding and for developing and implementing guidelines and procedures that address:

1. The number and type(s) of field trips that are planned for specific schools, classes/grade levels within schools, and, if applicable, among District-sponsored co-curricular groups/activities. Such guidelines shall be developed, implemented, and monitored with sensitivity to equity considerations (such as possible perceptions that students in different schools or classes are not offered comparable opportunities) and avoiding undue repetition in destinations/activities for the same group of students.
2. Requirements for field trip requests/proposals.
3. Field trip approval authority.
4. Requirements for obtaining permission for participation from a parent or guardian.
5. Fees that may be assessed to students who participate in a field trip and the District's approval of such fees.
6. Health and safety considerations, such as:
 - a. Adequate and appropriately-authorized supervision;
 - b. Medication administration and other individual health needs; and
 - c. Emergency preparedness, including possible medical emergencies.
7. Planning for student transportation.
8. Planning for meals/food (if applicable).
9. Accessibility of field trips for students with disabilities.
10. Planning for the supervision of and alternative educational activities for students who do not participate in the field trip but who are in the relevant class, activity, or group and attend school on the day of the field trip.

Field trips under this policy are normally offered to students as a privilege that enhances or supplements the District's core instructional activities and curriculum. With the approval of an administrator, the District may deny a student the opportunity to participate in a field trip as a consequence for misconduct, including for violations of school rules or violations of other District expectations that were communicated to the student and the parents/guardians. The lack of

required permission or other necessary information are examples of other reasons that a student may not be permitted to participate in a field trip.

The appropriate school principal or assistant principal may approve a student field trip that otherwise complies with this policy and any related administrative guidelines and procedures. The District Administrator, at his/her discretion, may also elect to refer a particular field trip proposal to the Board for review and possible approval.

Legal References:

Wisconsin Statutes

[Section 118.13](#)

[student nondiscrimination]

[Section 121.54\(7\)](#)

[transportation for extracurricular activities, including field trips]

Wisconsin Administrative Code

[PI 9](#)

[student nondiscrimination]

Cross References:

110, Educational Mission Statement

352-Rule (1), Field Trip Guidelines

352-Rule (2), Extend Field Trip for Foreign Study Tour Procedures

352-Rule (3), Overnight Accommodations on Field Trips

352-Exhibit, Overnight and Extended Trip – Parental Permission Waiver

WASB PRG 352 Sample Policy 1

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