

FIELD TRIP – GUIDELINES FOR STAFF

The following guidelines for staff are set to implement the planning of field trips:

1. All trips, and the arrangements for trips, must be approved by the building administrator. Drivers of other than school district owned vehicle must be aware that their personal insurance will be the primary coverage.
2. Written parental permission is required for each student on any trip which requires transportation.
3. Parents/Guardians are encouraged to sign a consent for limited release of medical information annually.
4. Trips must be taken in conveyances properly covered by a comprehensive general liability policy.
5. Adequate supervision must be provided at all times.
6. All co-curricular trips taken during normal school hours must be within budgetary allotments for such purposes as approved by the district administrator.
7. For extracurricular trips scheduled outside normal school hours and outside the normal school program, a fee covering the actual cost of the trip may be charged. The decision will be made by the administrator.
8. School buses, public transportation buses, commercial buses, or prior approved vehicles 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.
9. Field trips, other than local or co-curricular trips, must be approved by the superintendent. (See Policy #353)
10. Field trips and co-curricular trips requiring overnight accommodations shall require the Board's authorization. (See Policy #353)

Legal Ref.: Wis. Stat.: 121.54.(7)
Wis. Stat.: 121.53