

FIELD TRIPS – SINGLE DAY

Philosophy

Student field trips can enhance student learning, help develop new interests and an excitement for learning, and provide useful opportunities for students to engage with people, environments, activities, and resources outside the confines of the school campus. At the same time, field trips require substantial advanced planning, can sometimes be costly, and introduce certain safety and health 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. However, within this policy a “field trip” means a District-approved and District-supervised off-premises activity for students, but excludes all of the following:

1. Travel between two or more District schools
2. Off-premises activities that are inherent and an appropriately-authorized aspect of a District-sponsored class or other activity, such that the student’s participation in the class or activity reasonably implies the student's intent to participate in the off-premises aspects of the class or activity (e.g., an athletic team’s away contests, Forensics or such other clubs which compete, youth apprenticeships, work-based learning).

Funding, Equity, and Safety

The District may allocate limited funding for field trips within the District’s annual budget. The administration is responsible for monitoring the allocation of such funding and for providing staff with guidelines that address 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 and any related administrative procedures shall be developed, implemented, and monitored to promote student safety with sensitivity to equity considerations, such as possible perceptions that students in different schools or classes are not offered comparable opportunities.

Privilege versus Right

Field trips under this policy are normally offered to students as a privilege that is supplemental to the District’s core instructional activities and curriculum. Accordingly, 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 violations of school rules or violations of other directives/expectations that were communicated by the district.

One-Day Field Trip Proposals

One-day field trip proposals must be submitted and administrative approval secured a minimum of four weeks prior to the trip. Approval of one-day field trips may be approved by the building principal.

A field trip proposal shall consist of a description of at least the following:

1. The name(s) of the staff member(s) who is/are submitting the proposal and who is/are responsible for the planning and organization of the proposed field trip.

2. Location, destination(s), and distance
3. Proposed date
4. Expected duration
5. Identification of the eligible student group (e.g., class, grade, and activity)
6. Expected cost per student and identification of the proposed source(s) of funding (e.g., identifying any proposed District share and any student/family share).
7. A description of the connection between the planning activities and curriculum/learning objective(s).
8. The plan for student supervision.
9. The plan for transportation.
10. The plan for meals/food (if needed).
11. Assessment of accessibility considerations for students with disabilities.
12. Assessment of such health and safety considerations as the approving authority may require, keeping in mind issues such as medication administration and emergency preparedness, including possible medical emergencies.
13. List of employees trained in CPR, AED, and First Aid.
14. List of employees trained in NVCI.

District Authorization/Approval

The principal may approve a student one-day field trip that otherwise complies with this policy, including the following guidelines:

1. General class or grade-level field trips that occur on non-school days, that depart from school before the students' normal arrival time, or that return to school after the students' normal departure time are discouraged. This is particularly emphasized for elementary and middle school field trips. However, approval by administration may be granted if administration determines that:
 - a. The proposed trip has substantial value that cannot easily be replicated or replaced through an alternative activity, and
 - b. That it would be highly impractical to schedule the activity within a regular school day.
2. One-day field trips primarily for the purpose of entertainment and recreation are discouraged, but may be approved by the principal as a behavioral incentive or as a capstone-type privilege (e.g., end-of-year class trip for eighth grade students) provided that the approval of any such trip does not compromise the District's ability to meet mandatory instructional hours requirements.

The Superintendent may also elect, at his/her sole discretion, to deny a field trip or to refer a particular field trip proposal to the Board of Education for its review and possible approval.

Parent/Guardian Permission

Before any student under 18 years of age is permitted to participate in a school field trip, the District personnel who are organizing and supervising the field trip must ensure that the student's parent or guardian has given permission.

Parent or guardian permission must be in writing and must be on the board-approved appropriate [Parent/Guardian Single-Day Field Trip Permission Form](#). In other words, a phone call or a signed document on a form other than the District-endorsed parent/guardian field trip permission slip form is not acceptable.

If sufficient permission is not received by the school-communicated deadline, District personnel shall deny a student the opportunity to participate in the field trip.

Fees Assessed to Students/Families

Students may be assessed fees to cover all or a portion of the actual costs associated with their participation in a field trip. The amount of such fees, or a reasonable estimate thereof, must be approved in connection with approving the field trip. Material changes to an approved student fee must be submitted for re-approval.

A parent/guardian in need of financial assistance may request a fee waiver for certain trips or trip expenses under applicable District policies. If a fee waiver is available and approved, any fees that are waived shall be covered by District funds or by another District-approved source (e.g., donations, gifts).

Any school-supervised fundraising that is to be conducted to cover the costs of a field trip must have appropriate approval and follow the District's applicable policies and procedures regarding fundraising.

If fees are not fully paid by the school-communicated deadline, District personnel may deny a student the opportunity to participate in a field trip. The District cannot guarantee pre-paid fees will be refundable in the event of a cancellation or if any student does not participate in a trip/activity as expected for any reason.

Transportation

It is encouraged that all District-provided transportation for any field trip shall be by school bus or school-owned vehicle. Exceptions to this expectation such as coach motor bus, taxi, employee-owned vehicle, or limousine may be approved in advance of the field trip by the principal (or by the athletic director for high school WIAA away athletic contests). These exceptions must be provided at the time of the deadline for the field trip proposal.

If permitted and authorized by the District, District-provided transportation of students for a field trip by any vehicle other than a school bus (e.g., via a private vehicle arranged by the District) must comply with all legal requirements and local requirements that apply to such vehicles and their drivers.

Field trips by flying (airplane or other) must have advanced approval by the Superintendent.

Alternative Activities and Make-Up Work

District personnel who are responsible for planning a field trip must also plan for the appropriate supervision of and alternative activities for non-participating students who are in the relevant class, activity, or group and who attend the school day on the day of the field trip.

When students participate in a field trip that is planned and approved by the school administration, they are not considered absent from school and shall be permitted a reasonable period of time, not less than the time allowed for a

student with an excused absence, to make up any school work that has been missed due to the trip. Such make-up work shall be arranged and accepted without penalty or any other undue disadvantage to the student.

ADOPTED: July 30, 2001

REVISED: August 26, 2019

REVIEW DATE: August 26, 2019

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 REF: IGDE-R, Field Trips – Single-Day Guidelines for Teaching Staff
IGDE-E(1), School-Sponsored, Single-Day Field Trip Request Form
IGDE-E(2), Parent/Guardian Single-Day Field Trip Permission Form
IGDE-E(3), Single-Day Field Trip Evaluation Form
Board Policy JFCL – Classroom Conduct

FIELD TRIPS – SINGLE-DAY GUIDELINES FOR TEACHING STAFF

Advanced Paperwork

- A. SDoJ [School Sponsored, Single-Day Field Trip Request Form](#)
Minimum of four (4) weeks in advance of the date of the trip.
If approved, distributed three (3) weeks in advance of the trip by the building principal to the Food Service Director, Director of Business Services, teacher organizing the trip, School Nurse, and Building Administrative Assistant.
- B. SDoJ [Request for Bus Transportation](#)
Minimum of three (3) weeks in advance of the date of the trip.
- C. SDoJ [School Vehicle Request Form](#)
Minimum of three (3) weeks in advance of the date of the trip.
- C. SDoJ [Parent/Guardian Single-Day Field Trip Permission Form](#)
Must be collected prior to departure for the trip.
- D. Complete electronic purchase requisition in Skyward (financial software) and submit for approval.
Complete requisition at least three (3) weeks prior to the trip.
- E. SDoJ [Administering Medication to Students Form](#)

Must be planned, organized, and complete with all necessary parent signatures prior to departure for the trip.

- A. Prescription medications require physician **and** parent signatures.
- B. ALL medications must come in the original and labeled container.
- C. Grades 4K-8: All medications are to be administered by school staff with the exception of inhalers if parents have given permission to self-administer.
- D. Grades 9-12 students may self-administer over-the-counter medications if parents sign permission form to do so.

Communication

- A. Email ALL building staff with a list of all eligible students attending the field trip a minimum of three (3) weeks before the trip.
- B. Email the Food Service Director a minimum of three (3) weeks prior to the trip to:
 - i. Alert him/her of students who will not be at school for breakfast and/or lunch and
 - ii. Alert him/her of needed sack lunches for the trip.

- C. Email the School Nurse a minimum of three (3) weeks prior to the trip to:
 - i. Alert him/her of the students attending the trip.
 - ii. Coordinate and send all signed medication forms to the school a minimum of three (3) weeks prior to the trip.
 - a. The school nurse shall contact the field trip organizer(s) and identify all students with medical needs, including medications, emergency seizure medications, insulin, inhalers, etc.
 - b. The school nurse shall alert the field trip planners of medication administration schedules.
 - c. The school nurse shall assure that there are school employees attending the trip properly trained to administer medications.

Day of Trip Expectations

- A. Obtain first aid kit from the office/school nurse.
- B. Carry a cell phone and inform the office of phone numbers in case of emergency.
- C. Obtain any student medications and related paperwork.
- D. District employees are responsible for all medication administration and student health needs unless the student's parent/guardian is on the trip or appropriate signatures are secured for students to self-administer.
- E. District employees are responsible to document student medications administered either into the *Medication Record* or on the medication envelope provided upon return from the field trip.
- F. Volunteer chaperones are not allowed to give medication to students or supervise health records.
- G. Bring a minimum of one District Safety Go Bag for Crisis Plan reference should a crisis be occurring at the time of return to the District.

Upon Return from the Trip

- A. Complete the SDoJ [Single-Day Field Trip Evaluation Form](#)
- B. If appropriate, fill out [Injury Report Form](#)
- C. Gas up any school-owned vehicles
- D. Return school-owned vehicle keys
- E. Return any receipts or invoices to the building office

Additional Teacher/Employee Responsibilities Relating to Field Trips

The teacher shall:

1. Be responsible for knowing the field trip site in relationship to any unusual hazards, safety conditions, and/or special facilities. A preliminary trip may be necessary prior to making final arrangements for a field trip.
2. Develop some means of identifying students and seeing that field trip rules are followed (e.g., buddy system, group leaders, badges).
3. Inform students in advance that they should meet in a designated place if anyone is separated from the group.
4. Know and enforce all rules and regulations related to the place or site to be visited, as well as the school rules.
5. Caution students to respect other people's property and rights.

6. Make it clearly understood that no discourtesy, disobedience, or defiant behavior will be tolerated at any time.
7. Be prepared for students with special circumstances (e.g., orthopedic).
8. Provide a statement of expectations and responsibilities for chaperones, along with a list of students participating in the trip, and teacher leaders' cell phone contact information.
9. Know what to do in the event of an accident, illness, or injury. He/she should:
 - A. Be prepared to take immediate action in case of accident, illness, or injury.
 - B. Render necessary first aid and/or call emergency personnel.
 - C. Notify parents/guardians and the administration.
 - D. Arrange transportation to a hospital if conditions warrant such action.
 - E. Take notes regarding accident situation.
 - F. Complete necessary accident report forms. Accident report forms should be obtained from the principal upon return from the trip.

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SCHOOL-SPONSORED, SINGLE-DAY FIELD TRIP REQUEST FORM

TRIP DETAILS:

SCHOOL:		TEACHER/ADVISOR:		GRADE/CLASS/ORGANIZATION:		TRIP DATES:	
TIME LEAVING:		TIME RETURNING:		RAIN DATE:		DESTINATION:	
MEANS OF TRANSPORTATION:		ESTIMATED MILES ROUND TRIP:		NAME OF BUS COMPANY:		# OF BUSES:	
# OF STUDENTS PARTICIPATING:				# OF ADULTS PARTICIPATING:			
ATTACH STUDENT ROSTER							

CHAPERONES:

NAME OF CHAPERONE	FIRST AID TRAINED OR CERTIFIED	CPR/AED TRAINED OR CERTIFIED	NVCI TRAINED	NON-EMPLOYEE	EMPLOYEE	SUBSTITUTE REQUIRED

TRIP COST:

Cost per Ticket	\$	X		Number of Students	=	\$
Cost for Transportation	\$			Quoted by Vendor?	Yes	No
Cost for Substitute(s)	\$	Daily Sub Rate	X	# of Days	=	\$
TOTAL COSTS:						\$

FUNDING:

Participant Charge	\$	X		Number of Participants	=	\$
Donation	\$			Name of Organization	=	\$
Accounts to be Charged:				#	=	\$
				#	=	\$
TOTAL FUNDING (TOTAL COSTS MUST EQUAL TOTAL FUNDING)						\$

MEAL PLANNING:

Lunch Needed:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, check one of the following:	<input type="checkbox"/>	Will bring from home, or		<input type="checkbox"/>	Request sack lunch from school

SIGNATURES:

SIGNED:		DATE:	
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Teacher/Advisor

OFFICE USE ONLY

ENDORSEMENTS	SIGNATURE	DATE	APPROVED	DENIED
PRINCIPAL				
REASON FOR DENIAL				

DISTRIBUTION OF COPIES BY PRINCIPAL OR DESIGNEE AT LEAST 3 WEEKS PRIOR TO TRIP:

<input type="checkbox"/>	Food Service Director	<input type="checkbox"/>	Director of Business Services	<input type="checkbox"/>	Teacher Organizing the Trip	<input type="checkbox"/>	School Nurse	<input type="checkbox"/>	Building Administrative Assistant
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PARENT/GUARDIAN SINGLE-DAY FIELD TRIP PERMISSION FORM

INSTRUCTIONS: Complete this form for student participation in single-day field trips. Please note that permission over the phone, via email, or on other written notes are not permissible by Board policy.

SCHOOL _____

DATE _____

Dear Parent/Guardian:

Your child has the opportunity to participate in the following field trip away from school.

TEACHER _____ GRADE LEVEL/ORGANIZATION _____

TRIP DATE _____ TRIP DESTINATION _____

TRIP PURPOSE _____

TYPE OF TRANSPORTATION _____ LOCATION OF DEPARTURE _____

TIME OF DEPARTURE _____ AM/PM APPROXIMATE TIME OF RETURN _____ AM/PM

BASIC COST OF TRIP \$ _____ MONEY DUE BY _____

ADDITIONAL SPENDING MONEY: _____ ENCOURAGED

_____ WILL NOT BE NECESSARY

LUNCH NEEDED: _____ YES _____ NO

If yes, check one of the following: _____ will bring from home **or** _____ request sack lunch from school.



PARENT/GUARDIAN COMPLETE:

_____ (Child's name) has my permission to participate in the described field trip and/or extra-curricular activity.

I am providing the following information for the safety of my child:

1. In the event of an emergency, please contact either me or the emergency contact person listed below:

(Name of parent/guardian)

(Phone)

(Person to call in case of emergency)

(Phone)

2. Please be aware of these health concerns that may require the assistance of school staff. (Wearing Med Alert bracelet is strongly advised if your child has a condition that could be life-threatening without prompt treatment.)

3. To comply with state law, any student requiring medication or treatment to be administered during the field trip must have a medication consent form on file in the school. Forms are available in the school office.

The teacher will accompany your child on the trip and will use all reasonable precautions with regard to safety and general welfare. If for behavioral/disciplinary reasons your child must return from the trip early and separate from the participating group, you will be responsible for any additional incurred trip expenses.

Please return this permission form no later than _____.

Please sign below to indicate permission for your child to go on the trip.

Parent/Guardian Signature

DATE _____

Parent/Guardian Telephone Number

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SINGLE-DAY FIELD TRIP EVALUATION FORM

SCHOOL _____

DATE FILED _____

NAME OF ORGANIZATION _____

TEACHER/ADVISOR _____

PERSON RESPONSIBLE _____

DESTINATION _____

1. Pertinent activities that occurred during the trip:

2. Awards or recognition received by the traveling group:

3. Problems that occurred during the course of the trip:

4. Value of the trip and suggestions for future trips of this kind:

5. Actual Costs:

	Cost to each student:	Cost to each adult:
Transportation	_____	_____
Meals	_____	_____
Administration	_____	_____
Other	_____	_____
TOTAL:	_____	_____

SIGNATURE _____

DATE _____