

## STUDENT TRIPS AND TRAVEL

- I. The Board of Education recognizes that travel both within the country and abroad may have educational value for those involved. Parents/guardians shall be notified in advance of all field trips and study program plans and shall furnish written parental permission. Field trips within walking distance of the school are also regulated by this policy.
- II. Field Trips
  - A. A field trip is a planned extension of the classroom and should be considered an expansion or enrichment of the regular curriculum.
  - B. Teachers may plan such trips both within and outside the District. These plans are to be filed with the school principal who will make the request for transportation if any is necessary. All travel is subject to budget limitations and will utilize regular school transportation unless otherwise approved by the Board.
  - C. On all school-sponsored trips involving students, provisions must be made for proper adult supervision by a member of the faculty or other adult approved by the administration. Parents may be asked to assist with supervision. The nature of the field trip will dictate this ratio.
  - D. Students who go on school trips are expected to return on the same bus or car. Permission to leave the group may be granted by the faculty representative when written parental/guardian consent is obtained before the trip.
  - E. In cases where private cars are used, only the personal vehicles of school employees and other adult supervisors may be used. Personal vehicles must be driven by the corresponding owner. Permission to use personal vehicles must be obtained from the school principal or an appropriate District-level administrator.
- III. Extended Student Trips
  - A. Extended trips are those trips involving overnight arrangements and considered to be part of the school's program.
  - B. All proposals for school-sponsored extended trips shall be presented to the administration prior to any preliminary discussion with students or any public announcements.

- C. Fund-raising activities for an extended trip must not occur before trip approval is granted.
- D. Participation in school-sponsored extended trips shall be voluntary. No student will be subjected to real or implied retribution if the student chooses not to participate in any extended trip.
- E. Only trips that have met the guidelines as expressed in this policy and have been approved by the Board are recognized as Port Washington-Saukville School District trips. The District shall not permit use of facilities, time, or staff involvement in advertising or promotion of unauthorized trips.
- F. A request for a school-sponsored extended trip should be submitted in writing to the building administrator(s) 30 days prior to the trip except as indicated in (G) below.
- G. A request for international trips and trips to states that are not contiguous to Wisconsin must be made at least 6 months prior to the trip and include the following information:
  - 1. How the trip furthers the educational process of students in direct relationship to their course of study and how it is part of the recognized curriculum.
  - 2. Justification as to why the learning experiences afforded by the trip cannot be duplicated within the continental United States or closer to Wisconsin.
  - 3. A list of objectives of the trip.
    - a. Objectives must be consistent with the general objectives of the instructional program. The ongoing school program must not be adversely affected.
    - b. Appropriate non-punitive and educationally valuable provisions (such as writing center, math study hall, learning center, study hall, etc.) must be made for the continuity of learning for eligible students who so not participate in the trip.
  - 4. The length of time for travel, including departure and return times, dates, distances, and modes of travel.
    - a. Every attempt should be made to schedule trips during vacation periods. If travel arrangements necessitate that school days are missed, the administration may approve faculty and student absences. An anticipated amount of the school time lost must be included.

- b. All transportation must be by bonded carrier. Assurances shall be required (a certificate of insurance must be attached to the request).
  5. Lodging arrangements.
  6. Appropriate number of students.
  7. A list of chaperones that will accompany the students.
    - a. The trip organizer must be an employee of the Port Washington-Saukville School District. Additional supervisors must be adults approved by the administration.
    - b. The number of students per chaperone shall not, without approval, exceed ten-to-one.
  8. A list of fundraising activities and/or organizations that will be solicited for support.
  9. An explanation of financial arrangements, the cost of the trip per participant, what is included in the price, and what is not included in the price. The financial implications must be kept realistic in terms of the value of the trip.
- H. If administration determines a proposed trip is appropriate, the School Board will review the proposal and make a decision regarding approval, based on the following factors:
  1. The age and experience of the participating students
  2. The number of students going on the trip, and the behavioral history of the participating students
  3. Whether the trip is to a dangerous area of the world
  4. The number of chaperones accompanying the students
  5. The experience of those persons serving as chaperones
  6. Previous problems with this type of trip
  7. The cost of the trip to the District and/or students

8. How the trip furthers the educational process of students in direct relationship to their course of study or how it is part of the recognized curriculum
  9. If the learning experiences afforded by the trip can be duplicated within or closer to the school
  10. Whether the itinerary achieves its educational purpose
- I. All students participating in extended trips shall furnish written parent permission and request for their child to participate in the trip, a Trip Agreement and Release Form, medical emergency information, along with authorization for medical care, prior to the extended school trip.
  - J. All students participating in extended trips are expected to abide by trip conduct rules and regulations and the rules of the school. Any student violating such rules will be subject to disciplinary action.
  - K. An alphabetized list of students and other individuals participating in the trip will be on file in the principal's office 1 week before departure. The list of students will be distributed to the faculty and attendance office at this time (dates of the trip included) if there will be any school days involved.
  - L. Money deposits will be forfeited if a student signs up for an extended trip, then decides not to participate in the trip after deadlines for dropping have been given. Students and parents are informed about the availability of travelers insurance, as the District is not responsible for incurring any cost of the trip, shall the Board decide to cancel for any reason.
  - M. Each school-sponsored field trip experience must be evaluated by the teacher using the School-Sponsored Extended Trip Evaluation Form. The evaluation must be submitted to the school principal within 1 week after the trip.
- IV. Travel and Study Programs (Nonschool sponsored)
- A. While travel agencies or outside groups organize student trips to take place outside of school time, announcements of these opportunities may be made during school hours. However, all publicity, organizational meetings, and correspondence must clearly indicate that this is a private venture, not school sponsored and not connected with any single class or school. School employees who may have some connection with a privately sponsored trip are not to actively recruit students.

- B. All other student travel outside the normal instructional day will comply with the provisions outlined in this policy.

Legal reference:

118.12(2)(a), 121.02(1)(g), 121.54(7), Wis. Stats.  
PI 8.01(2)(g)

Adopted: 6/18/01

Revised: 10/8/07; 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us