

Rule Policy 352  
**Student Travel**

A. Student Travel

- I. The Board of Education recognizes the need for students to travel and to stay overnight under school district responsibility to participate in certain school related activities. This policy shall govern student travel arrangements and conditions.

All travel arrangements including transportation, accommodations and designation of adult chaperones shall require approval by the District Administrator or designee.

All student participants must have a permission slip signed by their parent/guardian on file with the staff advisor coordinating the travel arrangements before being allowed to participate in student travel, except for travel between School District of Lodi facilities when students are supervised by an approved staff member.

All activities involving travel require at least two adult supervisors. At least one adult supervisor shall be a district staff member except travel between School District of Lodi facilities or other field trips within the boundaries of the School District of Lodi when students are supervised by an approved staff member.

All school activities involving travel but not including an overnight stay must have at least one adult (staff member or volunteer chaperone) per twenty (20) students, except travel between School District of Lodi facilities or other field trips within the boundaries of the School District of Lodi when students are supervised by an approved staff member.

All school activities requiring an overnight stay shall have at least one adult (staff member or volunteer chaperone) per sixteen (16) students.

All school activities requiring an overnight stay shall have at least one chaperone of the same gender as participating students, with the ratio of male and female chaperones appropriate to the number of male and female students to insure adequate supervision.

Students attending activities requiring an overnight stay shall not be required to share beds.

Staff to student ratios set in this policy may be waived if circumstances warrant. A waiver may be granted in writing by the District Administrator. A copy of the waiver shall be kept with other documentation for the travel event. This waiver authorization is primarily meant to accommodate instances of small group travel.

Student travel is an extension of the school day. Rules governing student conduct as described in the Student Handbook, Board Policy and State law, shall apply for the duration of the activity. Students committing an offense deemed by the travel supervisor to be of serious enough nature may be sent home (at the expense of the student or their parent/guardian) as soon as practical following parental notification.

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- A. Students shall adhere to the following additional standards of behavior:
- Students shall dress appropriately for the occasion according to the standards established by the travel supervisor.
  - Students shall follow all directives of advisors and chaperones, including seating arrangements, room assignments, wake-up calls, lights-out time, etc.
  - Students will attend all functions, including meals, ceremonies, etc. associated with the activity as directed by advisors and chaperones.
  - Students will travel with the entire group.
  - Students shall not enter the room of a member of the opposite sex under any circumstances.

For definitions of curricular field trips and enrichment field trips, see Policy 352 – Field Trips

- B. If it is necessary to provide meals for students while traveling:
- For curricular field trips, students may be charged a fee for meals at a rate equal to the normal rate charged for breakfast and lunch by district food service at school facilities. Students may be charged a fee for dinner at two times the rate charged for normal lunch provided by district food service at school facilities
  - For enrichment field trips, students may be charged appropriate fees to cover the actual cost of the meals provided.
- C. When necessary for students to stay overnight while traveling:
- For curricular field trips, students shall not be charged a fee for lodging except when specifically allowed by Board policy or state law.
  - For enrichment field trips, students may be charged appropriate fees to cover the actual cost of the lodging provided.
- D. Transportations Costs:
- For curricular field trips, students shall not be charged a fee for transportation except when specifically allowed by Board policy or state law.
  - For enrichment field trips, students may be charged appropriate fees to cover the actual cost of transportation provided.

## Procedures for Field Trips

### B. Procedures for Field Trips

#### I. Extended Field Trips

Whenever an academic or co-curricular program participates in an event or activity which necessitates students being away from home overnight the following procedures must be followed.

- A. The Board of Education must approve all extended field trip activities. The only exception to this procedure will be extended field trip activities necessitated by participation in the Wisconsin Interscholastic Athletic Association Tournaments. Approval for extended field trip activities involving WIAA sponsored tournament participation will be obtained from the District Administrator.
- B. Prior approval for the extended field trip must be obtained a minimum of 2 months in advance of the trip taking place. Co-curricular programs where competition determines eventual participation are excluded from this 2-month minimum (e.g. FBLA, VICA, WIAA, tournaments or competition).
- C. In conjunction with the request for an extended field trip approval a plan will be submitted for Board/administrator review which includes at least but not limited to the following:
  1. An explanation of all financial arrangements including information about any scholarship or financial aid available to students.
  2. A summary of the cost of the trip per participant and an outline of what is NOT included in this per participant cost summary.
  3. Dates of the trip.
  4. The effect this trip will have on other school/academic activities.
  5. A detailed list of all personnel (school/parent/community) who will be acting as supervisors on the trip. The Director, Coach, Supervisor of the trip is to be an employee of the Board of Education and additional supervisors are to be approved adults and in numbers to correspond with appropriate Board supervision policy unless the Board of Education waives their policy as part of the approval request.
  6. An itinerary of the trip including departure times, return times, distances and mode of transportation.
    - a. Every attempt should be made to schedule trips during vacation periods. If travel arrangements necessitate school days being missed, the District Administrator may approve faculty and student absences provided in his/her judgement the school time missed is

within acceptable limits. An accurate count of time missed by students should be included with the initial approval request.

- b. All transportation must be provided by bonded carrier. Assurances of this fact are required before approval will be granted.
  - c. A tabulated accounting of the number of free transports, if they are being furnished, and to whom they are being assigned.
- 7. A detailed account of how the funds for the trip will be raised/provided. If a fundraiser is to be used, identify what kind(s) will be utilized and provide assurance that district policy is being followed (see Board of Education Policy No. 714).
  - 8. Submit a list prior to departure of all authorized trip participants, room assignments, emergency phone numbers and a finalized trip itinerary to building administrators, Business Manager and District Administrator.
  - 9. A set of rules/guidelines of conduct will be developed and submitted for review by the Board of Education as part of the review process and distributed to all students/parents a minimum of 30 days prior to departure.
  - 10. A signed "Extended Field Trip - Parental Permission Waiver" will be on file with the building administrator prior to any students being allowed to travel on any approved extended field trip.
  - 11. Within 30 days after an extended field trip is completed, an "Extended Field Trip Evaluation Form" along with a composite financial report for all solicited funds and expenditures will be submitted for administration and Board of Education review. The evaluation form completion and financial report shall be the direct responsibility of the individual(s) who requested the initial extended field trip approval.

## II. Non-Extended Field Trips

- A. A teacher shall request a field trip by completing the "Field Trip Request Application Form" and submitting it to the building principal. The form should be completed well in advance of the actual trip, preferably one month. All field trips will be approved or disapproved in writing by the principal.
- B. Students may be assessed a fee to cover field trip costs.
- C. Parental approval must be obtained before a student is allowed to participate in a field trip. Parent/Guardian field trip permission forms shall be returned to the school at least one week prior to the trip.
- D. Transportation arrangements shall be made by the principal or designee.

- E. Adequate adult supervision must be provided for each field trip. The number of chaperones and the chaperone's duties will vary depending upon the nature of the field trip and the grade level of the students. The duties will be determined by the teacher, in cooperation with the principal, prior to the principal's final approval of the trip. Chaperones will be provided with a statement of expectations and responsibilities for chaperones, along with a list of students participating in the trip.
- F. A list of students participating in a field trip will be provided to the school office. A list of student remaining at school and their alternate assignments shall also be provided to the school office.
- G. A "Field Trip Evaluation Form" shall be returned to the principal within one week following an approved trip.

Additional Teacher 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. Standards for student conduct shall be discussed with all students prior to each field trip.
6. Be prepared for students with special needs (e.g., orthopedic).
7. 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 local police.
  - 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.