

Policy #: 352

SCHOOL DISTRICT OF WEBSTER

Date Adopted: January 02, 2012

Date Revised: December 19, 2022

Policy Title: Field Trips

I. Day Field Trip Guidelines

The School District of Webster, recognizes that out-of-school resources may offer a wealth of concrete learning experience for students, but it is to emphasize that a field trip must have an educational objective. Field trip is defined as a one-day out-of-school educational experience.

Faculty members should carefully study the educational value of the field trip and discuss the trip with the Building Principal. The approval of the Building Principal must be obtained before announcing a tentative trip to the students.

A minimum set of standards will be established to assure only responsible students are involved in field trips. Grading, discipline, behavior, and attendance records of the current school year will be considered.

A. Standards

1. Field Trip requests must be approved by the building principal.
2. Students should be passing all courses for the current semester in order to participate in the field trip. The building principal may consider special circumstances for students as they arise.
3. Appropriate public behavior will be expected during the duration of the trip.
4. All school rules will apply during the duration of the trip.
5. It is understood that these standards are not all inclusive. The Administrator may take action that is necessary to insure an orderly field trip regardless of the existence or non-existence of a standard in this policy.

II. Overnight Trips

Overnight trips that are not regularly scheduled by the WIAA or recognized state sponsored groups will be permitted only upon recommendation of the Administration and approval of the Board of Education. Each trip will be considered on its individual merits, but the Board will take into consideration at least the following in making a decision:

- A. Educational purpose.
- B. The number of school days missed.
- C. The effect on other school activities.
- D. The financial impact on individual families and the community.
- E. Past record of behavior.

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Those organizations requesting an overnight group trip must submit a preliminary proposal to the School Board. The proposal should include itinerary, anticipated cost, dates, educational objectives and number of students involved. Board may grant special considerations for unusual circumstances. All chaperones for school field trips must be approved with the Building Principal at least two weeks prior to the trip. School Administration reserves the right to refuse chaperone participation for safety reasons.

District employees shall not individually solicit or accept personal benefits from a third-party (e.g., from a parent group, a travel agent, or an event organizer) in connection with their role in organizing, promoting, or supervising District-sponsored trips/activities for students. In contrast, upon determining the staffing plan for such a trip or activity, the District may approve the use of third-party funding, rebates, gifts, etc., to pay for the direct and necessary expenses that are incurred by District personnel who are assigned to chaperone and supervise the trip/activity.

District employees shall not use work time, District resources, or their access to students in connection with their employment to assist in the advertising or promotion of non-District-sponsored trips or tours, unless the employee (1) will receive no personal benefit (including paid personal expenses) in connection with the trip; and (2) has received permission from his/her supervising administrator based on an assessment of educational value.

III. General Guidelines

- A. No student shall be coerced in any way to be part of the trip. Participation on trips will be on a voluntary basis. Students may be scratched from trips because of disciplinary reasons.
- B. Students who are making the trip shall have submitted a signed permission rules of conduct slip from their parents or legal guardians.
- C. All groups on trips shall be expected to exhibit proper conduct. All school rules shall apply throughout the trip.
- D. A meeting with parents and students where everyone will be briefed and given rules of conduct prior to all trips will be mandatory.
- E. If rules and regulations of overnight trips (signed by both student and parent) are broken the building principal will administer appropriate discipline.

IV. Chaperone Guidelines

- A. Chaperones are responsible for the group at all times
- B. Sufficient adult chaperones shall be included so a minimum ratio of adults to students is approximately one adult for each fifteen students; age of students, characteristics of the field trip, and characteristics of the students may result in

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- modifications of this ratio. When the group is made up of both boys and girls, male and female chaperones must be present.
- C. Prior to the trip, all volunteer chaperones must complete the district required background check.
 - D. One adult family member of an employee who organizes the travel may be eligible to chaperone; but only if there are insufficient numbers of qualified chaperones. Travel, lodging, and meal expenses shall be considered part of the total cost of the trip and not for “personal benefit”. Any family member who serves as a chaperone must share in the duties of the other trip chaperones.
 - E. District employees approved to serve as trip chaperones for trips that are unrelated to their assignment are required to use personal time/unpaid leave for scheduled work days that are missed due to the field trip, unless otherwise approved by the District Administrator and/or the Board.
 - F. Travel, lodging, and meal expenses of district employees shall be considered part of the total cost of the trip and not “for the employee’s personal benefit”

Cross Reference:

Legal Reference:

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]