

**FIELD TRIPS**

All field trips must be approved in writing in advance by the building principal. Only those field trips that are of value in meeting educational objectives, and are necessary to the fulfillment of obligations to the academic and extracurricular programs, may be authorized. Field trip requests that cause undue hardship on other established programs shall be denied. No field trips are to be taken after May 20<sup>th</sup>. Appropriate instruction shall precede and follow each field trip. Field trips shall be considered as instruction and planned as such with definite objectives determined in advance.

School vehicles, if available, shall be furnished for all field trips. All travel shall be subject to budget limitations and all transportation shall be dependent upon the prior approval of the District Administrator. Field trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of students to and from school.

On all field trips, provision must be made for the proper supervision of students by school employees. Responsible parents/guardians may also be used.

Written parent/guardian approval must be obtained before a student is allowed to participate in a field trip.

Field trips that require an overnight stay and/or involve travel outside of the state or country must be approved in advance by the board. Requests for such trips must be submitted to the district administrator at least 90 days prior to the event.

LEGAL REF.:                    Sections 120.12(2) Wisconsin Statutes  
    121.53  
    121.54(7)

APPROVED:                    October 11, 2000