Policy

FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Hortonville Area School District believes that field trips and student travel enrich the educational experience by adding dimensions of learning which are not possible in the classroom. As an important feature of the overall educational program, a field trip must be an extension of the regular classroom learning activities of the students; have a purpose and defined outcome related to the curriculum; and reflect appropriate preparation and organization.

For the purposes of this policy, a District sponsored field trip shall be defined as any trip planned for one or more students away from District premises, which is under the supervision of a HASD professional staff member and is an integral part of a course of study or district approved curriculum. Any fieldtrip, approved by the Board of Education, is considered a HASD district sponsored trip.

All field trips must be carefully planned, following the administrative guidelines, and approved by the appropriate administration. Parents must be well informed of all essential data regarding the proposed trip, with parent permission for all trips being required.

The Board of Education does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District that takes students on trips not approved by the Board of Education or District Administrator. No staff member may use District facilities or be on any school grounds of the District to solicit students of this District for such trips.

Student travel will be categorized in six general areas:

1. **Instructional Day Trips:** Trips that take place during the school day, related directly to a course of study, and generally require student attendance and participation. These trips are subject to review and approval by the Building Principal. Trips requiring travel of more than seventy-five (75) miles one way in one direction require the Building Principal and the District Administrators approval. Two (2) instructional trips will be allowed per year per grade level. An additional fieldtrip may be approved for encore educational experiences if approved by the building principal.
2. **Co-Curricular Athletics or Activities:** Trips in which co-curricular athletic teams are traveling seventy-five (75) miles one way in one direction, require the approval of the Activities Director. Trips in which co-curricular activity teams are traveling seventy-five (75) miles one way in one direction, require the approval of the Activities Director and/or building Principal.
3. **Supplementary Day Trips:** Trips in which students voluntarily participate, such as classroom, grade level, and building trips; as well as trips for student activities, clubs and other special interest groups. The trips are subject to review and approval by the Building Principal. Students are responsible for all transportation.
4. **Overnight Trips:** Trips that involve an overnight stay, such as trips for student activities, clubs, athletic competitions, and other special interest groups. The trips are subject to review and approval by the Building Principal or Activities Director, District Administrator, and Board of Education. Transportation maybe provided by District.

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5. **Out-of-State / Out-of-Country Trips:** Trips that involve an overnight stay or multiple nights' stay out of Wisconsin or out of the United States. The trips are subject to review and approval by the Building Principal, District Administrator, and Board of Education. It is preferable that a travel company be used to plan a trip and accommodations; all information must be submitted before Board approval. If a travel company is not used, all travel, food, and lodging information must be submitted before Board approval. Transportation maybe provided by District
6. **Trips seventy-five miles or more one way:** Trips requiring travel of more than seventy-five miles one way in one direction require the Building Principal and District Administrators approval. The Board of Education will be informed of any trip seventy-five (75) miles or more one way. If transportation is being requested, the trip request will be reviewed under the Consent Agenda Items.

Implementation:

1. Before planning a field trip, the teacher/coach/advisor shall consult with the appropriate administrator concerning the advisability of the trip. The following general regulations apply on all trips:
   A. When requests are made for all trips, student safety will be a prime consideration.
   B. All transportation arrangements must be finalized before Board approval.
   C. Before a field trip is granted, the District Calendar must be approved for the school year in which the field trip is being requested. Summer field trips planned on dates not included in the District Calendar will need trip approval not calendar approval.
   D. The District Administrator will make recommendations to the Board of Education for approval on all Overnight, Out-of-State, and Out-of-Country trips.
   E. For Out-of-State and Out-of-Country trips going by air travel, transportation to an airport within 200 miles (one-way) from HASD will be provided by District. Transportation to an airport over 200 miles (one-way) from HASD, will be the responsibility of the group/organization.
   F. For Overnight, Out-of-State, and Out-of-Country trips, the school shall be provided with an itinerary. A professional staff member shall not change a planned itinerary after Board approval. In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall immediately notify the building principal via text, email, or phone call.
   G. Teacher/coach/advisor shall contact the District Nurse/Health Aide and/or Trainer to let them know that they will be taking a field trip. The District Nurse/Health Aide and/or Trainer will need to let the teacher/coach/advisor know that one of their students will need to take medication. Medication to be administered on field trips and all other school related, out of school activities; the health office staff will give all medication to the supervising teacher all medication in an individually labeled container, properly labeled as to students name, medication, dosage contained within, time to be given and possible side effects. If there is an emergency medication approved (epi pen or inhaler) by a physician and the parents, a child in 5th – 12th grade may carry either of these items with them. No other medication can be carried by a student. Teachers/coach/advisor will be trained on the use

and dispensing of the medication. (For co-curricular events, parents may have medication for student at the event.) Please refer to Policy #5330 School Medication.
Policy #5335 – Care of Students with Chronic Health Conditions (Allergies) – Health Staff/Teachers should discuss field trips with the families of students with chronic health conditions to decide appropriate strategies for management of the student's allergy. If at all possible, a parent/guardian will be encouraged to accompany his/her child. If this is not possible, a trained staff member will be assigned to monitor their student's welfare and respond appropriately to an emergency. (This may be determined by the medical condition of the student.)

H. All chaperones are required to complete the Volunteer Contract which includes authorization for a background investigation.
I. All trips shall begin and end at the school.
J. Trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of students to and from school.
K. Teachers or other certified personnel shall accompany pupils on all trips and shall assume responsibility for their proper conduct.
L. Only students who are enrolled in the Hortonville Area School District are permitted to participate on field or other District sponsored trips.
M. Students must travel to and from events via transportation arranged by the teacher, coach/advisor. A student who travels to an event via other transportation will not participate in that event. Exceptions may be made in advance with the written permission of the parents, the teacher, coach/advisor and a school administrator for travel to and from the event.
N. Chaperones must ride the bus for all fieldtrips.
O. School transportation vehicles, if available, will be furnished for all sponsored trips. For trips where it is not cost-effective to provide a bus and driver, teachers may us a school van if available. Refer to Policy #8600 for Transportation concerns.

2. For **Instructional** and **Supplemental Day Trips:**
Teachers/Club Advisors will submit a Trip Request Form, at least one (1) month in advance of the field trip, to the Building Principal presenting the basic facts of the trip. When a field trip is designed as an extension of the classroom, i.e. the trip is an integral part of the academic classroom day, parents, unless they are designated as chaperones, are not permitted to accompany their child on the bus. If the trip is undertaken as a social or extra-curricular activity, then parents may, with the permission of the principal and completed background investigation, may take part in the trip. (Trip Request Form attached)
Any preview trips for a head chaperone requires that the teacher use personal leave time or unpaid time.
3. For **Co-Curricular Athletics or Activities:**
Coach and/or advisor will work with the Activities Director and/or Principal to make arrangements for athletic or activities trips.

4. For **Overnight Student Travel:**
   Teachers/Club Advisors will submit a Trip Request Form, at least **two (2) months** in advance of the travel, to the building Principal presenting the basic facts of the trip. On overnight trips, a minimum of one (1) chaperone for every fifteen (15) students is required. If the overnight trip is coeducation, male and female chaperones are required. If someone other than a District employee assists in chaperoning the trip, the individual(s) must have a completed background investigation and District Administrator approval. The Board will review the request at one Board meeting and will act on the request at the NEXT Board meeting. No action will be taken during the first meeting. (Please complete Overnight Trips Board Request Form) (Trip Request Form attached)
5. For **Out-of-State and Out-of-Country Student Travel:**
   Teachers/Club Advisors will submit a Trip Request Form along with a detailed plan. The Trip Request Form and plan must be submitted and approved prior to any discussions with students or parents. The Trip Request Form and plan should be submitted a minimum of **90 days** prior to the trip and should include the following information:
   A. Trip Request Form completed in full.
   B. The length of time for travel, including departure and return times and location; dates; distances; and modes of travel. This information, as well as student names, addresses, telephone numbers and emergency notification information, must be attached to the Trip Request Form. A copy is to be kept in the school office and in the District Office prior to the trip/tour. Every attempt should be made to schedule trips during vacation periods. All transportation must be bonded carrier, and assurances shall be required. (A certificate of insurance must be attached to the Trip Request Form.)
   C. The cost of the trip/tour per participant, what is not included in the price, and how funds will be raised. A list of fund-raising activities and/or organizations that will be solicited for support. No fund-raising activities for an extended trip may occur before trip approval is granted.
   D. An explanation of financial arrangements, including information on financial aid that may be available to student with financial needs.
   E. Assurance that no District employee is receiving anything of value for their own benefit from promotions of the tour or trip without prior approval by the Board of Education.
   F. A list of names and numbers of chaperones who will accompany the students. The trip/tour organizer and traveling supervisors are to be District employees. If someone other than a District employee assists in chaperoning the trip, the individual(s) must have a completed background investigation and District Administrator approval. On overnight trips, a minimum of one chaperone for every fifteen students is required. If the overnight trip is coeducational, male and female chaperones are required.
   G. Evidences of insurance coverage. The supervisor will make available optional trip insurance for the students.

6. For all student travel, a list of students participating in the trip will be provided to the school office thirty (30) days before departure. For overnight trips, a rooming list will be provided to the Building Administrator before departure. A list of students remaining at school and their alternate assignments shall also be provided to the school office.
7. A permission form will be prepared by the school personnel and signed by the parent/guardian of each student prior to the trip. Students will not be allowed to participate if signed permission has not been received by the school.
8. Trip Request Forms requiring transportation, must be completed and submitted to the Transportation Director, two (2) weeks prior to the trip.
9. Teachers are expected to communicate their expectations regarding student behavior and academic outcomes prior to the trip. Students who do not meet these expectations may be denied the opportunity to participate in future trips. Students who do not follow acceptable behavioral standards during the course of the trip may be returned to the District. Parents of these students will be asked to pick up their child or will be held financially responsible for returning the child to the District. On overnight, out-of-state, and out-of-country trips, any students involved in a violation of school rules will, upon immediate notification of their parents, be sent home at their own expense. If a child breaks a law while on the field trip, the student will be remanded to legal authorities until the parent picks up the child or arrangements have been made by the parents for the child to return home.
10. The following rules shall apply to student behavior:
    A. Students are to behave in a manner which reflects in a positive manner on their family, school, and community as a whole.
    B. Students shall follow and abide by all instructions or rules of transportation, housing, teachers/chaperones, and those of the school district.
    C. Students shall not engage in profanity, abusive language, obscene gestures, or other indecent expressions.
    D. Students shall be punctual for all departures, meetings, breaks, etc. Students shall not leave meetings or individual conferences until dismissed.
    E. Students shall attend all scheduled activities, events, and meetings with respect to the student trip.
    F. Students shall dress appropriately for student trip activities. If a student is in doubt as to appropriate attire, the student or his/her parent(s) /guardian shall seek advice from a teacher/chaperone of the trip or other school district officials.
    G. Students shall use the “buddy system” while on the trip and shall not go anywhere alone. (Homestay component of a foreign trip is an exception to this rule.)
    H. Students, chaperones or anyone going on the trip shall not have in their possession nor use alcoholic beverages, tobacco, or controlled substances or otherwise violate the district drug and alcohol and tobacco policies.
    I. Cell phones, Ipads, and other distracting devices are not allowed. Cell phones, Ipads and other devices with ear buds maybe permitted with prior teacher/chaperone approval.
    J. For overnight travel, rooming arrangements and visitation privileges shall be determined by the teacher in charge of the trip:

1. No students shall leave the hotel or other lodging facilities, or have unauthorized visitors. (Homestay component of a foreign trip is an exception to this rule.)
2. Students shall follow all curfew rules and be in their assigned rooms at curfew. No student is to leave the hotel/lodging facility at night after curfew.
3. Students shall not allow other participants into their room after curfew.
4. Disruptive behavior in the hotel/lodging facility rooms or corridors will not be permitted.
5. No students shall be allowed to remain at the hotel/lodging facility in the evening while the rest of the student trip group is absent without a teacher/chaperone remaining with the student, unless specifically approved.
6. Student hotel/lodging facility rooms are subject to inspection by teachers/chaperones at any time without notice.
7. The door of student hotel/lodging facility rooms shall be left open at any gatherings with members of the opposite sex.

K. Students will not be allowed to drive their own vehicles or district-owned vehicles as part of the school district transportation for the field trip.

11. Teachers must notify the Director of Food Service at least one week in advance of the trip if a large group of students will be gone for the lunch period.
12. The teacher whose class or club is involved in the field trip is expected to supervise/chaperone the trip. Other staff members who wish to chaperone must be approved by the principal. Parents or authorized community members may chaperone trips upon completion of a background investigation with the District Office. (See specific types of travel for further information.)
13. Teachers will provide a statement of expectations and responsibilities for chaperones along with a list of students participating in the trip.
14. Teachers must know what to do in the event of an accident, illness, or injury.
    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. Carry parent permission slips and emergency contact information on the trip.
    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 returning from the trip.
15. For all student travel, district personnel will be held responsible for student supervision and assuring students follow established conduct expectations.
16. In the event of an emergency on any student travel, the teacher/advisor must notify the Building Principal by telephone as soon as possible. This includes emergencies directly affecting students as well as general emergencies in the area where the trip is taking place.
17. Trip coordinator must attend the Board meeting to answer any/all questions about requested trip before Board decision.

Policy

Teacher Handbook
Volunteer Contract (includes Background Investigation Authorization)
Transportation Policies #8600's
Co-Curricular Code of Conduct

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OVERNIGHT TRIP
BOARD REQUEST FORM
(WITHOUT PROPER DETAIL AND ACCURACY, THE REQUEST COULD BE DENIED)

1. Organization/club/team requesting trip
   _____
2. Is this a school sponsored or school recognized group? _____
3. Purpose of Trip:
   ____Educational (List which power standards the trip will relate to. Also list what activities on the trip will be educational.)
   ____Sports team competing in the WIAA tournament
   ____Other club or activity that has earned their way to a regional, state or national competition
   ____Other: Explain reason for the request

4. Dates of trip:
   _____

5. Number of school days that the students will be absent_____
6. Is the coach or advisor an HASD teacher? YES NO
   If YES, what do you teach? _____
   If YES, how many school days will they be absent? _____
   If YES, will a substitute teacher need to be provided for the times listed for the trip? YES NO

7. What is the itinerary for the trip? **(List or attach a copy of the times/activities for each day.)**

Trip Request Form must be completed in full with the list of students, chaperones, and motel information attached.

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