

FIELD TRIPS & EXCURSIONS

7030

The North Lake School Board recognizes that a dynamic instructional program may look beyond the confines of the classroom for opportunities to enhance student learning. To the extent that a field trip provides the *most* effective means for accomplishing general curriculum objectives, it will be approved/disapproved by the administration. When considering the field trip, the following factors will be reviewed prior to approval:

- a) value of activity to the class/group
- b) direct relationship to a particular classroom instructional goal/objective
- c) suitability of the activity in terms of age level and travel time
- d) cost
- e) amount of disruption to other content classroom instruction

Written approval of a parent/guardian is required for student participation. An appropriate alternative educational experience will be developed for completion at school should a parent choose not to send his/her child; or, should the child forget his/her permission slip. Care should be taken not to repeat trips for the same students from one grade level to the next.

All approved trips should be taken within the confines of the school day whenever possible. Should the trip deviate from this time structure, parent interaction must take place for approval. Should the administration want written clarification regarding the trip and/or its purpose, Procedures 7030.1 and 7030.A will be completed prior to approval of the trip. (Guidelines for Field Trip Requests and Field Trip Permission Slips are cited under 7030.1 and 7030.A.)

Wisconsin Statutes 121.54(7)
 121.02(g)

Adopted: 9-11-84
Revised: 1-19-00

FIELD TRIP REQUEST FORM

7030.1

When planning an all day trip or EXTENDED field trip, it is important to check with the bus contractor for availability of buses.

NAME OF SCHOOL _____

PERSON(S) IN CHARGE _____

GRADE OR SPORT INVOLVED _____

NUMBER OF STUDENTS _____ NUMBER OF CHAPERONES _____

DATE OF TRIP _____ M - T - W - T - F - S

DEPARTURE TIME FROM SCHOOL _____ RETURN TIME TO SCHOOL _____

NUMBER OF BUSES _____ (when calculating the number of buses 71 means 3 to a seat)

DESTINATION _____

DESTINATION ADDRESS _____

ARE MAPS AVAILABLE? YES _____ NO _____

DO YOU REQUIRE A QUOTE? YES _____ NO _____

DO YOU REQUIRE THE DRIVER TO STAY WITH THE GROUP? YES _____ NO _____

MAY THE DRIVER LEAVE FOR MEALS? YES _____ NO _____

IN ORDER TO RESERVE A BUS ALL REQUESTS MUST BE IN WRITING. ALL CHANGES IN REQUESTS MUST BE IN WRITING. A BUS WILL NOT BE RESERVED UNLESS A WRITTEN REQUEST IS RECEIVED. THIS WILL HELP ELIMINATE ANY ERRORS. THANK YOU!

ESTIMATED QUOTE \$ _____ PLUS ESTIMATED FUEL COST \$ _____

ESTIMATED MILEAGE _____ CONFLICTION TRIP CHARGE \$ _____
(leave before 9am-return after 2pm)

Person Authorizing Request

Dousman Transport

FIELD TRIP PERMISSION SLIP

7030.A

Dear Parent/Guardian:

Your child has the opportunity to participate in the following field trip away from school.

Teacher _____ Trip Date _____

Grade Level _____

Trip Destination _____

Trip Purpose _____

Type of Transportation _____ Location of Departure _____

Time of Departure _____ Approximate Time of Return _____

Basic Cost of Trip _____ Money Due By _____

Chaperones _____



PARENT/GUARDIAN COMPLETE:

_____ (Your Child's Name) has my permission to participate in the described field trip.

Will your child need to take any medication during this field trip? _____ If yes, please provide all the necessary times and instructions for administering medication. The medication must be carried by the teacher.

Does your child have any health conditions/or require special accommodations that chaperones on this field trip should be aware of? _____ If yes, please explain. _____

Please provide a primary and a back-up telephone number where a parent or designated guardian can be reached during this field trip.

(Primary) _____ (Back-Up) _____

The teacher will accompany your child on the trip and will use all reasonable precautions with regard to safety and general welfare. If for behavioral/disciplinary reasons, your child must return from the trip early and separate from the participating group, you will be responsible for any additional incurred trip expenses.

Please return this permission form no later than _____

Please sign below to indicate permission for your child to go on the trip.

(Parent/Guardian Signature)

(Date)