

**OVERNIGHT FIELD TRIPS & OFF CAMPUS EXPERIENCES**

**7030.2**

The District Administrator shall be informed of any out-of-state field trip and those for which an overnight stay is planned within no less than 90 days of the departure date of the trip. Overnight trips by any school department or activity group shall be permitted only upon recommendation of the District Administrator and approval of the Board of Education. Each trip will be considered on its educational merit, including the following academic benefits and services:

1. The educational purpose and the sponsor of the event (if any).
2. The number of school days to be missed and length of trip.
3. The effect of the trip on other school activities.
4. The financial impact on the individual families and the school district.
5. The number of students and chaperones involved in the trip.
6. Supervision provided by hosting venue or host organization.

Funds may be raised by student fundraising activities and may come from donations by parent and/or civic groups. All fundraising shall be approved by the District Administrator prior to any advertising or solicitation.

All traveling groups shall be primarily chaperoned by school district staff. The individual chosen to supervise the trip shall be a member of the District Administration or from the staff. Chaperones will be designated and approved by the District Administrator or their staff designee. A chaperone to pupil ratio shall be maintained at a minimum of 1 chaperone for every 8 students.

Travel shall be conducted only through bonded commercial transit. Proof of insurance will be provided to the District Administrator prior to approval by the School Board.

All school rules shall be in effect for the duration of the trip for adults and students. Individuals who violate school rules and those of the hosting venue/organization may be subject to discipline, which may include removal from the trip at the expense of the family. A student removed from the trip shall be accompanied by a school employee and another adult until such time as the parent or guardian may assume responsibility for the student.

Wisconsin Statutes      120.13(1)  
   120.12(2)  
   121.54(7)  
   895.437

Adopted:                1-16-02