

Student field trips can enhance student learning, help to develop new interests and more excitement for learning, and provide useful opportunities for students to engage with people, environments, activities, and resources outside of the confines of the school campus. At the same time, field trips require substantial advance planning, can sometimes be costly, and introduce certain safety risks.

District employees and other agents of the District are always responsible for ensuring that they have been sufficiently authorized to allow students to participate in any off-premises, District-supervised trip, event, or activity. However, within this policy, a "field trip" means a District-approved and District-supervised off-premises activity for students, but excludes all of the following:

1. Off-premises activities that are an inherent and appropriately-authorized aspect of a District-sponsored class or other activity, such that the student's participation in the class or activity necessarily requires or reasonably implies the student's participation in the off-premises aspect(s) of the class or other activity (e.g., an athletic team's scheduled away contests are not "field trips");
2. Trips/activities with an itinerary that includes one or more overnight stays or involving a one-way distance from the school of more than 200 miles;

The School Board may establish limited funding for fields trips within the District's annual budget. The administration is responsible for monitoring the allocation of any such funding and for providing staff with guidelines that address the number and type(s) of field trips that are planned for specific schools, classes/grade levels within schools, and, if applicable, among District-sponsored co-curricular groups/activities. Such guidelines and any related administrative procedures shall be developed, implemented, and monitored to promote student safety and with sensitivity to equity considerations (such as possible perceptions that students in different schools or classes are not offered comparable opportunities).

Field trips under this policy are normally offered to students as a privilege that enhances or supplements the District's core instructional activities and curriculum. With the approval of an administrator, the District may deny a student the opportunity to participate in a field trip as a consequence for misconduct, including for violations of school rules or violations of other District expectations that were communicated to the student.

Field Trip Proposals

Field trip requests shall be considered for possible approval if they are supported by a sufficient proposal that is submitted to an appropriate administrator by the staff member(s) who are responsible for planning and organizing the field trip.

A field trip proposal shall consist of a description of at least the following:

1. The name(s) of the staff member(s) who are submitting the proposal and who are responsible for the planning and organization of the proposed field trip;
2. Location (destination(s)/distance);
3. Proposed date;
4. Expected duration;

5. Identification of the eligible student group (e.g., by class, grade level(s), or activity);
6. Expected cost per student and identification of the proposed source(s) of funding (e.g., identifying any proposed District share and any student/family share);
7. A description of the connection between the planned activities and curricular/learning objective(s);
8. The plan for student supervision, which shall be consistent with the District policy related to District-authorized volunteers to the extent applicable;
9. The plan for transportation;
10. The plan for meals/food (if needed);
11. Assessment of accessibility considerations for students with disabilities;
12. Assessment of such health and safety considerations as the approving authority may require, keeping in mind issues such as medication administration and emergency preparedness, including possible medical emergencies; and
13. The plan for the supervision of and alternative activities for any non-participating students.

District Authorization/Approval

The District Administrator or principal may approve a student field trip that otherwise complies with this policy, including the following guidelines:

1. General class or grade-level field trips that occur on non-school days, that depart from school before the students' normal arrival time, or that return to school after the students' normal departure time are discouraged, but may be approved by the administration if the administration determines that (1) the proposed trip has substantial value that cannot be easily replicated or replaced through an alternative activity; and (2) that it would be highly impractical to schedule the activity within a regular school day.
2. Field trips primarily for the purpose of entertainment and recreation are discouraged but may be approved by the District Administrator or principal as a behavioral incentive or as a capstone-type privilege (e.g., an end-of-year class trip for 8th grade students) provided that the approval of any such trip does not compromise the District's ability to meet mandatory instructional hours requirements.

The District Administrator may also elect, at his/her sole discretion, to refer a particular field trip proposal to the Board for its review and possible approval.

Permission of Parent or Guardian

Before any student under 18 years of age is permitted to participate in a school field trip, the District personnel who are organizing and supervising the field trip must ensure that the student's parent or guardian has given permission.

If approved by the principal, a school may request parent permission, via a single form or similar communication, for a student to participate in multiple intra-school-day field trips, provided that the trips occur within the same school year.

Parent or guardian permission must be in writing. School personnel may, at their sole discretion, accept an electronic communication that includes the pertinent information and that has sufficient indicators of authenticity. Any exceptional request to accept verbal permission by telephone must be approved by the principal, taking into account the reason for the exceptional request and relevant safety and liability factors.

If sufficient permission is not received by the school-communicated deadline, or if District personnel have reason to doubt the authenticity of a communication that purports to grant permission, District personnel may deny a student the opportunity to participate in the field trip. School personnel are not required to exhaust possibilities for obtaining or verifying sufficient permission and other required information after the established deadline has passed.

Fees Assessed to Students/Families

Students may be assessed fees to cover all or a portion of the actual costs associated with their participation in a field trip. The amount of such fees, or a reasonable estimate thereof, must be approved in connection with approving the field trip. Material changes to an approved student fee must be submitted for re-approval.

A parent or guardian in need of financial assistance may request a fee waiver for certain trips or trip expenses under applicable District policies. If a fee waiver is available and approved, any fees that are waived shall be covered by District funds or by another District-approved source.

Any school-supervised fundraising that is to be conducted to cover the costs of a field trip must have appropriate approval and follow the District's applicable policies and procedures regarding fundraising.

If fees are not fully paid by the school-communicated deadline, District personnel may deny a student the opportunity to participate in the field trip.

The District cannot guarantee that pre-paid fees will be refundable in the event of a cancellation or if any student does not participate in a trip/activity as expected for any reason.

Transportation

If permitted and authorized by the District, District-provided transportation of students for a field trip by any vehicle other than a school bus (e.g., via a private vehicle arranged by the District; via District owned cars, SUVs, or vans) must comply with all legal requirements that apply to such vehicles and their drivers.

Alternative Activities; Make-Up Work

District personnel who are responsible for planning a field trip must also plan for the appropriate supervision of and alternative activities for non-participating students who are in the relevant class, activity, or group and who attend school on the day of the field trip.

When students participate in a field trip that is planned and approved by school officials, they are not considered absent from school and shall be permitted a reasonable period of time, not less than the time allowed for a student with an excused absence, to make up any school work that has been missed due to the trip. Such make up work shall be arranged and accepted without penalty or any other undue disadvantage to the student.

Legal References:

Wisconsin Statutes

[Section 118.13](#)

[student nondiscrimination]

[Section 121.54\(7\)](#)

[transportation of students for extracurricular activities, including school outings and field trips]

Wisconsin Administrative Code

[PI9](#)

[student nondiscrimination]

Cross References:

Adoption Date:

DISTRICT-SPONSORED TRIPS/ACTIVITIES INVOLVING LONG-DISTANCE TRAVEL OR AN OVERNIGHT STAY

Policy 352.1

Page 1 of 3

District-sponsored and District-supervised trips/activities for students that involve long-distance travel or any overnight stay(s) often give rise to significant safety, supervisory, logistical, and financial challenges. Accordingly, any request to approve such a trip or activity must be supported by a comprehensive plan and a compelling justification. Long-distance travel is defined as a one-way distance of more 200 miles from the District's boundaries.

This policy does not apply to the approval of a District-sponsored team's or other competitive co-curricular group's participation in advanced-level, intra-state competitions for which students have qualified as a result of their performance in local or regional competitions.

Authorization

Each District-sponsored and District-supervised trip/activity for students that involves long-distance travel or an overnight stay must be authorized and approved in advance, as follows:

1. Provided that any District-provided funding for the trip is already accounted for in the District's approved annual budget or has been specifically approved by the School Board, the District Administrator may approve a proposal for any of the following:
 - a. A trip or activity that does not involve long-distance travel but that includes a single overnight period or up to two overnight periods during which participating students will remain under the District's supervisory jurisdiction.
2. The Board must approve any other proposal for a trip or activity that is subject to this policy (i.e., that involves long-distance travel or any overnight period(s) during which participating students will remain under the District's supervisory jurisdiction).

In situations where the District Administrator is authorized to approve or deny a proposed trip/activity under this policy, the District Administrator, at his/her sole discretion, may still elect to refer a request or proposal to the Board.

There are many reasons that particular proposals may be denied, even when the request includes an adequate plan for supervision and funding. Previous approval of the same or a similar trip/activity under this policy in no way assures future approvals. If deemed appropriate, the District may grant tentative or conditional approval for a trip/activity. The District reserves the discretion to cancel an approved trip or activity due to safety concerns or for other valid reasons.

Funding

Funding decisions under this policy are made on a case-by-case basis. In most circumstances, the District will require the costs associated with student participation in a trip or activity that involves long-distance travel and/or any overnight stays to be covered by non-District sources, including fees that are paid by the families of participating students. The District cannot

DISTRICT-SPONSORED TRIPS/ACTIVITIES INVOLVING LONG-DISTANCE TRAVEL OR AN OVERNIGHT STAY

Policy 352.1

Page 2 of 3

guarantee that pre-paid fees will be refundable in the event of a cancellation or if any student does not participate in a trip/activity as expected for any reason.

District funding is most likely to be available (1) to cover the cost of substitute employees, if needed; and (2) to support the direct and necessary expenses incurred by District personnel who are assigned to chaperon and supervise a District-sponsored trip/activity, when such a District contribution is part of the approved funding plan.

Trip Proposals

Trips and other activities involving long-distance travel and/or any overnights normally must be planned many months in advance. A proposal for such a trip or activity must cover all basic issues that are addressed in proposals for regular, intra-day school field trips, as well as any additional information that may be required by the administration or Board.

Trip proposals should make reasonable efforts to minimize the amount of regular class time that participating students will be required to miss. Trips and tours under this policy may be proposed for days on which the school(s) are not in session.

The Board encourages the administration to develop additional guidelines and standards that apply to different situations, such as overnight accommodations, out-of-state domestic travel, foreign trips or tours, or any proposed transportation of students that would occur by a method other than a school bus or a District-contracted commercial motor coach.

Permission of Parent or Guardian

The signed, written permission of a parent or guardian, along with completed medical information/emergency contact forms, are mandatory conditions of student participation in any trip/activity that may be approved under this policy.

Ethical Considerations

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 chaperon 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.

DISTRICT-SPONSORED TRIPS/ACTIVITIES INVOLVING LONG-DISTANCE TRAVEL OR AN OVERNIGHT STAY

Policy 352.1

Page 3 of 3

Legal References:

Wisconsin Statutes

Section 118.12

[employees may not receive personal benefits from any person other than the school district for promoting the sale of goods or services to students]

Section 118.13

[student nondiscrimination]

Section 121.54(7)

[transportation of students for extracurricular activities, including school outings and field trips]

Wisconsin Administrative Code

PI 9

[student nondiscrimination]

Cross References:

[Insert appropriate cross references to the policy as applicable to your district.]

Adoption Date:

Section: 500 Series: Personnel

Title: Alcohol and Drug Free Workplace

Code: 522.1

Status: Active

Adopted: August 21, 2019

Last Revised by WASB: October 8, 2019

The School Board believes that the maintenance of a drug-free and alcohol-free workplace is essential to staff, student, and public safety and to help ensure a productive and safe environment for working and learning. Accordingly, the District prohibits the following conduct by any person who is (1) on District premises (i.e., property that is owned, leased, or controlled by the District); (2) in a District vehicle; or (3) participating in a District-sponsored activity:

1. The unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance (as defined under state or federal law, including all illegal drugs), a hazardous inhalant, or alcohol.
2. Being under the influence of a controlled substance (excluding the lawful and medically-appropriate use of medication), a hazardous inhalant, or alcohol in any manner that violates the law, violates a District policy, creates a disturbance, or jeopardizes safety.
3. The possession or distribution (including the purchase, sale, or transfer) of any substance that is being represented as a controlled substance.

District employees are also subject to the following additional restrictions regarding alcohol and controlled substances:

1. Except as otherwise required by law or specified in this policy, no District employee may possess, manufacture, distribute, dispense, use, or be under the influence of alcohol or a controlled substance, or use or be under the influence of a hazardous inhalant, when the employee is (a) on District-premises; (b) in any vehicle being used for District business; or (c) regardless of location, at any District-authorized activity, event, or function at a time when the employee is acting in the scope of his/her employment, responsible for District students, or otherwise acting as an agent of the District. For purposes of this provision, being under the influence of alcohol includes having a detectable alcohol concentration of 0.02 or higher and also includes any stricter standard established by state or federal law as a prohibited alcohol concentration for particular positions or duties. With respect to drivers of any school bus or commercial motor vehicle, section 346.63 of the state statutes imposes escalating sanctions (starting with a minor forfeiture and a 24-hour "out-of-service" period) for any person who drives, operates, or is on duty time with respect to a commercial motor vehicle while having an alcohol concentration above 0.0. A district might encounter both legal and practical challenges with attempts to enforce the state's 0.0 bus driver/CDL standard with respect to all employment positions and all situations (e.g., medications containing low concentrations of alcohol; certain non-driving-related evening job duties that may occur after an employee has consumed an alcohol beverage with a meal while not on duty; and possible issues under the Wisconsin Fair Employment Act's "lawful use of lawful products" provisions). For this reason, a district may wish to consult with legal counsel regarding both the definition of "under the influence" that the district uses in the general employment context and regarding any consequences the district imposes when an actual alcohol test shows only a very low alcohol concentration.

2. No District employee may engage in other employment-related conduct that is separately prohibited by a state or federal law relating to alcohol or controlled substances.

The following are exceptions to the above-stated restrictions on employees:

1. Provided that the medication(s) are not misused and that they do not interfere with the safe and acceptable performance of the employee's job, an employee may possess and work while taking over-the-counter medication or his/her own prescription medication(s) in accordance with applicable instructions.
2. Where there is a legitimate and District-authorized purpose, an employee may possess and use otherwise-lawful products for such authorized purpose(s), even if the product could be an intoxicant if the product were consumed or misused (e.g., because the product contains alcohol or emits hazardous vapors).

With respect to the therapeutic use of any medication(s) (whether prescription or over-the-counter) that could impair an employee's job performance or endanger safety, it is the employee's responsibility to obtain the advice of a licensed medical practitioner to ensure that the employee can safely perform his/her job responsibilities while he/she is taking his/her medication(s). An employee whose ability to perform his/her job would be adversely impaired by his/her use of medication(s) should request and may be eligible for accommodations.

In addition, the District does not condone any unlawful conduct related to alcohol or controlled substances or the misuse of alcohol or drugs by a District employee even when the employee is off duty and not on District property. Where off-duty conduct relating to alcohol or controlled substances has a legally-sufficient connection to an individual's employment, it can serve as the basis for employment-related discipline or other employment-related consequences.

Certain employees may be subject to further requirements and restrictions related to alcohol and drugs based on their positions or job duties. For example:

1. Any district employee who holds a commercial driver's license and who is responsible for driving a school bus or other qualifying commercial motor vehicle as part of their employment is subject to:
 - a. U.S. Department of Transportation regulations that address alcohol and drug use/testing and the District's related policies and procedures.
 - b. Additional state laws and regulations, including statutes that prohibit any person from driving, operating, or being on duty time with respect to a commercial motor vehicle or any school bus while having a detectable alcohol concentration above 0.0, or within 4 hours of having consumed or having been under the influence of an intoxicating beverage (regardless of the beverage's alcohol content) to a degree which renders the individual incapable of safely driving.
2. An employee who is engaged in the performance of a federal contract or qualifying federal grant must notify the District Administrator of any criminal drug statute conviction for a violation that occurred in the workplace. This notification shall be made within five (5) days of the conviction. The District Administrator or his/her designee must notify the appropriate federal agency and take other appropriate action.

Consequences for Drug and Alcohol Violations

Compliance with the District's policies and rules regarding alcohol and drugs in the workplace is mandatory and a condition of employment. Employees who violate the District's policies or rules regarding these substances are subject to consequences, including possible referral for a drug or alcohol evaluation, referral to a counseling or rehabilitation program, referral to any available employee assistance program (EAP), reassignment, monitoring plans (which, to the extent permitted

by law, may include testing), discipline (up to and including immediate termination), and/or referral to appropriate law enforcement officials

Employee Assistance Program:

The employee assistance program (EAP) is a voluntary work-site program to assist employees affected by behavioral, medical or productivity concerns or problems, which may also involve concerns related to alcohol or controlled substances. The EAP helps in the prevention, identification and resolution of these programs and concerns. Information about the EAP, including contact information for the program, can be obtained from the District office.

Legal References:

Wisconsin Statutes:

[Section 111.35](#) [use or nonuse of lawful products; exceptions and special cases]

[Section 121.02\(1\)\(i\)](#) [safe and healthful facilities]

[Section 125.09](#) restrictions on alcohol on school property and at school activities]

[Section 346.63](#) [operating under influence of an intoxicant or other drug]

[Section 939.22\(15\)](#) [definition of hazardous inhalant]

[Chapter 961](#) [controlled substances laws]

Wisconsin Administrative Code

[Trans 300.16](#) [student transportation; driver requirements]

Federal Laws and Regulations:

[41 U.S.C. Chapter 81](#) [federal drug-free workplace requirements for federal contractors/grantees]

[2 C.F.R. Chapter 1, Part 182, Subpart B](#) [federal regulations implementing the federal Drug-Free Workplace Act]

[21 C.F.R. Part 1308](#) [federal schedules of controlled substances]

Cross References

SP, 8/13/18; Employee Handbook