

**SCHOOL DISTRICT OF WAUPACA**

**SERIES 300 INSTRUCTION**

**CODE: 352-R1**

Field Trip Rules

1. No field trips will be scheduled during the first three (3) weeks of school or during the last two (2) weeks of school. After April 15th and prior to the last two weeks of school all field trips must be scheduled to return to Waupaca before 2:45 p.m. except in extenuating circumstances as determined by the availability of busses after all scheduled events and potential make-up events are considered.
2. Travel will be limited to a maximum of five (5) school days that may be missed, excluding international travel.
3. Male and female adult supervision will be provided for all overnight trips which are co-educational.
4. Class 3 field trips require one chaperone for every 10-15 students. Class 1 and Class 2 trips shall be adequately chaperoned, with a minimum of one chaperone per bus. This chaperone should be a school employee, except in extenuating circumstances.
5. Male and female students will be housed separately. All co-educational contacts and activities will take place in public areas of the building or housing accommodations under adult supervision.
6. Class 1 and 2 trips will be requested on the attached form.
7. Requests for Class 3 trips must be presented to the Board of Education for preliminary approval at the May Board meeting of the year preceding the trip. This will allow the Board of Education and District Administrative staff to preview all Class 3 trips planned for the following year and make any adjustments which might be necessary in personnel and activity scheduling prior to final approval at the October Board meeting.

8. The trip advisor, along with the building principal, may exclude any student who is not in good standing academically, or who does not exhibit a sense of responsibility to be a good representative of the School District of Waupaca.
9. Instructors must review possible trips with the Building Principal prior to discussions with the group. No public announcement of any trip shall be made prior to approval by the Board.
10. No student shall be subjected to real or implied retribution of he/she chooses not to participate in the group's trip. Admittance to a group will not be influenced by a student's willingness to participate in any planned trips.
13. Final requests for a Class 3 trip will be made on the attached form.

**ADOPTED:** 101293

**REVISED:** 121493, 020894, 111103

**REVIEWED:**

**LEGAL REFERENCE:**

**CONTRACT REFERENCE:**

**CROSS REFERENCE:**

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.