

SCHOOL DISTRICT OF WAUPACA

SERIES 300 INSTRUCTION

Code: 352-R4

Field Trip Responsibilities

1. Chaperones or Advisors
 - a. Parental approval forms for the overnight trip must be completed and returned to the Building Principal.
 - b. Names of students attending will be made available to the office.
 - c. An orientation meeting with parents, student, and school chaperones will be held prior to departure.
 - d. Guidelines and rules, formulated by the advisor and signed by the parents or guardians must be filed with the Principal prior to departure.
 - e. Adult supervision is to be immediately available at all times during the trip.
 - f. Expenses for staff members and volunteers who accompany students on trips may be included in the cost of the trip after prior notice has been given to parents of participating students.
 - g. Accompanying adults, by virtue of their desire to provide the best learning situation for students, will exercise such judgement in their activities as to motivate students to comply with the student code of conduct.
 - h. Chaperones will not get involved in activities which would be different from a normal teaching day. This includes off time when on a trip. They are responsible for the group and negligence in proper supervision may develop severe repercussions.
 - i. Parents of students eligible for the trip will be informed in writing of the objectives of the trip, standard of conduct required, responsibilities of students, number of chaperones and other adults, how expenses of chaperones and other adults will be paid, the per student cost for the trip including travel, housing and all other expenses, type of travel arrangements, day to day itinerary, arrangements for coping with emergencies, and needs for special clothing or equipment.
2. Student Conduct
 - a. The use of alcohol and/or other drugs is prohibited.
 - b. Smoking will not be permitted on school sponsored trips.

ADOPTED: 101293

REVISED:

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LEGAL REFERENCE:

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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.

- c. the parent of any student carrying prescribed medication will be required to inform the staff member in charge, in writing, in advance of the trip, of the type of medication and instructions for its use.
- d. Any games which involve the exchange of money or other items of value will be prohibited.
- e. a :buddy system: will be employed in all cases when students leave the group. No student(s) will leave the group or group's headquarters at any time during the trip without permission of the staff member in charge. If permission is granted, the student(s) will provide the staff member with information such as: time of departure, destination, persons accompanying him/her and expected time of return.
- f. Students on extended trips who wish to visit relatives and/or friends along the way will meet with them where the group is assembled. Written parental approval will be required in advance of the trip departure.
- g. To assure alertness for the following day's activities, evening curfew hours, which have been accepted in advance of the trip, will be strictly enforced.
- h. all participants who have elected to join a school sponsored trip will adhere to the preceding stipulations regardless of whether or not they have reached their eighteenth birthday.
- i. If there are serious infractions of rules of conduct, a student may be sent home at the parent's expense. this decision will be made only after the staff member in charge has consulted with the Principal, the student, and his/her parents.
- j. Students will never leave the housing area without permission from the chaperones or advisors.

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