

FILE: IICA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 15, 1980	FILE SECTOR: INSTRUCTION
DATE REVISED: February 15, 1993	POLICY TITLE: FIELD TRIPS
DATE REVISED: December 20, 2001	
DATE REVISED: May 17, 2007	
DATE REVISED: December 19, 2013	

The educational benefits of field trips and outdoor activities are recognized and encouraged by the board of education. Field trips should be of an educational nature, pertaining to specific elements of the curriculum.

Specific groups may request to take students on a field trip for purposes other than a strictly educational nature, such as, rewards for good performance, sports activities, etc.

Out of state or trips to foreign countries shall be conducted as described in policy IICAA.

CROSS REFERENCE: EEA, EEBA IICA-R, IICAA, IICAA-R, JFCG, JFCH & JFCHA, KGC-R
LEGAL REFERENCE: 121.54(7) & 895.437 Wis. Stat.

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1. All requests for student field trips are to be submitted to the building principal for prior approval. The principal must insure that all trips have proper chaperoning, that written parental permission is obtained where required, and that the trip will not create extreme problems in the total educational program of his/her building. Field trips may be approved within the limitations imposed by the budget.
2. All transportation for field trips shall be arranged through the principal. Students will not be allowed to use their own vehicles or to provide transportation for other students on a school sponsored field trip unless requested to do so by administration and upon verification of insurance. A roster of participating students must be left with the administrator granting approval.
3. Overnight in-state trips must be chaperoned by an employee(s) of the Medford Area Public School District. His/her name and the name(s) of any other personnel who accompany the group must be provided to the building principal(s) and athletic director where applicable prior to approval.
4. Sponsors and traveling supervisors are required to take actions which prevent the possession or consumption of alcoholic beverages, possession or use of tobacco products and the possession or use of controlled substances or controlled substance analogs.
5. All participants are expected to abide by district policies regarding conduct and discipline.
6. No staff member promoting school sponsored trips may receive for his/her personal benefit anything of value, including a free or reduced price trip from any person other than his/her employing school district as a result of his/her involvement in the trip and/or arrangements for the trip. Any free or reduced price trips, refunds, rebates, or discounts that result from the trip or its promotion become the property of the Medford Area Public School District to be disposed of as provided in school policy and/or administrative procedures. The building principal may provide the promoting staff member with any free or reduced price travel in return for his/her chaperoning or supervisory responsibilities.