

**Policy Number:**

**352.1**

**Title: District-Sponsored Trips Involving Long-Distance Travel or Overnight Stay**

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.

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 an overnight period during which participating students will remain under the District's supervisory jurisdiction.
  - b. A trip or activity that requires long-distance travel for which transportation will be by a District-authorized motor vehicle, and that does not include any overnight period 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 may 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 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.

### **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. The applicable school principal shall review trip proposals for completeness before the proposal is forwarded for final administrative or Board approval.

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 state-level competitions, 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.

Legal References: Wisconsin Statutes Sections §118.12, §118.13, §121.54(7)

Wisconsin Administrative Code PI 9

Policy Adopted: March 22, 2023