

MENOMINEE INDIAN SCHOOL DISTRICT

352-Rule

FIELD TRIP PROCEDURES

1. Approval

All field trips must be approved by the building principal and the district administrator.

A. Walking trips need only be approved by the building principal.

B. Field trips shall be requested in writing (use Field Trips Request form).

- 1) Within 100 round trip miles (except walking trips) - at least 14 days in advance of the trip.
- 2) Over 100 round trip miles - shall be requested and approved 30 days in advance of the trip.
- 3) Field trips sponsored by organizations other than the school district do not require Board approval, however, if district transportation is requested, the organization will be billed accordingly.

C. Board approval is required for the following trips:

- 1) Overnight trips
- 2) Trips over 300 round trip miles; Trips over 75 round trip miles shall require Board approval if decided by district administrator.
- 3) Trips that cost more than \$50.00 per student and/or over \$500 per group.

2. Transportation shall be arranged by the building principal after approval has been granted. All field trips shall begin and end at the school. Students may be dropped at their residence if on-direct route from field trip.

3. A signed permission slip shall be obtained from the parent/guardian of each participating student by the teacher.

4. Teachers or other staff shall accompany students on all field trips and shall assume responsibility for their proper conduct. Students participating in field trips are expected to follow established rules of student conduct.

Note that according to section 895.437 of the state statutes, any person who procures lodging in a lodging establishment and permits or fails to take action to prevent any of the following activities from occurring in the establishment is subject to penalties outlined in state law: (a) consumption of an alcohol beverage by any underage person not accompanied by his or her parent or guardian or spouse who has attained the legal drinking age; and, (b) illegal use of a controlled substance or a controlled substance analog. A person who violates state law shall forfeit not more than \$500 if the person has not committed a previous violation within 12 months of the violation or not less than \$200 and not more than \$500 if the person has committed a previous violation within 12 months of the violation. Violation of student conduct rules shall be reported to the building principal. There must be one adult chaperon for each group of 10 students or as appropriate.

5. Student exclusion from a trip is made by the classroom teacher and the building principal in accordance with established procedures. The building principal must be notified at least two days before the trip as to the arrangement for excluded students.
6. Any fund raising activities for a trip must adhere to Board policy.
7. Students shall not be excluded from field trips because of inability to pay.

APPROVED: November 1997

REVISED: January 16, 2003
January 18, 2011