

SERIES 300 – INSTRUCTION

Extended Instructional Programs (350)

Field Trips – 352

Field trips at the Norwalk-Ontario-Wilton School District are recognized as an effective means of achieving educational goals. Therefore, field trips may be proposed as an extension of the curriculum and included in the normal process of educational planning.

Prior administrative approval of all field trips shall be required. The following guidelines shall apply when approving field trips:

- Where possible, field trips should be coordinated with other teaching disciplines.
- Sound educational purposes or objectives must be given before a field trip will be approved.
- Each field trip should be planned to maximize the amount of time available for achieving educational goals and to reduce the amount of time spent on travel.
- Field trips should be budgeted for the following year.
- Field trip requests, listing the destination, sponsoring group, purpose, mode of travel, and costs should be submitted to the appropriate building principal.
- Parental permission should be obtained for students participating in field trips. Permission should be in written form.
- Parents should be encouraged to participate in field trips as chaperones. All parents or adult chaperones must complete the School District's consent form (Policy 352 Exhibit) in order to attend the field trip.
- Student work should be completed before a student participates in a field trip.
- Participation in contests or competitions is not considered a field trip.
- Overnight trips shall require prior approval of the NOW Board of Education.

This policy does not prevent annual class trips that may not have a direct educational purpose. Effort shall be made to incorporate educational aspects into these trips.

Legal Reference: Sections 118.12(2)(a), 118.13, 120.12(2), 120.13(1), 121.54(7)
Wisconsin Statutes

Cross Reference: 751 – Student Transportation

Adopted: 9/13/10

Revised: 3/14/16