

## Business

### Special Transportation for School-Related Field Trips

1. Students shall pay for the cost of all field trips except for:
  - a. Annual Symphony concert for all fifth grades.
  - b. Third and fifth grade planetarium trips.
  - c. Fourth grade Wustum Museum trips.
  - d. Fourth grade Colonial Park trips.
  - e. Other trips approved by the Area Superintendent or Deputy Superintendent.

Parents/Guardians shall be sent notification of all instructional experiences involving transportation prior to the scheduled event.

2. Transportation to a school-related field trip must be in a school bus, motor bus, or motor vehicle operated under Wisconsin Statute 121.555(1)(a). The school principal must authorize the use of such transportation and may only authorize such use if the school has an actual interest in the safety and welfare of the children transported to the activity.
3. Each vehicle shall have a staff person assigned to properly supervise students and return all students on all field trips. The advisor shall be responsible for the proper conduct of students in the vehicle and throughout the field trip.
4. Before any field trip each teacher shall adequately instruct the students in that class about proper school vehicle conduct and about procedures to follow in case of emergencies.
5. The staff person shall be responsible for directions to and from the site of the field trip.
6. The staff person shall be responsible for obtaining written parental/guardian approval for each student attending the field trip.
7. Only adults designated by the teacher to chaperone are allowed to ride on the field trip vehicle.

Legal Reference: Wisconsin Statutes § 121.54(7)

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