

**Student Travel**  
**Board of Education**  
**Wrightstown Community School District**

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The Wrightstown Community School District believes that field trips and student travel enrich the educational experience by adding dimensions of learning which are not possible in the classroom. As an important feature of the overall educational program, a field trip must be an extension of the regular classroom learning activities of the students; have a purpose and defined outcome related to the curriculum; and reflect appropriate preparation and organization.

All field trips must be carefully planned, following the administrative guidelines, and approved by the appropriate administration. Parents must be well informed of all essential data regarding the proposed trip, with parent permission for all trips being required.

Student travel will be categorized in four general areas:

- 1) **Instructional Day Trips:** Trips that take place during the school day, related directly to a course of study, and generally require student attendance and participation. These trips are subject to review and approval by the Building Principal.
- 2) **Supplementary Day Trips:** Trips in which students voluntarily participate, such as classroom, grade level, and building trips; as well as trips for student activities, clubs and other special interest groups. The trips are subject to review and approval by the Building Principal.
- 3) **Overnight Trips:** Trips that involve an overnight stay, such as trips for student activities, clubs, athletic competitions, and other special interest groups. The trips are subject to review and approval by the Building Principal or Activities Director. Additionally, the District Administrator shall be informed of all out-of-state student travel for which an overnight stay is planned.
- 4) **Out-of-State / Out-of-Country Trips:** Trips that involve an overnight stay or multiple nights stay out of Wisconsin or out of the United States. The trips are subject to review and approval by the Building Principal. The District Administrator shall be informed of all out-of-state travel for which an overnight stay is planned and all out-of-country student travel. Additionally, the Board of Education shall be informed of all out-of-country student travel.

*Reference: Field Trip Administrative Guidelines*

*Adopted: October 19, 2011*

*Reviewed: March 16, 2016*

*Revised:*