

Special Transportation Trips:

General Policies

1. All requests for special trips must be submitted to and received by the transportation supervisor no later than three school days before the trip is to begin. All requests for transportation will be accepted on a first-come basis in case of too many requests.
2. In case of cancellation, the transportation supervisor must be notified at least three hours prior to the scheduled departure time. Failure to notify the transportation supervisor may result in the activity being charged for the bus service even though it was not used.
3. Each month the transportation supervisor will bill the school directly for all buses used in transporting students. In turn, each activity will be charged to the appropriate account or the principal billed for their usage of the busing.
4. Operation procedures:
 - a. Buses will begin special trips only when a chaperone of the School District of Neillsville or private school is present on the bus.
 - b. Standards of conduct on special trips shall be the responsibility of the chaperone supervising the trip.
 - c. Students making a special trip must return on the same bus unless written authorization has been presented to the supervising chaperone in advance by the parent or guardian.
 - d. The bus driver will note on the trip ticket any stop that deviates from the designated point requested and this note should also be initialed by the chaperone.
 - e. A chaperone will be seated in the rear of the bus when accompanying a special trip.

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**SPECIAL USE OF SCHOOL BUSES
STUDENT TRIP POLICY**

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A student trip shall be considered a school-sponsored activity away from the school premises.

General Guidelines

1. All student trips must be pre-approved by administration.
2. Student trips that include out-of-state travel must be pre-approved by the Board of Education through board action at least two regular board meetings prior to the anticipated departure date.
3. Out-of-district trip destinations must be within a reasonable distance of the city of Neillsville, as determined by administration.
4. The Board of Education reserves the right to fully or partially fund any approved student trip.
5. All student trips shall satisfy the established policies and procedures for bus transportation, chaperones, and any other related regulations.

Types of Student Trips

1. *Instructional Class Field Trip:* These trips are designed to be integrated into the curriculum and conducted for the purpose of providing an educational experience that is not available in the classroom.
 - a. A trip request form must be submitted to secure administrative approval. This form requires information on the steps that will be taken to connect the experience to the curriculum unit, including state standards that are addressed and post-trip classroom activities.
 - b. A permission slip signed by a parent/guardian is necessary for student participation.
 - c. Grades Pre-K through 12 are limited to one out-of-district and one in-district field trip per school year. Trips taken within the city limits of Neillsville, regardless of transportation method, are not applied to this limit.
2. *Student Activity Trip:* Student organizations sponsor trips throughout the school year. Members are given opportunities to fundraise in an effort to defray the associated costs.
 - a. A trip request form must be submitted to secure administrative approval.
 - b. A permission slip signed by a parent/guardian is necessary for student participation.
 - c. The district must be reimbursed for transportation costs related to student activity trips at the current rate.

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- d. New fundraisers will not be approved solely for the purpose of funding transportation costs.
3. *Extracurricular Trip:* As part of an extracurricular or co-curricular activity, these trips may include, but are not limited to, contests or practices for contests (e.g. athletics, solo and ensembles, etc.) and performances or exhibitions (e.g. band, chorus, etc.).

REF: KME: Out of State Travel

REF: IGDF: Fundraising

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THE
SCHOOL DISTRICT OF NEILLSVILLE

Student Trip Request Form

INSTRUCTIONS: Complete this form and return it to the building principal. Out-of-state trips must be approved by the Board of Education at least two regular board meetings prior to the anticipated departure date. All other requests must be submitted one month in advance.

Date Submitted:	Group:
Teacher(s)/Advisor:	Number of Students:
Departure Date/Time:	Return Date/Time:
Topic of Trip:	
Destination/Itinerary:	
State Standards Addressed:	
Connection to Curriculum Unit:	
Follow-up Classroom Activities:	
Transportation:	Cost of Trip to Student:

FOR OFFICE USE	
APPROVED: _____ Yes _____ No <input type="checkbox"/> In-District <input type="checkbox"/> Out-of-District	
Building Principal _____	Date _____

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